

CCF/B

The
Common
Communication
Format
for
Bibliographic
Information

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

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CCF/B

**The Common Communication Format
for Bibliographic Information**

Edited by

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General Information Programme and UNISIST

United Nations Educational, Scientific and Cultural Organization

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PREFACE

This is, in effect, the third edition of the Common Communication Format. This volume, CCF/B, has a companion volume entitled *CCF/F The Common Communication Format for Factual Information*. Together these two volumes replace the second edition of the CCF. Although they are published in two volumes, they continue to present a single, integrated format. Data elements which are useful for both kinds of entities appear in both volumes. Those that are more specialized appear only in one. This change, and other changes such as a new method for linking records and the elimination of some redundant fields, have been carried out following the suggestions of CCF users, who are always encouraged to send questions about the application of the CCF and offer suggestions for further improvements and additions.

The chief purpose of the format is to provide a detailed and structured method for recording a number of mandatory and optional data elements in a *computer-readable record* for exchange purposes between two or more computer-based systems. The data elements of the format will also be useful for a single agency which wishes to build its own format while remaining compatible with the CCF.

This document was not designed to be used as a manual by staff responsible for coding or otherwise preparing descriptions of bibliographic information for input to a computer system. Rather, it is a technical specification to permit systems designers to devise local procedures and computer programs so that they can exchange files in either direction with other organizations which may use the CCF. It is expected that the CCF will continue to be a useful resource for locally-produced input manuals and other specific kinds of staff aids.

The CCF has been prepared with the support of Unesco, within the framework of the General Information Programme, by the Ad hoc Group on the Establishment of a Common Communication Format. Since the start of its development, many experts have participated in the design and improvement of the format, including Dorothy Anderson, Henriette Avram, Edwin Buchinski, Peter Canisius, Hope E. A. Clement, Harold Dierickx, Nathalie Dusoulier (Chair), Alan Hopkinson, Sally McCallum, Margaret Park, Marie Rosenbaum, Paulo Henrique de Assis Santana, Peter Simmons, Erik Vajda, Mirna Willer and James L. Wood.

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1 INTRODUCTION

1.1 Rationale

1.2 History

1.1

RATIONALE

The Common Communication Format (CCF) was developed by the Ad Hoc Group for the Establishment of the Common Communication Format in order to facilitate the exchange of bibliographic data between organizations, and first published in 1984.^{9*} Using the CCF would enable an information provider to have a common format into which all data could be converted, and recipients of information would need to develop only one conversion program for incorporating incoming from whatever source into their information system. More information on the history of the format and of the Ad Hoc Group is found in Section 1.2.

Within an information system, the records which form the database will usually exist in a number of separate but highly compatible formats. Typically there will be:

- a format in which records will be input to the system
- a format best suited to long-term storage
- a format to facilitate retrieval, and
- a format (though more often, several) in which records will be displayed.

In addition, if two or more organizations wish to exchange records with one another, it will be necessary for each of these organizations to agree upon a common standard format for exchange purposes. Each must be able to convert to an exchange-format record from an internal-format record, and vice versa.

If in any network of organizations, whether national or international, there is a single standard exchange format, information interchange within that network will be greatly facilitated, both technically and economically. But if each network has a different standard format then information interchange between different networks and among various bibliographic agencies will still be so complex as to be uneconomical, because of the number of computer programs that must be written to accommodate the translation of records from one format to another.

At the present time many national standard exchange formats exist. Although a number of these formats are very similar to one another, others differ significantly. Rarely if ever are two national formats so completely alike that their records can be handled by the same computer programs.

The bibliographic descriptions carried by these formats also differ widely, according to their source. Many different kinds of agencies create bibliographic records. The goals of some of these differ greatly from the goals of others. Abstracting and indexing agencies, for example, tend to operate differently from most libraries, and must work within different limits and constraints. As a result, various kinds of rules for bibliographic description have come into common use, resulting in the creation and distribution of widely varying and, for the most part, incompatible bibliographic records contained within equally varied and

 * Within the text of the CCF, bibliographic references are given in brief form. Accompanying reference numbers refer to the complete citation, which is in Section 2.3 'Standards and references'.

incompatible formats.

In order to resolve the lack of uniformity among national standard formats, international standard exchange formats have been developed. Within the community of national libraries, the *UNIMARC*⁵ format, which was developed to provide a single common denominator for exchange purposes, assumes that ISBD is the standard for the form of data elements which describe the item. Similarly, the community of abstracting and indexing services is served by the *UNISIST Reference Manual*,¹¹ which prescribes its own content designators to be assigned to bibliographic descriptions of various types of materials. Both of these formats were designed to serve a limited range of institutions, a fact which is also true of the other international exchange formats listed in Section 1.2. In most cases these major formats define, organize and identify data elements in quite different ways, and rely on different sets of codes for use in their coded elements. Thus it has not been practical to mix in a single file bibliographic records from different types of organizations and services. As a result, an organization receiving records from various agencies needs a separate set of computer programs to handle each type of record.

Clearly this fragmentation of the information community into separate groups is detrimental to the progress that is being made towards establishing international networks of various types of bibliographic agencies. Also it stands in the way of programmes aimed at providing users with easy access to recorded information from a variety of sources.

The Common Communication Format, presented in two volumes called CCF/B and CCF/F, is a single, integrated format designed to facilitate the communication of records among different sectors of the information community by providing a common medium of exchange among them. In this way the CCF's designers hope to assist the communication of both bibliographic and non-bibliographic information among computer-based systems, large and small, around the world.

1.2

HISTORY

In April 1978 the Unesco General Information Programme (Unesco/PGI) sponsored an International Symposium on Bibliographic Exchange Formats, which was held in Taormina, Sicily. Organized by the UNISIST International Centre for Bibliographic Descriptions (UNIBID) in co-operation with the International Council of Scientific Unions Abstracting Board (ICSU-AB), the International Federation of Library Associations and Institutions (IFLA), and the International Organization for Standardization (ISO), the Symposium was convened 'to study the desirability and feasibility of establishing maximum compatibility between existing bibliographic exchange formats.'¹⁰

Immediately following the Symposium and as a direct result of it, Unesco/PGI formed the Ad hoc Group on the Establishment of a Common Communication Format (CCF), which included experts able to present the views of a broad spectrum of the information community. Members of this Group worked at meetings and through correspondence to produce a common bibliographic exchange format that would be useful both to libraries and other information services. At the start of its deliberations the Group decided on certain principles which the CCF still follows:

- The structure of the format conforms to the international standard ISO 2709. **
- The core record consists of a small number of mandatory data elements essential to bibliographic description, identified in a standard manner.
- The mandatory elements are augmented by additional optional data elements, identified in a standard manner.
- A standard technique is used for accommodating levels, relationships, and links between bibliographic entities.

In addition it was affirmed that the CCF should be more than merely a new format: it should be based on, and provide a bridge between, the existing major international exchange formats, while taking into account the International Standard Bibliographic Descriptions (ISBD) developed by IFLA.

Early in its deliberations the Group undertook a comparison of all of the data elements in *The Reference Manual*,¹¹ *UNIMARC*,⁵ *ISDS Manual*⁷ (formerly the *Guidelines for ISDS*), *MEKOF-2*,³ *ASIDIC/EUSIDIC/ICSU-AB/NFAIS Interchange Specifications*,¹ and the *USSR-US Common Communication Format*.¹² With these six standard formats as a guide, the Group identified a small number of data elements which were used by virtually all information-handling communities, including both libraries and abstracting and indexing organizations. These commonly used data elements form the core of the CCF. A technique was developed to show relationships between bibliographic records, and between elements within bibliographic records. The concept of the *record segment* was developed and refined, and a method for designating relationships between records, segments, and fields was accepted by the group. The first edition of *CCF: The Common Communication Format* was published in 1984.

 ** Within the text of the CCF, references to ISO standards are given in brief form. Full citations are given in Section 2.3 'Standards and references'.

Following publication of the first edition in 1984, and the second edition in 1988, bibliographic agencies around the world developed national and local formats based on the CCF. Many of these were presented at the first meeting of CCF users, which was held in Geneva in 1989. Proceedings of that meeting are available from Unesco.⁸ At that meeting users recommended some minor changes which have been incorporated into this edition, and a few major changes. The most important of these are:

- The creation of data elements for recording factual information; these are most often used for referral purposes. The result has been the division of the CCF into two volumes: CCF/B for bibliographic information, and CCF/F for factual information.
- The development of Field 088, to permit linking between records without making use of secondary segments.
- The elimination of fields for which a satisfactory alternative either already exists (Field 080 instead of 081, 082 and 083) or can easily be modified (Field 230 instead of 220, 221, 222 and 223).
- Fields for recording information about specific types of materials, including maps, patents, standards and theses.

In addition, Unesco has published *Implementation Notes for Users of the CCF*.² It explains how various features of the CCF may be implemented within the constraints of local computer software, and provides further information on the use of bibliographic data elements.

2 THE USE OF THE FORMAT

2.1 Scope and use

2.2 Definitions

2.3 Standards and references

2.4 Structure

2.5 Linking mechanisms

2.6 Character sets

2.7 Format extension

2.1

SCOPE AND USE

The CCF is designed to provide a standard format for three major purposes:

- To permit the exchange of records between groups of information agencies, including libraries, abstracting and indexing services, referral systems and other kinds of information agencies.
- To permit the use of a single set of computer programs to manipulate records received from various information agencies regardless of their internal record-creation practices.
- To serve as the basis of a format for an agency's own bibliographic or factual database, by providing a list of useful data elements. To assist the development of individual systems, Unesco has published *Implementation notes for users of the Common Communication Format (CCF)*.²

These uses have been accommodated in the following ways:

- By specifying the minimum set of mandatory data elements which are required to provide a useful and unambiguous record. All of the CCF data elements are listed in Section 3 of this document with an indication of whether or not they are mandatory for the specific type of material or entity being described.
- By providing mandatory and optional data elements that are sufficiently flexible to accommodate varying descriptive practices.
- By permitting the originating agency to create and include non-standard elements which are considered useful within its system even though they are not used by other agencies. Guidance for the designation of these elements is found in Section 2.7.
- By providing mechanisms for linking records and, in the case of bibliographic items, segments of records, without imposing on the originating agency any uniform practice regarding the treatment of related groups of records or data elements. Linking techniques are described in Section 2.5.

2.2

DEFINITIONS

For the purposes of this format, the following definitions apply:

- base address of data** - the location of the first character of the first datafield in a record, relative to the first character in the record.
- bibliographic item** - the physical object which is described by the data contained in one segment of a bibliographic record. See also **target item**, **related item**.
- bibliographic level** - a designation assigned to a bibliographic item that indicates the placement of the item in a structure based on vertical relationships.
- bibliographic record** - a collection of specifically defined character strings, including a record label, a directory and bibliographic data describing one or more bibliographic items treated as one entity. A bibliographic record may contain one or more record segments.
- character set** - a set of characters (i.e. control characters and graphic characters such as letters, digits, and symbols) with their coded representation.
- chronological relationship** - the relationship in time between bibliographic items, such as the relationship of a serial to its predecessors and successors.
- content designator** - a code (i.e. tag, indicator, subfield identifier, occurrence identifier, etc.) which identifies or describes some attribute of a data element or group of data elements.
- data element** - the smallest unit of the record that is explicitly identified. Within a datafield, a data element forms a subfield and is identified with a subfield identifier. Within the record label and directory, the data elements are identified by their character positions.
- datafield** - a variable-length portion of the bibliographic record containing a particular category of data associated with one entry in the directory. A datafield may contain one or more subfields. See also **mandatory field**, **repeatable field**.
- directory** - a table of entries, each of which gives the tag, length, location within the record, segment identifier, and occurrence identifier of one datafield.
- entity** - the object described in a record. This may be an institution, person, bibliographic item, research project, etc.
- factual record** - a collection of specifically defined character strings, including a record label, a directory, and datafields describing one entity. A factual record consists of a single segment.
- field** - see **datafield**.
- field occurrence** - each individual occurrence of a datafield. Each field occurrence has an individual entry in the directory and is identified in this entry by a field

occurrence identifier.

field occurrence identifier - a single character, appearing in the directory, which differentiates multiple occurrences of the same datafield within the same record segment.

field separator - the final character of each occurrence of each datafield, and of the directory. The field separator will always be character 1/14 of ISO 646.

horizontal relationship - the relationship between versions of a bibliographic item in different languages, formats, media, etc., or between entities such as a project and its report.

indicators - the first two characters in each datafield, supplying further information about the contents of the field.

item - see **bibliographic item**.

label - the first 24 characters of each record, providing parameters for the processing of the record.

level - see **bibliographic level**.

link or **linking** - a means of establishing and defining a relationship between datafields, between record segments, or between separate records.

mandatory field - a datafield which should appear in the record when the relevant information appears on the item or is otherwise known to the creator of the record.

mandatory subfield - a subfield which should appear in the record when the field within which it is found appears.

occurrence identifier - see **field occurrence identifier**.

primary segment - those datafields in a bibliographic record which carry the bibliographic data for the target item. Every record contains one, and only one, primary segment. Datafields in the primary segment carry the segment identifier '0' (zero).

record - see **bibliographic record, factual record**.

record label - the first 24 characters of each record, providing parameters for the processing of the record.

record separator - the final character of each record. This will always be character 1/13 of ISO 646.

related item - a bibliographic item that has either a vertical or horizontal relationship with another item identified or described in a segment in a record. A related item is directly or indirectly related to the primary segment.

repeatable field - a datafield which may appear more than once in the same segment; a datafield which is not repeatable should not appear more than once in the same segment.

repeatable subfield - a subfield which may appear more than once in a single occurrence of the datafield to which it belongs; a subfield which is not repeatable may not appear more than once in any single occurrence of the datafield to which it belongs.

secondary segment - any segment contained in a record other than the primary segment.

segment - a group of datafields within a bibliographic record, all carrying the same segment identifier, which describe the same item.

segment identifier - a single character associated with each occurrence of a datafield and appearing in the directory entry for that occurrence, which identifies the segment to which the datafield belongs.

source format - the rules and/or conventions governing the representation in machine form of a record prior to its conversion to the CCF.

structure - the arrangement of the parts constituting a record, or of the records constituting a reel of magnetic tape.

subfield - a separately identified part of a datafield containing a data element. See also **mandatory subfield, repeatable subfield.**

subfield code - the second character of a subfield identifier; a letter or digit.

subfield identifier - two characters immediately preceding and identifying a subfield. The first character is named the subfield identifier flag; the second character is named the subfield code.

subfield identifier flag - the first character of a subfield identifier, which must always be character 1/15 of ISO 646. It is shown in this document as '@'.

tag - three characters appearing in the directory, associated with a datafield and used to identify it.

target item - the bibliographic item that is principal or primary, for the description of which the record was constructed. The target item is the one to which the bibliographic level code in character 7 of the label applies.

vertical relationship - the hierarchical relationship of the whole to its parts and the parts to the whole, such as an individual item to its series or a journal article to the journal.

2.3

STANDARDS AND REFERENCES

As far as possible, codes and other elements amenable to standardization which appear in the CCF incorporate standards issued by the International Organization for Standardization (ISO). Below are listed the standards, manuals, codes of practice, handbooks, and other standardizing publications to which reference is made in the CCF. They are divided into two sections:

- ISO standards, in numerical order
- Other references, in alphabetical order

Standards published by the International Organization for Standardization are available from national standards organizations, or from the ISO Central Secretariat, Case postale 56, CH-1211 Genève 20, Switzerland. Many of the standards listed below appear in *Documentation and Information : ISO Standards Handbook 1*. 3rd edition. Geneva: ISO, 1988. This volume is available in either French or English from ISO.

2.3.1 ISO standards

ISO 4:1984. Rules for the Abbreviation of Title Words and Titles of Periodicals.

ISO 646:1983. 7-Bit Coded Character Set for Information Interchange.

ISO 1001:1986. File Structure and Labelling of Magnetic Tapes for Information Interchange.

ISO 2022:1986. 7-bit and 8-bit Coded Character Sets -- Coded Extension Techniques.

ISO 2108:1978. International Standard Book Numbering (ISBN).

ISO 2375:1985. Procedure for Registration of Escape Sequences.

ISO 2709:1981. Format for Bibliographic Information Interchange on Magnetic Tape.

ISO 3166:1988. Codes for the Representation of Names of Countries.

ISO 3297:1986. International Standard Serial Numbering (ISSN).

ISO 8601:1988. Data Elements and Interchange Formats -- Information Interchange -- Representation of Dates and Times.

2.3.2 References

1. ASIDIC/EUSIDIC/ICSU-AB/NFAIS. *Recommended Interchange Specifications for Computer Readable Bibliographic Data Bases*. April 1978.
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3. International Centre for Scientific and Technical Information. *Communicative Format of Data Recording on Magnetic Tape. International Exchange Format; MEKOF-2*. Moscow: International Centre for Scientific and Technical Information, 1979.
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7. International Serials Data System. *ISDS Manual*. Paris: ISDS International Centre, 1983.
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9. Simmons, Peter and Alan Hopkinson, eds. *CCF, the Common Communication Format*. 2nd ed. Paris: Unesco, 1988. Supersedes first edition, 1984.
10. *Towards a Common Bibliographic Exchange Format?* International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978. Proceedings edited by H. Dierickx and A. Hopkinson. Budapest: OMKDK-Technoinform; London: UNIBID, 1978.
11. Unesco. *UNISIST Reference Manual for Machine-readable Bibliographic Descriptions*, compiled by M. D. Martin. Paris: Unesco, 1974. The third edition is compiled and edited by H. Dierickx and A. Hopkinson. Paris: Unesco, 1986.
12. USSR Council of Ministers, State Committee on Science and Technology (and) USSR State Public Library for Science and Technology. *Draft Implementation of the USSR-US Common Communication Format*. Moscow: 1978.

2.4

STRUCTURE

The record structure of the Common Communication Format constitutes a specific implementation of the international standard ISO 2709. Each CCF record consists of four major parts:

- Record label
- Directory
- Datafields
- Record separator

When building a physical volume (magnetic tape or disk) of records, consideration must be given to the structure of the volume.

Each of these topics is covered below.

2.4.1 Record label

Each CCF record begins with a fixed-length label of 24 characters, the contents of which are as follows:

Character Position(s)	Contents
0 to 4	Record length. The length of the record includes the label, directory, datafields, and record separator. (Use of 5 characters for the record length permits records as long as 99,999 characters.)
5	Record status, using a code taken from the list of Record Status Codes shown below.
	<p>Record Status Codes</p> <p>a = New Record</p> <p>b = Replacement record: a record that is intended to replace a previously issued record. A record with this code takes the place of a record with the same identifier issued at an earlier date.</p> <p>c = Deleting record: a record that is intended to cause the deletion of a previously distributed record. A record with this code will cause the removal from a file of a record with the same identifier issued at an earlier date.</p>
6	'b' (blank) This character position is not used.
7	Bibliographic level of the target item, using one of the following codes:
	<p>Bibliographic Level Codes</p> <p>s = Serial: a bibliographic item in any medium issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings,</p>

transactions, etc. of societies and series of monographs. The last is defined as a group of separate, related publications.

m = Single volume monograph: a bibliographic item complete in one physical part; may be a volume of a multi-volume monograph.

c = Multi-volume monograph: a bibliographic item complete or intended to be completed in a finite number of separate parts.

a = Component part: a bibliographic item which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. Component parts include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc. Also commonly called analytic.

e = Made-up collection: a bibliographic item that is a made-up collection; for example the manuscripts of an individual author.

8	'b' (blank) This character position is not used.
9	'b' (blank) This character position is not used.
10	'2' The indicator length. This shows the number of indicator characters in each field.
11	'2' The subfield identifier length. This shows the number of characters used as the subfield identifier.
12 to 16	Base address of data. The location within the record at which the first datafield begins, relative to the first character in the record, which is designated character position '0' (zero).
17 to 19	'b' (blank) These character positions are not used.
20	'4' The length of 'Length of Datafield' in the directory. (Use of 4 characters permits datafields as long as 9,999 characters.)
21	'5' The length of 'Starting Character Position' in the directory.
22	'2' The length of implementation-defined section of each entry in the directory. Of the two characters, one is used for the Segment Identifier, the other for the Occurrence Identifier. Both are explained below.
23	'b' (blank). This character position is not used.

2.4.2 Directory

The directory is a table containing a variable number of fourteen-character entries; the table is terminated by a field separator character. Each directory entry corresponds to an occurrence of a datafield in the record, and is divided into five parts:

- Tag
- Length of datafield
- Starting character position
- Segment identifier
- Occurrence identifier

Tag A three-character code identifying the datafield which corresponds to the directory entry. In Section 3.2, the datafields are described; each is preceded by its tag.

Length of Datafield	A four-digit number showing how many characters are occupied by the datafield, including indicators and datafield separator but excluding the record separator code if the datafield is the last field in the record.
Starting Character Position	A five-digit number giving the position of the first character of the datafield relative to the base address of data, i.e. the first character of the first of the datafields.
Segment Identifier	A single character (chosen from 0-9 and/or A-Z) which designates the datafield as being a member of particular segment. For a discussion of record segmentation, see Section 2.5.
Occurrence Identifier	A single character (chosen from 0-9 and A-Z) which differentiates multiple occurrences of datafields that carry the same tag within the same record segment.

A single directory entry is organized as follows:

TAG	LENGTH OF DATAFIELD	STARTING CHARACTER POSITION	SEGMENT IDENTIFIER	OCCURRENCE IDENTIFIER
3 characters	4 characters	5 characters	1 character	1 character

Here is an example of a directory entry:

30000330028910

In this example the tag encoded in the first three digits is '300', signifying that the datafield identified here is a Name of Person. The next four digits are '0033' showing that the datafield is 33 characters in length. '00289' shows that the datafield begins two-hundred eighty-nine characters after the base address of the data. The digit '1' shows that this datafield belongs to the second segment of the record; datafields belonging to the primary (first) segment will carry the segment identifier '0'. The final digit, '0', indicates that this is the first occurrence of a datafield tagged 300 in segment 1.

2.4.3 Datafields

A datafield consists of:

- Indicators
- One or more subfields each of which is preceded by a subfield identifier
- A datafield separator

Indicators	Two bytes reserved for use as defined for each data field. These may supply further information about the contents of the datafield, or about the action required in certain data manipulation processes.
Subfields	A subfield consists of a subfield identifier followed by a data string, which is terminated by either another subfield identifier or a field

separator. A subfield identifier consists of a subfield identifier flag (character 1/15 of ISO 646, shown in this document as '@') followed by one other character.

Datafield Separator The datafield separator (character 1/14 of ISO 646) constitutes the final character of every datafield.

A datafield which has a single subfield will be organized as follows:

INDICATORS 2 characters	SUBFIELD IDENTIFIER 2 characters	SUBFIELD variable	FIELD SEPARATOR 1 character
----------------------------	-------------------------------------	----------------------	--------------------------------

A datafield which has two subfields will be organized as follows:

INDICATORS 2 characters	FIRST SUBFIELD IDENTIFIER 2 characters	FIRST SUBFIELD variable	SECOND SUBFIELD IDENTIFIER 2 characters	SECOND SUBFIELD variable	FIELD SEPARATOR 1 character
----------------------------	---	----------------------------	--	-----------------------------	--------------------------------

Here is an example of a single datafield:

01@AStephenson@BM.S.@D1953-@E673■

The tag for this datafield, which is '300', appears in the entry which represents this field in the directory, not in the datafield itself. The first character appearing in the datafield, '0', is the first indicator, which means that the level of responsibility of the author is not defined. The second digit, '1', indicates that the form of the name which appears here comes from the authority file of the agency creating the record. The form of the name on the item may be different from the form given here. Subfield A preceded by its subfield identifier '@A', provides a significant element of the name of the person, in this case the family name. This is the data element by which the contents of this datafield will be ordered in a sequential index. Subfield B gives the remainder of the personal name. Subfield D gives a birth date, apparently taken from the authority file of the creating agency. Subfield E gives a three-digit code, '673', taken from a list of role codes shown in Section 4.4 of the CCF. This code indicates that the person identified in this datafield is the person who directed the research reported in the work. The datafield is terminated by a unique character, the field separator, which for convenience is shown here as '■'. The actual character, which has no printed representation assigned to it, is character 1/14 of ISO 646.

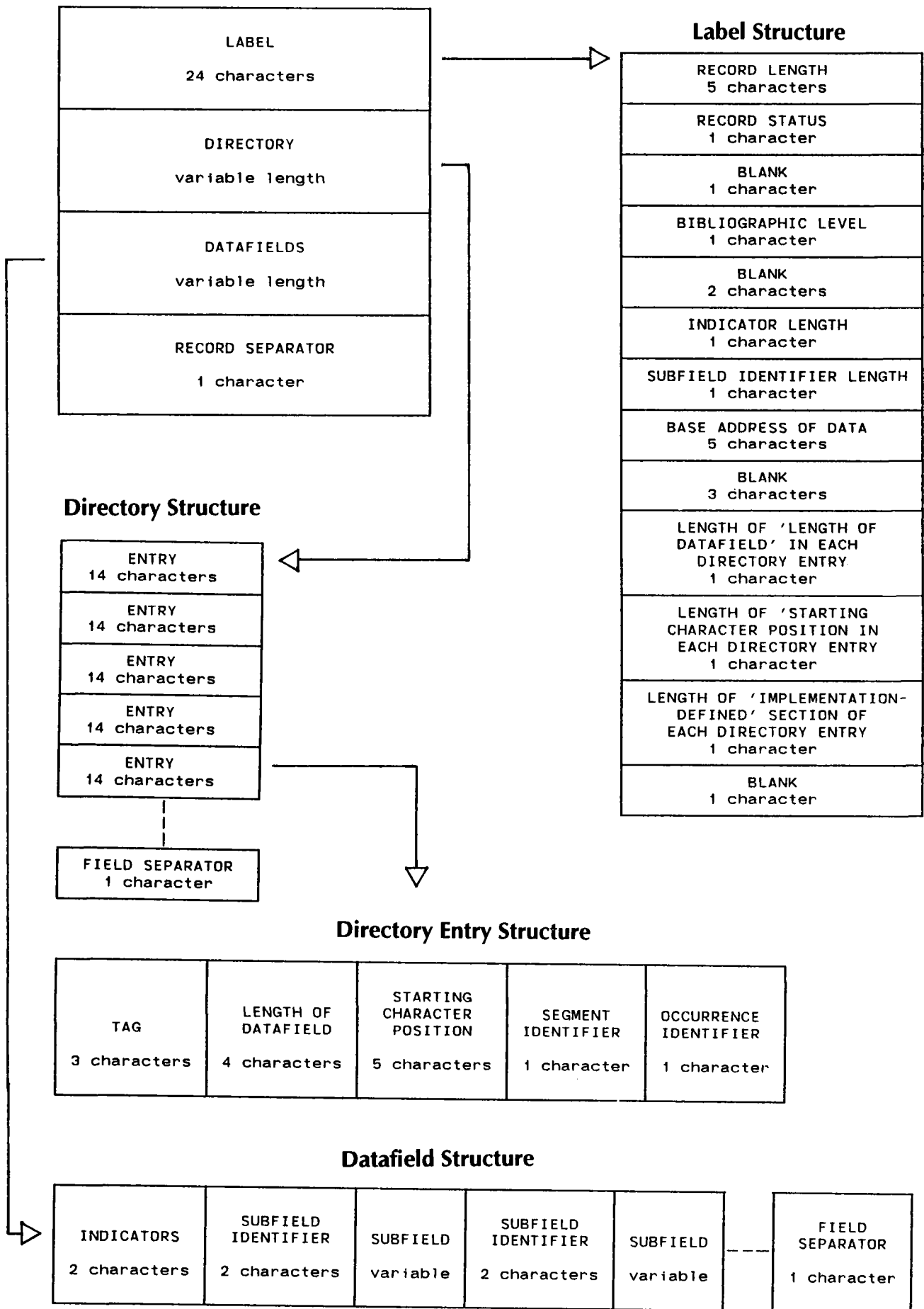
2.4.4 Record separator

The record separator (character 1/13 of ISO 646) is the final character of the record. It follows the field separator of the final datafield of the record.

2.4.5 Magnetic medium structure

Parties to an exchange will agree as to the size, recording density, etc. of the physical media to be exchanged. ISO 1001 should be consulted for guidance on magnetic tape labelling and file structure.

DIAGRAMMATIC REPRESENTATION OF THE CCF RECORD STRUCTURE



2.5

LINKING MECHANISMS

The CCF contains mechanisms for providing three kinds of links between or within records. These are

- Record to record links
- Segment links
- Field to field links

These are described in the sections below.

2.5.1 Record to record linking

Record to record linking is used to indicate within one record that there is a related record in this or another database. The link is provided by Field 088, which has three subfields. These are used to indicate

- the record identifier of the linked record
- the nature of the relationship between the two records
- the bibliographic level (if any) of the linked record.

Here is a typical example of a record to record link in Field 088:

```
00@A12345@B31@Cm■
```

The indicators, the first two characters, are set at '0' (zero), since they are not used. Subfield A contains the unique identifier of the linked record, shown as 12345. Subfield B contains a code taken from the list of vertical and horizontal relationship codes in Section 4.5. In this case it is 31, which is used to show that the linked record represents a translation of the item described in the current record. Subfield C, which is optional, indicates that the item described in the linked record is a monograph. The field ends with a field separator, shown here as '■'.

The codes shown in Section 4.5 indicate the specific kinds of bibliographic relationships for which codes have been developed. In addition, code 99 can be used for all kinds of other relationships which do not appear on the list, including those between various kinds of factual records, and those between bibliographic records and factual records.

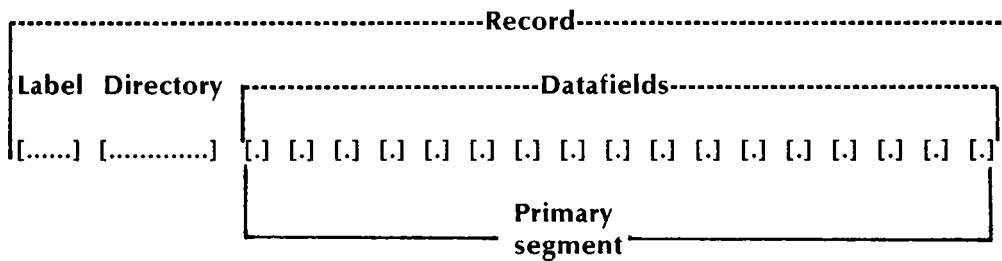
2.5.2 Segments and their relationships

The CCF permits a single bibliographic record to contain descriptions of one item or more than one item. If two or more related items appear in separate records it is possible to provide a link between these records, as described above. If two or more related items appear in the same record, the description of each item occupies a single record segment. In this case, the item for which the record was primarily created is

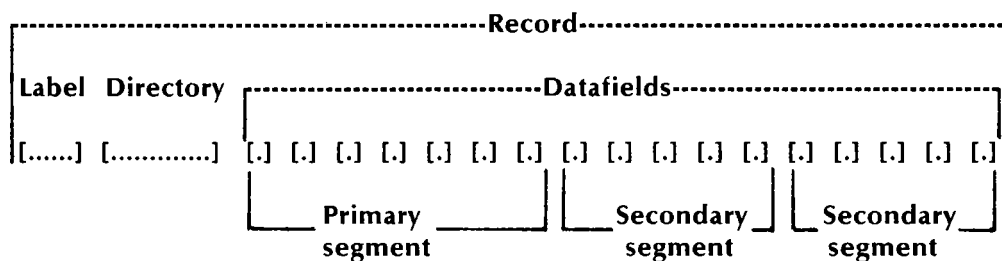
known as the *target item*; it occupies the *primary segment*. Other bibliographic entities described in the same record occupy *secondary segments*. The relationships among the items are shown through *segment links*. (In addition, within a single segment, related fields may be linked through *field links*.)

The use of segments is restricted to bibliographic records. Factual records do not currently make use of this method of relating one entity to another.

All of the fields which describe a single bibliographic item constitute a segment. Often the record contains the description of a single item, in which case the entire record will consist of a single segment, as shown in the diagram below.

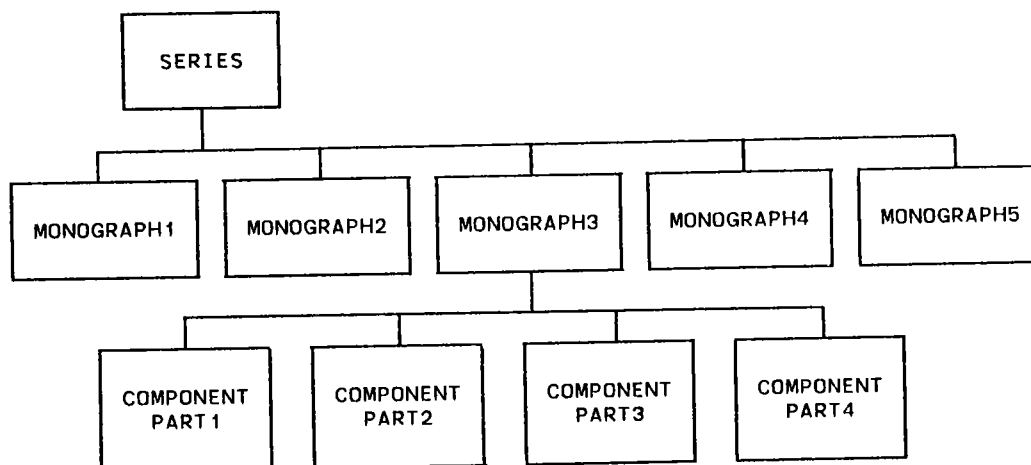


However, many bibliographic agencies describe, or at least identify, more than one item in a record. These may include a monograph and its series, a conference proceedings and one or more contributions appearing in it, a periodical's various titles over a period of time, etc. The inclusion of more than one item in a single bibliographic description requires the use of more than one segment in the record, as shown in the diagram below.



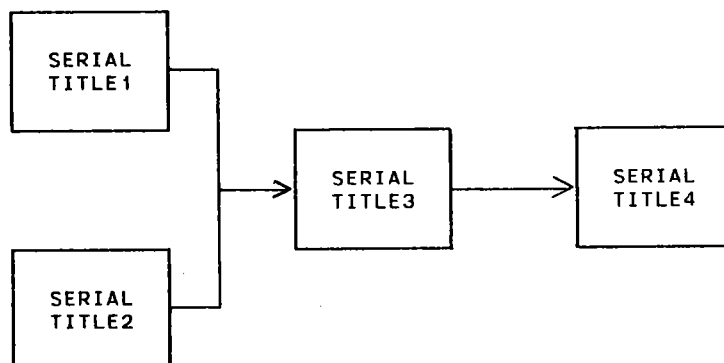
Two or more items will only appear in the same bibliographic record if they are related to one another. These relationships fall into two general categories: vertical and horizontal.

Vertical relationships. A relationship between two items is said to be vertical when one item exists at a higher bibliographic level than the other. This creates a hierarchical relationship. In general, serials and series occupy the highest bibliographic level; monographs are lower in the hierarchy; component parts are at the lowest level. Thus a chapter in a monograph is at a lower bibliographic level than the monograph in which it appears; a contribution to a serial is at a lower level than the serial which contains it; a monograph is at a lower level than the series to which it belongs.



The diagram above shows the hierarchical nature of vertically related bibliographical entities. Many agencies would include datafields identifying monograph 3 in a record whose primary purpose is to describe component part 2, and datafields identifying the series in a record whose purpose is to describe monograph 2. Some agencies would include datafields describing all of the component parts in a record describing monograph 3. Each of these cases would require that the record contain more than one segment.

Horizontal relationships. Two items are said to have a horizontal relationship when they are at the same bibliographic level. Horizontal relationships include the relationship between one item and another item issued with it; between versions of a work in different languages, formats, or media; and chronological relationships. Chronological relationships include the relationship in time between items, such as variant editions and reprints, earlier and later editions of the same item, and former and subsequent titles of the same serial item. A list of the most common kinds of horizontal relationships can be found in Section 4.5.



The diagram above shows one example of a horizontal relationship: serial title 1 and serial title 2 have merged to become serial title 3. Later, the title has been changed to serial title 4. Some agencies would include datafields identifying (but not describing) title 3 in a record whose primary purpose is to describe title 4. Some agencies would include complete descriptions of all four serial titles in a single record. Both of these cases would require that the record contain more than one segment.

2.5.3 Segment Links

The mechanism for linking one record segment to another within the same record consists of:

- A single character position in the directory entry, the *segment identifier*, which designates each field as being a member of a particular segment. This can be seen in the diagram and example shown in Section 2.4.2. The primary segment is always identified by the value '0' (zero), secondary segments by a value from 1-9, then A-Z.
- The segment linking field which links the record segments. This datafield, which normally appears in the segment from which the link is made, shows the relationship between items in different segments. It consists of two subfields which contain:
 - A code identifying the specific nature of the relationship between the two segments.
 - A single digit code identifying the segment to which the link is being made. This code is the segment identifier which appears in the directory entry to identify the fields belonging to that segment.
- A field showing the bibliographic level of the item identified or described in the secondary segment, Field 015.

A segment linking field is constructed as follows:

INDICATORS	SUBFIELD IDENTIFIER	SEGMENT RELATIONSHIP CODE	SUBFIELD IDENTIFIER	SEGMENT IDENTIFIER CODE	FIELD SEPARATOR
2 characters	2 characters	2 characters	2 characters	1 character	1 character

Here is a typical example of a segment link in Field 085:

00@A32@B0■

The tag for this field, which is 085, appears in an entry in the record directory where it is followed by a segment indicator showing the number of the segment to which it belongs, and its occurrence identifier. The tag shows that this field is used to show a horizontal relationship between two segments. In this example the indicators, the first two characters, are set at '0' (zero), since they are not used. Subfield A contains '32', a code taken from Section 4.5 of the CCF. Code 32 indicates that the item described in this segment is an original work whose translation appears in the segment to which the link is made. Subfield B contains the code '0' (zero), which refers to the primary segment, showing that the translation of the work is described in that segment. The field ends with a field separator, shown here as '■'.

2.5.4 The segment linking fields

Two segment linking fields have been defined for use with CCF. These are:

Field 080 Vertical Relationship
Field 085 Horizontal Relationship

These two fields should be used to define the inter-segment relationships indicated by their titles.

The segment linking field is normally contained in only one of the two segments between which the relationship is to be established. In such cases, when the relationship is between the primary segment and a secondary segment, *the linking field is normally*

contained in the secondary segment. When the relationship is between two secondary segments, the linking field is normally contained in the segment that, in either a direct or indirect line of horizontal or vertical relationship to the primary segment, is further from the primary segment. Thus a link between segments 0 and 1 would be contained in segment 1; a link between segments 3 and 5 would be contained in 5, etc.

Circumstances may require this pattern to vary. For example, it may be considered useful for reciprocal links to be established in both of the related segments.

Segment linking fields may occur more than once within the same segment to indicate multiple relationships between segments.

2.5.5 Field to field links

When two or more fields in a single segment are related to one another, this relationship can be shown in a field to field link. The mechanism for linking two or more fields consists of:

- A single character in the directory entry, the *occurrence identifier*, which differentiates multiple occurrences of fields within the same record segment that carry the same tag value. This can be seen in the diagram and example shown in Section 2.4.3.

The value '0' (zero) is reserved to identify the first occurrence of a field with a given tag value within the record segment. For each additional occurrence of a field with the same tag value in the same record segment, the field occurrence value may be 1 to 9 and/or A to Z.

- A linking field (Field 086) which links together the fields that are related. The field linking field, which is variable in length, consists of three subfields. These contain:
 - A five-character code consisting of the tag, segment identifier, and field occurrence identifier assigned to the first of the related fields;
 - A field relationship code showing the specific nature of the relationships between the related fields;
 - One or more five-character codes (repeated as required to accommodate multiple fields), each consisting of a tag, segment identifier, and field occurrence identifier, identifying the remaining related field(s).

A field linking field (Field 086) which links a single field with one other field is constructed as follows:

INDICATORS	SUBFIELD IDENTIFIER	FIELD LINKED FROM	SUBFIELD IDENTIFIER	RELATIONSHIP CODE	SUBFIELD IDENTIFIER	FIELD LINKED TO	FIELD SEPARATOR
2 characters	2 characters	5 characters	2 characters	2 characters	2 character	5 characters	1 character

Here is an example of a field to field link in Field 086:

00@A10000@BPN@C40001■

The tag for this field, which is 086, appears in an entry in the directory. The first two characters, the indicators, are both '0' (zero). Subfield A contains the digits '10000' which are the tag, segment identifier, and field occurrence identifier of the field from which the link is made. The field identified in Subfield A has tag 100, is in segment 0 (the primary segment), and is the first occurrence (occurrence zero) of field 100 in that segment. Tag 100 is used to identify a field containing an International Standard Book Number (ISBN). Subfield B contains the code 'PN', which is taken from the list of field linking codes used for Field 086. This code indicates that the link is between an ISBN (found in field 100) and a publisher. Subfield C contains the field to which the link is made. The digits '40001' show that the field has tag 400, which is used to contain the name and place of a publisher. The field is in segment zero (the first segment, known as the primary segment), and is the second occurrence (occurrence 1) of field 400 in that segment. The field ends with a field separator character, shown here as '■'.

2.5.6 Example

The following example has been selected to illustrate linking, and is therefore more complex than the average record. Because the example shown here was not created by a real bibliographic agency, the source of record (Field 020) has been replaced by dashes.

In this example, the tag, segment identifier, and occurrence identifier are shown with the datafield they identify rather than in a separate directory. This is a multi-segment record which contains a link to another record. It describes a single bibliographic item, a monograph, and the two items which appear within it. Some agencies would record these as separate records. The bibliographic level code 'm' for monograph will appear in the record label as character 7. Since the creating agency has treated the series as a separate item, the series name does not appear in the record; instead, field 088 in the primary segment points to another record. As that record is at a higher level (shown by code 01 in subfield B) and is a series (shown by code s in subfield C), we can assume that is it the series in which this monograph appears. Most agencies would have put the series name in Field 480 in the primary segment.

There are two secondary segments in this record, identified as segments 1 and 2, each of which describes a contribution to the monograph. In each case field 490 shows the page numbers where the contribution appears. A number of fields at the beginning of the record are CCF mandatory fields which pertain to the record rather than the item. Several of them would typically be created by computer program rather than by human effort. At least fields 020, 021, 022, 030 and 040 would likely be created in this way.

DIRECTORY ENTRIES

RECORD CONTENT

<u>Tag</u>	<u>Seg</u>	<u>Occur</u>	<u>Data Fields</u>
<u>Iden</u>	<u>Iden</u>	<u>Iden</u>	
001	0	0	92-6042284259
020	0	0	00@-----
021	0	0	11@AB
022	0	0	10@A19921205
030	0	0	00@B2
040	0	0	00@Aeng
088	0	0	00@A92-6047329453@B01@Cs
200	0	0	01@AThe growing menace

230	0	0	00@AOzone depletion in the 21st century@B1
300	0	0	00@ACurry@BAnn@Feditor
400	0	0	00@AToronto@BLundstrom Books
440	0	0	40@A19920000
610	0	0	00@A363.73'92@C2
080	1	0	00@A01@B0
200	1	0	00@AAAn atmosphere without ozone
300	1	0	00@ARao@BGaneshan
490	1	0	00@B4-123
080	2	0	00@A01@B0
200	2	0	00@ARadiation levels and public health
300	2	0	00@AHawkes@BM
300	2	1	00@ABonin@BD
490	2	0	00@B124-191

2.6

CHARACTER SETS

The *graphic characters* (numbers, letters, and other symbols) that are found in bibliographic records are represented in computers and on magnetic storage media as units of 7 or 8 bits (each bit having a 0 or 1 value) whose representation is governed by a variety of standards. The basic standard for the Roman alphabet character set is ISO 646, which lists codes for most of the characters required for the Roman alphabet-based languages, including a number of combinations of bits which are left free for different national agencies to assign according to their own requirements. Usually 7 bits are used to define each character, which gives a possibility of 128 unique combinations; alternatively, 8 bits are used permitting 256 combinations. In either case, a number of the combinations are reserved for special purposes and cannot be used for graphic characters. These reserved combinations are called *control functions*. The first 32 character positions are reserved for control functions, along with the 33rd and 128th positions, leaving 94 combinations for the representation of graphic characters. See, for example, the 7-bit (128-combination) character sets shown at the end of this section.

A 7-bit set is conventionally displayed in 8 columns of 16 rows. An 8-bit set is displayed with two such tables side by side, the tables being designated as left-hand page (columns 00-07) and right-hand page (columns 08-15).

The first two columns of the right-hand page (00-01) are identical to the first two columns of the left-hand page (08-09), since these are reserved for control functions. This leaves 94 combinations on each page (in columns 02-07 and 10-15) that can be allocated to graphic characters. Each standard character set is registered with ISO according to ISO 2375 and given a unique identification code by which the computer may identify it.

Use of code sets according to the procedures specified in ISO 2022 requires first the *designation* of the sets, then the *invocation* of a designated set as the *working set*. For both 7-bit and 8-bit codes, two sets of control functions and four graphic character sets may be in a designated status at any given time. The two designated control sets are called the C0 and C1 sets, while the designated graphic sets are called the G0, G1, G2, and G3 sets. In 7-bits, two C sets and one G set may have working status at a given time. The following sections specify the designation and invocation of code sets in the CCF.

2.6.1 Control Function Sets

The C0 control function set is fixed for the CCF. Thus it does not need to be designated or invoked in the record.

The C0 set is the set of 32 control functions defined in ISO 646. This set contains *control* characters which control computer-based operations rather than *graphic* characters intended to be printed; they include the first character of the subfield identifier, field separator, and record separator. One additional control function set may be designated as C1 in Field 030, Subfield A. Because designation and invocation are carried out with a single procedure for control functions, the C1 set is then available for use throughout a CCF record.

In a 7-bit record, the characters from the C1 set are represented by the two characters 'ESC F' where ESC is the 1/11 control set function in the C0 set and F is a bit combination from columns 4 and 5. The F bit combinations associated with each of the functions are specified by ISO at the time the set is registered. Note especially that in a 7-bit environment the 'ESC F' *substitutes* for the code table bit combinations.

In an 8-bit record, the C1 set resides in columns 08 and 09, and the functions are represented by their code table bit combinations.

2.6.2 Additional Control Function Sets

In some records more than the two control sets may be required. While the additional control sets are identified in Subfield F of Field 030, they are not designated there. Thus, when used they require designation prior to invocation. Additional control sets are designated and invoked as C1 sets through an escape sequence in the form 'ESC 2/2 F' where F is a bit combination from columns 2-3 that is assigned by ISO when the set is registered.

When in a field an additional control set has been designated and invoked, the original default C1 control set specified in Subfield A of Field 030 should be redesignated and invoked at the end of that field before the field separator by using the 'ESC 2/2 F' escape sequence, where F is associated with the default set.

2.6.3 Graphic Character Sets

The G0 graphic set for the CCF is always ISO 646. All of the characters in the record label and the directory, and the characters used in the coded data elements, are from ISO 646, as are the field indicators and subfield codes. Thus a record always begins with ISO 646 as the working set, and this is verified by the designation of ISO 646 in Subfield B of Field 030. Up to three additional graphic sets may be designated as G1, G2, and G3 in Subfield C, D, and E of Field 030. If no more than four sets are used in a record, the contents of Field 030 are sufficient to designate the graphic sets. Note that since the record label and directory are coded using ISO 646, the G1, G2, and G3 designations in Field 030 can be accessed before any additional graphic sets are encountered in the record.

2.6.4 Graphic characters in a 7-bit environment

The G0 (ISO 646) set must be the working set at the end of each subfield and field, since the succeeding subfield codes or directory processing require ISO 646 as the working graphic set. This shift 'back in' to the G0 set should take place before the subfield code or field separator.

In a 7-bit record, the four designated sets are invoked using the following locking shifts:

Acronym	Full Name	Bit Combinations	Set Invoked
SI	Locking shift in	0/15	G0
SO	Locking shift out	0/14	G1
LS2	Locking shift two	ESC 6/14	G2
LS3	Locking shift three	ESC 6/15	G3

These shifts are locking, so the set invoked remains the working set until another set is specified by a shift function.

In 7-bits, a non-locking invocation of single characters from the designated G2 or G3 set is also possible. The following non-locking shifts are defined:

Acronym	Full Name	Bit Combinations	Set Invoked
SS2	Single shift two	ESC 4/15	G2
SS3	Single shift three	ESC 4/14	G3

There is no need to reinvoke the working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set.

2.6.5 Graphic Characters in an 8-bit Environment

In an 8-bit code record the four designated sets are invoked using the following locking shifts:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
LS10	Locking shift zero	00/15	G0/02-07
LS1	Locking shift one	00/14	G1/02-07
LS1R	Locking shift one right	ESC 7/14	G1/10-15
LS2	Locking shift two	ESC 6/14	G2/02-07
LS2R	Locking shift two right	ESC 7/13	G2/10-15
LS3	Locking shift three	ESC 6/15	G3/02-07
LS3R	Locking shift three right	ESC 7/12	G3/10-15

Since these shifts are locking, the set invoked remains the working set until another set is invoked by a shift function.

The G0 set must be the working set in columns 02-07 at the end of each subfield and each field. The shift back to the G0 set when it has temporarily been displaced should occur before the subfield delimiter or field separator. The G1 set designated in Subfield C of Field 030 is considered the default set for columns 10-15; thus it should always be restored at the end of a field that has shifted another set into those columns.

In 8-bits, a non-locking invocation of single characters from the designated G2 and G3 sets is possible. The following non-locking sets are defined:

Acronym	Full Name	Bit Combinations	Set Invoked Into Columns
SS2	Single shift two	08/15	G2/02-07
SS3	Single shift three	08/14	G3/02-07

There is no need to reinvoke the appropriate working set after the single shifts as it is automatically reinstated after one character from the G2 or G3 set. Single graphic characters are always invoked into columns 02-07.

2.6.6 Additional Graphic Sets

In some instances more than the four graphic sets designated in Field 030 may be required in a record. While those additional sets are identified in Subfield G of Field 030, they are not designated there; thus when used they require designation before invocation. Additional sets may be substituted for the sets designated in Field 030 through an escape sequence in the form 'ESC I F', where I is the intermediate character and F is the final character.

I, which may be one or more characters in length, indicates the G designation of the set to be changed, as follows:

Single Byte per Character	I Multiple Bytes per Character	Designation
2/8 or 2/12	2/4 or 2/4 2/12	G0
2/9 or 2/13	2/4 2/9 or 2/4 2/13	G1
2/10 or 2/14	2/4 2/10 or 2/4 2/14	G2
2/11 or 2/15	2/4 2/11 or 2/4 2/15	G3

F, the final character, indicates the graphic set being designated. It is a bit combination that is assigned by ISO when the set is registered.

If a fifth, or further, graphic set is needed in a CCF field, it must first be designated through the escape sequence, then invoked with shift functions as specified in previous sections. When in a field an additional set has been designated and invoked, the original set specified in the field should be redesignated via an escape sequence prior to the field separator. When a field ends, the G0, G1, G2, and G3 designated sets must be those specified in Field 030.

2.6.7 Example 1

The title **Methods for solving $(A - \lambda B)x=0$** includes not only letters and symbols that appear in the basic Roman character set, but also a Greek letter, lambda, whose code is found in the Greek alphabet character set for bibliographic use (ISO 5428-1980). The use of more than one character set for this data element requires the designation of the additional set in Field 030, and its invocation and use in the title in Field 200.

Designation of the character sets to be used takes place in Field 030, Character Sets Used in Record. The first of the two character sets to be designated will be the default Roman set, which is listed as set number 2 in the character set codes, and will be designated as set G0. The second set will be the Greek set, which is listed as set number 55 and will be designated G2. The G0 set must appear in Subfield B and the G2 set in Subfield D. Thus the contents of Field 030 will be:

00@B2@D55

Invocation of the second occurs in the title field (Field 200) where it is used. Since only a single character from the G2 set is needed, the shift (in this case SS2, as shown in Section 2.6.4) is non-locking, which means that the shift affects only the following character, after which the character set reverts automatically to the default set. The characters 'ESC 4/15' which are required to express SS2 appear in the appropriate place in Field 200. The contents of Field 200 are shown below. The column/row codes are shown, with the graphic characters appearing below.

4/13 6/5 7/4 6/8 6/15 6/4 7/3 2/0 6/6 6/15 7/2 2/0

M e t h o d s f o r

7/3 6/15 6/12 7/6 6/9 6/14 6/7 2/0 2/8 4/1 2/0 2/13

s o l v i n g (A -

2/0 1/11 4/15 6/4 4/2 2/9 7/8 3/13 3/0

ESC SS2 λ B) x = 0

Here we see the 'escape' code (1/11) followed by the SS2 code (4/15); this combination is used to escape from the G0 set (the Roman alphabet) to the G2 set (the Greek alphabet). The code for a lower-case lambda, which is 6/4, is taken from set number 55 (the G2 set) which appears in ISO 5428-1980. The remaining characters are all from ISO 646.

2.6.8 Example 2

The French title **Sommaire de la théorie de Σπ** includes a diacritic as well as two Greek letters. To handle these characters, two character sets must be used in addition to the default set.

Designation of the character sets takes place in Field 030. The default set, number 2, must be designated as set G0 in Subfield B. The Greek character set, number 55, will become the G1 set shown in Subfield C. The set containing the diacritics (ISO 5246-1980) is set number 53, which will be shown as the G2 set in Subfield D. Therefore the contents of Field 030 will be as follows:

00@B2@C55@D53

Invocation of the sets requires the use of two different techniques. Since the diacritic is a single character, non-locking shift SS2 can be used to produce it, after which the working set automatically becomes the default set. The codes 1/11 and 4/15 are used to produce this shift. But the two successive Greek characters are more appropriately handled by a locking shift, which requires the use of one shift to move from the default set to the Greek set, and another shift to return to the default set. According to the table shown in Section 2.6.4, shift SO must be used to reach the G1 set (the Greek characters), and shift SI must be used to shift back to the default G0 set. Note that the SI shift *must* be used prior to the end of the data element, since the subfield code or field separator that follows this title must be expressed in the G0 default character set. The contents of Field 200 are shown below.

5/3 6/15 6/13 6/13 6/1 6/9 7/2 6/5 2/0 6/4 6/5 2/0

S o m m a i r e d e

6/12 6/1 2/0 7/4 6/8 1/11 4/15 4/2 6/5 6/15 7/2 6/9

l a t h ESC SS2 ' e o r i

6/5 2/0 6/4 6/5 2/0 0/14 7/3 6/4 0/15

e d e SO Σ π SI

ISO 646
International Reference Version Graphic Character Set
(Registration Number 2)

					b. 0 0 0 0 1 1 1 1							
					b. 0 0 1 1 0 0 1 1							
					b. 0 1 0 1 0 1 0 1							
					column							
					0	1	2	3	4	5	6	7
b.	b.	b.	b.	row								
0	0	0	0	0	NUL	TC, (DLE)	SP	0	@	P	`	p
0	0	0	1	1	TC, (SOH)	DC,	!	1	A	Q	a	q
0	0	1	0	2	TC, (STX)	DC,	"	2	B	R	b	r
0	0	1	1	3	TC, (ETX)	DC,	#	3	C	S	c	s
0	1	0	0	4	TC, (EOT)	DC,	¤	4	D	T	d	t
0	1	0	1	5	TC, (ENQ)	TC, (NAK)	%	5	E	U	e	u
0	1	1	0	6	TC, (ACK)	TC, (SYN)	&	6	F	V	f	v
0	1	1	1	7	BEL	TC, (ETB)	'	7	G	W	g	w
1	0	0	0	8	FE, (BS)	CAN	(8	H	X	h	x
1	0	0	1	9	FE, (HT)	EM)	9	I	Y	i	y
1	0	1	0	10	FE, (LF)	SUB	*	:	J	Z	j	z
1	0	1	1	11	FE, (VT)	ESC	+	;	K	[k	{
1	1	0	0	12	FE, (FF)	IS, (FS)	,	<	L	\	l	
1	1	0	1	13	FE, (CR)	IS, (GS)	-	=	M]	m	}
1	1	1	0	14	SO	IS, (RS)	.	>	N	^	n	~
1	1	1	1	15	SI	IS, (US)	/	?	O	_	o	DEL

Basic Cyrillic Graphic Character Set

(Registration Number 37)

				b.	0	0	0	0	1	1	1	1
				b.	0	0	1	1	0	0	1	1
				b.	0	1	0	1	0	1	0	1
					0	1	2	3	4	5	6	7
b.	b.	b.	b.									
0	0	0	0	0				0	ю	п	Ю	П
0	0	0	1	1			!	1	а	я	А	Я
0	0	1	0	2			"	2	б	р	Б	Р
0	0	1	1	3			#	3	ц	с	Ц	С
0	1	0	0	4			ц	4	д	т	Д	Т
0	1	0	1	5			%	5	е	у	Е	У
0	1	1	0	6			&	6	ф	ж	Ф	Ж
0	1	1	1	7			'	7	г	в	Г	В
1	0	0	0	8			(8	х	ь	Х	Ь
1	0	0	1	9)	9	и	ы	И	Ы
1	0	1	0	10			*	:	й	з	Й	З
1	0	1	1	11			+	;	к	ш	К	Ш
1	1	0	0	12			/	<	л	э	Л	Э
1	1	0	1	13			-	=	м	щ	М	Щ
1	1	1	0	14			.	>	н	ч	Н	Ч
1	1	1	1	15			/	?	о	ъ	О	

2.7

FORMAT EXTENSION

The data elements presented in this document are a subset of the total number which exist in national and international bibliographic formats. They represent the set which must be present in an international format which is to handle records prepared by any bibliographic agency.

For specialized local use, and for the preparation of records describing specialized kinds of materials (e.g., films, computer software, sound recordings), other data elements or codes will be needed in addition to these. Additional elements and codes can be added unilaterally, although such modifications may make it impossible to exchange records with other CCF users.

Where extension of the format is desired beyond what is shown in this document, the following guidelines are recommended:

- added field tags should begin with a capital letter (A-Z). If the fields are of general bibliographic interest, the tags should be composed of a capital letter followed by two numbers. If the field is of purely local interest, the tag should be entirely alphabetic.
- added indicators should consist of capital letters.
- added subfield codes should consist of numbers.
- added codes should start with a letter whenever the CCF code is numeric, and a number when the CCF code is alphabetic.

3 DATA ELEMENTS

3.1 Treatment of data elements

3.2 Data elements and examples of their use

3.1

TREATMENT OF DATA ELEMENTS

The data elements shown in Section 3.2 are presented in numerical order by three-digit tag, in a consistent style which provides the following information:

DESIGNATION AND NAME — the three-digit tag which identifies the datafield, followed by the name of the datafield.

DEFINITION — definition of the datafield.

REPRESENTATION — the form in which the datafield will be represented in the record. This is an area where, with few exceptions, standardization is lacking; database producers have adopted conventions based in many instances on long-standing practices which would be difficult to standardize. In the case of certain elements, standards do exist but have not been formally accepted throughout the entire information community. However, some similar practices can often be found even in databases which are aimed at different audiences. For example, most agencies preparing records take the title from the item itself; when for one reason or another they do not, they indicate this, typically by the use of square brackets.

The International Standard Bibliographic Description (ISBD), which is a *de facto* standard followed by many bibliographic agencies, prescribes (1) content, (2) form, and (3) punctuation for the descriptive elements of records. Content consists of a set of data elements which should be present in the record when available on the item; form usually means the data as it is found on the item; punctuation is prescribed to facilitate the identification of each separate data element in the record. The content of ISBD has been taken into account by including in the CCF the ISBD data elements necessary for books and serials. The form has been taken into account by employing an indicator to show that the form of a data element is as on the item, as prescribed by ISBD. Generally, no prescription is made in the CCF for punctuation.

Punctuation in any bibliographic record, whether following ISBD or not, is mainly used to indicate boundaries between data elements. Therefore it is usual to omit it in machine-readable records at the end of a field or subfield, since the end of the field or subfield indicates the boundary. The appropriate punctuation can be added by computer program when the record is displayed.

In certain datafields, detailed instructions as to form of data are given. These are datafields where standards exist (e.g. international standard numbers) or where processing requirements demand a specific form, such as the linking fields (Fields 080 to 088). In those datafields which will contain data formulated according to the rules and practices used by the agency creating the record, an instruction is used to indicate this.

USE — whether the datafield is mandatory or optional, whether it can be repeated in the record, whether it may occur only in certain parts of the record, etc. The terms 'not repeatable' and 'mandatory' apply to the segment rather than the entire record, with the sole exception of Field 001. Fields designated 'not repeatable' should occur no more than once in each relevant segment.

INDICATORS — how the indicators associated with the field are to be used. Indicators

appear in the record as the first two bytes of each data field. When no specific value is assigned to an indicator, '0' (zero) will appear.

NOTE — any comments which are required to explain the ways in which this datafield is use in a CCF record. This heading appears in only a few field descriptions.

SUBFIELDS — the subfield(s) that form elements within the datafield. The subfields, lettered from A to Z, are presented in sections in the same way as each field: Name, Definition, Representation and Use. The section 'Use' shows whether an element is mandatory or optional, and whether it may or may not be repeated within a single occurrence of the field. Each subfield identifier consists of a subfield identifier flag (character 1/15 of ISO 646) followed by one other character. In this document, the subfield identifier flag is represented by the '@' sign. Throughout the datafields, Subfield L has been reserved for language codes, Subfield S for script codes, and Subfield Z for authority control numbers. Even when these are not listed they may be used in any particular field. Subfields can appear in any order. However, in certain fields which prescribe that the data should be arranged in the form and sequence as on the item, the subfields should be arranged to reflect that sequence.

EXAMPLES — examples of the data in most subfields. Although in many cases real bibliographic items have been used as examples, all coding shown has been created for use in these examples. The CCF is frequently used as a format into which records are converted from a 'source' format. Therefore, while many examples display elements as they are found on the item, others show elements presented in a particular manner prescribed by a source format.

3.2

DATA ELEMENTS AND EXAMPLES OF THEIR USE

FIELD 001
RECORD IDENTIFIER

DEFINITION Characters uniquely associated with the record and assigned by the agency preparing it.

REPRESENTATION As assigned.

USE Mandatory. Not repeatable. May occur only within the primary segment.

NOTE As stipulated in ISO 2709, this field does not contain indicators or subfields, nor may it appear more than once in any record.

EXAMPLES

Example 1 91-12345

Example 2 1234-87

Example 3 C87-1248

Example 4 6042284259

Example 5 963-592-149-7

FIELD 010**RECORD IDENTIFIER USED IN A SECONDARY SEGMENT**

DEFINITION The record identifier (see Field 001 for definition) of another record referred to in a secondary segment of a bibliographic record.

REPRESENTATION As assigned.

USE Optional. Not repeatable. The field will occur only once in a secondary segment linking to another record. It cannot occur in a primary segment.

INDICATORS 00

NOTE When a record is identified in a secondary segment by means of its identifier (control number), rather than by including descriptive elements, the control number is entered in the secondary segment in Field 010.

SUBFIELD A **Identifier**

DEF The identifier of the record representing the item specified in a secondary segment.

REP As assigned.

USE Mandatory. Not repeatable.

EXAMPLE

Example 1 A secondary segment refers to an item identified by the number 88/12345. Contents of Field 010 in the secondary segment:

00@A88/12345

FIELD 011

ALTERNATIVE RECORD IDENTIFIER

DEFINITION Characters uniquely associated with the record but not used as the identifier by the agency preparing the record.

REPRESENTATION As assigned.

USE Optional. Repeatable.

INDICATORS 00

NOTE When an agency takes records from the database of another agency, it may wish to assign each record its own record identifier. If it wishes to retain the original record identifier, that may be entered in Field 011.

CODES Organization Codes

No set of organization codes exists, nor has a set yet been developed for use in the CCF. Organizations other than international organizations may be assigned a code that consists of a code taken from the list of Codes for Names of Countries shown in Section 4.3, followed by a code assigned to that organization within its country in accordance with national practices. (E.g., for the Library of Congress - USLC; for the Bibliothèque nationale - FRBN; for the National Library of Canada / Bibliothèque nationale du Canada - CANLC or CABNC.)

SUBFIELD A Alternative identifier

DEF The identifier for the record as used by the agency in Subfield B.

REP As assigned.

USE Mandatory. Not repeatable.

SUBFIELD B Identification of agency in coded form

DEF The identification of the organization that assigned the identifier in Subfield A.

REP A code formulated in accordance with the recommendations shown above.

USE Mandatory. Not repeatable.

SUBFIELD C Name of agency

DEF The name of the agency preparing the record.

REP In a form full enough to enable the agency to be identified.

USE Mandatory when Subfield B is not used.

EXAMPLES

Example 1 An agency has taken a record from the BLAISE database; since there is no official code for British bibliographic agencies, it enters the name of the source in Field 011. Contents of Field 011:

00@ABLN7013009@BGBBLAISE

Example 2 A record originates from an INIST database. Contents of Field 011:

00@A701300@BFRINIST

FIELD 015

BIBLIOGRAPHIC LEVEL OF SECONDARY SEGMENT

DEFINITION	The bibliographic level of the item described in a secondary segment of a record.
REPRESENTATION	A code taken from the list of Bibliographic Level Codes shown below.
USE	Mandatory for every secondary segment. Not repeatable.
INDICATORS	00
SUBFIELD A	Bibliographic level For definition and representation, see above.
USE	Mandatory. Not repeatable.
CODES	<p>Bibliographic Level Codes</p> <p>s = Serial: a bibliographic item in any medium issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies and series of monographs. The last is defined as a group of separate, related publications.</p> <p>m = Single volume monograph: a bibliographic item complete in one physical part; may be a volume of a multi-volume monograph.</p> <p>c = Multi-volume monograph: a bibliographic item complete or intended to be completed in a finite number of separate parts.</p> <p>a = Component part: a bibliographic item which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. Component parts include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc. Also commonly called analytic.</p> <p>e = Made-up collection: a bibliographic item that is a made-up collection; for example the manuscripts of an individual author.</p>
EXAMPLES	
Example 1	<p>The primary segment contains the description of a serial. Component parts of the serial are described in four secondary segments. Each secondary segment must contain a Field 015 showing that it is a component part. Contents of each Field 015:</p> <p style="margin-left: 2em;">00@Aa</p>

Example 2 The primary segment contains the description of a monograph. The series to which the monograph belongs is represented by a record identifier in Segment 1, but descriptive elements are not shown.
Contents of Field 015:

00@As

FIELD 020**SOURCE OF RECORD**

DEFINITION Identification of the agency preparing the record.

REPRESENTATION Preferably in coded form.

USE Mandatory. Not repeatable.

INDICATORS 00

SUBFIELD A Identification of agency in coded form

DEF A code assigned to the agency preparing the record.

REP The organization codes have not yet been established. See Field 011.

USE Preferred form. Not repeatable.

SUBFIELD B Name of agency

DEF The name of the agency preparing the record.

REP In a form full enough to enable the agency to be identified uniquely.

USE Mandatory when Subfield A is not used. Not repeatable.

SUBFIELD C Code system

DEF The name of the set of codes used in Subfield A.

REP In a form full enough to enable the set of codes to be identified.

USE Optional. Not repeatable.

SUBFIELD D Rules for bibliographic description.

DEF The name of the rules used to describe the item.

REP In a form full enough to enable the rules to be identified.

USE Optional. Not repeatable.

SUBFIELD L Language of name of agency

DEF The language of the name of the agency in Subfield B.

REP A code taken from the list of Language Codes shown in Section 4.1.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The name of the organization is stated in Subfield B. The item is described according to the AACR2 cataloguing rules. Contents of Field 020:

00@BUniversity of the Philippines@DAACR2@Leng

Example 2 The agency originating the record is the International Federation for Information and Documentation, commonly known as FID. They have used rules developed for their own use to describe the item.
Contents of Field 020:

00@BFID@Dlocal

FIELD 021**COMPLETENESS OF RECORD**

DEFINITION An indication of whether the record includes mandatory, optional or local data elements; whether it is a CIP (Cataloguing in Publication) record, or it has been prepared using the published item.

REPRESENTATION In coded form, as specified below.

USE Mandatory. Not repeatable.

INDICATORS

1: 1 = Only standard (i.e. mandatory or optional) data elements present in the record.
 2 = Local data elements present in the record.
 0 = Not specified.

2: 1 = Bibliographic data based on examination of the item.
 2 = Record is a CIP record.
 3 = Data based on another source.
 0 = Not specified.

SUBFIELD A Level of completeness code

DEF A code defining the completeness of the record.

REP A code taken from the list of Completeness of Record Codes shown below.

USE Mandatory. Not repeatable.

CODES Level of Completeness Codes

A = All mandatory and all optional elements provided.

B = All mandatory elements provided.

C = Less than all mandatory elements provided.

EXAMPLES

Example 1 The record contains local data elements and does not contain all of the mandatory data elements. Contents of Field 021:

21@AC

Example 2 The record is a CIP (Cataloguing in Publication) record which contains only the mandatory elements. Contents of Field 021:

12@AB

FIELD 022
DATE ENTERED ON FILE

DEFINITION The date when the record was prepared by the agency and/or entered on its file.

REPRESENTATION In accordance with ISO 8601.

USE Mandatory. Not repeatable.

INDICATORS 1: 1 = Subfield A shows date of record creation.
2 = Subfield A shows date entered on file
0 = Not specified.

2: 0

NOTE There is no consistent policy among record-providing organizations as to whether or not the original creation date is preserved and distributed. Organizations distributing records created by other agencies may decide to substitute the date of distribution. The first indicator is used to show the nature of the date recorded here.

SUBFIELD A **Date**
For definition and representation see above.

USE Mandatory. Not repeatable.

EXAMPLE

Example 1 The record was made available on 17 September 1991. Contents of Field 022:

00@A19910917

FIELD 023**DATE AND NUMBER OF RECORD VERSION**

- DEFINITION A date and/or a number sufficient to distinguish one version of a bibliographic record from previous and later versions which may be stored or created by the same agency.
- REPRESENTATION As assigned.
- USE Optional. Not repeatable.
- INDICATORS 00
- SUBFIELD A **Version date**
 DEF The date when a record is created or added to an agency's files.
 REP As assigned.
 USE Optional. Not repeatable.
- SUBFIELD B **Version number**
 DEF A number assigned to a particular version of a bibliographic record.
 REP As assigned.
 USE Optional. Not repeatable.
- EXAMPLE
- Example 1 A record describing a serial title has been updated since its original creation. This is version 2, created on 23 January 1992. Contents of Field 023:
- 00@A19920123@B2

FIELD 030

CHARACTER SETS USED IN RECORD

DEFINITION Designation of the C1, G0, G1, G2, and G3 control and graphic sets used in the record. Also used to identify additional sets that may be designated in a field in the record. (C0, the default control set, is always the control set of ISO 646.)

REPRESENTATION Sets are identified by their ISO registration number. Codes for the most commonly used sets are shown below. Lists of character sets are shown with their registration numbers in the ISO *International Register of Coded Character Sets To Be Used With Escape Sequences* which is compiled in accordance with the provisions of ISO 2375. The *Register* is administered by the European Computer Manufacturers Association (114 Rue du Rhône, CH-1204 Genève, Switzerland).

USE Mandatory. Not repeatable.

INDICATORS 00

CODES The following codes are registration numbers taken from the ISO International Register of Coded Character Sets, as described in Section 2.6.

Character Set Codes

- 1 = Default control functions (ISO 646:1991)
- 2 = International Reference Version graphic set (ISO 646:1991)
- 37 = Basic Cyrillic graphic character set derived from ISO 646:1991
- 53 = Extension of the Latin alphabet coded character set for bibliographic interchange (ISO 5426:1983)
- 54 = Extension of the Cyrillic alphabet coded character set for bibliographic information interchange (ISO 5427:1984)
- 55 = Greek alphabet coded character set for bibliographic information interchange (ISO 5428:1984)
- 67 = Documentation - Bibliographic control characters (ISO 6630:1986)

SUBFIELD A Alternative Control Set (C1)

DEF The designation and invocation of the default additional C1 control function set used in the record.

REP See REPRESENTATION above.

USE Mandatory when an alternative control set is used. Not repeatable.

SUBFIELD B Default Graphic Set (G0)

DEF The designation of the default G0 set used in the record.

REP See REPRESENTATION above.

USE Mandatory. Not repeatable.

- SUBFIELD C Second Graphic Set (G1)**
 DEF The designation of the default G1 set used in the record.
 REP See REPRESENTATION above.
 USE Mandatory when a G1 set is used. Not repeatable.
- SUBFIELD D Third Graphic Set (G2)**
 DEF The designation of the default G2 set used in the record.
 REP See REPRESENTATION above.
 USE Mandatory when a G2 set is used. Not repeatable.
- SUBFIELD E Fourth Graphic Set (G3)**
 DEF The designation of the default G3 set used in the record.
 REP See REPRESENTATION above.
 USE Mandatory when a G3 set is used. Not repeatable.
- SUBFIELD F Additional Control Set**
 DEF The identification of C1 control function sets, additional to that designated in Subfield A, that are used in the record.
 REP See REPRESENTATION above.
 USE Mandatory when additional control sets are used. Repeatable.
- SUBFIELD G Additional Graphic Set**
 DEF The identification of graphic character sets, additional to those designated in Subfield B, C, D, and E, that are used in the record.
 REP See REPRESENTATION above.
 USE Mandatory when additional graphic sets are used. Repeatable.

EXAMPLES

- Example 1 The record uses the Roman script. No other character sets are used. Contents of Field 030:
- 00@B2
- Example 2 The record for a Cyrillic script item has been described by an agency that works in Russian. A C1 set of bibliographic control characters is also used in the record. Since the 8-bit environment is used, the left-hand page graphic set is ISO 646 and the right-hand page graphic set is Registration Number 37 throughout the record. Contents of Field 030:
- 00@A67@B2@C37
- Example 3 The record is for a multi-lingual thesaurus. The title page of the item carries information in six languages that require, in addition to extended Roman characters, Greek, Cyrillic, and extended Cyrillic characters. Contents of Field 030:
- 00@B2@C53@D37@E54@G55

FIELD 031

LANGUAGE AND SCRIPT OF RECORD

- DEFINITION** Identification of the languages used in those elements of the record which are not transcribed from the item, but which have been added by the agency preparing the record, e.g. the language of the notes.
- REPRESENTATION** In coded form, as specified below.
- USE** Mandatory when the language of the record differs from the language of the item (Field 040). Repeatable.
- INDICATORS** 00
- SUBFIELD A** **Language of record**
- DEF** See DEFINITION above.
- REP** A code taken from the list of Language Codes shown in Section 4.1.
- USE** Mandatory. Not repeatable. The code 'mul' may be used when an agency produces a record with notes in more than one language. In this case, each of the notes fields should contain a Subfield L showing the code for the language.
- SUBFIELD B** **Script of record**
- DEF** Identification of the script of the record.
- REP** A code taken from the list of Script Codes shown in Section 4.2.
- USE** Mandatory when a language can be written equally in more than one script (e.g., Serbo-Croatian in Roman or Cyrillic) or when the script used is not the script usually associated with the language shown in Subfield A, e.g. Russian in Roman script, Turkish in Cyrillic script. Otherwise, optional. Repeatable when more than one script is used to record the language shown in Subfield A.
- EXAMPLES**
- Example 1** The language of both the item and the record is German. Use of the field is optional. Contents of Field 031:
- 00@Ager
- Example 2** The item is in Portuguese. The record is given in both English and French. Use of the field is mandatory. Since the subfield is not repeatable, two occurrences of the field appear in the record. Contents of the two Fields 031:
- 00@Aeng
- 00@Afre

FIELD 040**LANGUAGE AND SCRIPT OF ITEM**

DEFINITION Identification of the language and script of the item.

REPRESENTATION In coded form, as specified below.

USE Mandatory when the item includes language material. Repeatable when there is more than one script.

INDICATORS 00

SUBFIELD A Language of item

DEF Identification of the language of the item.

REP A code taken from the list of Language Codes shown in Section 4.1.

USE Mandatory. Repeatable when there is more than one language using a single script.

SUBFIELD B Script of item

DEF Identification of the script of the item.

REP A code taken from the list of Script Codes shown in Section 4.2.

USE Mandatory when a language can be written equally in more than one script, e.g. Serbo-Croatian in Roman or Cyrillic. Otherwise, optional. Not repeatable; when a code for the script of the item is included, it refers to all of the language codes which appear in Subfield A.

EXAMPLES

Example 1 The document is in English. No script is given, since Roman is the expected script for English. Contents of Field 040:

00@Aeng

Example 2 The document is in Sanscrit converted to Roman script. The script is indicated. Contents of Field 040:

00@Asan@Baa

FIELD 041

LANGUAGE AND SCRIPT OF SUMMARY

- DEFINITION Identification of the language and script of a summary which forms part of the item.
- REPRESENTATION In coded form, as specified below.
- USE Optional. Repeatable when there is more than one script.
- INDICATORS 00
- SUBFIELD A Language of summary**
- DEF Identification of the language of the summary.
- REP A code taken from the list of Language Codes shown in Section 4.1.
- USE Optional. Repeatable when there is more than one summary.
- SUBFIELD B Script of summary**
- DEF Identification of the script of the summary.
- REP A code taken from the list of Script Codes shown in Section 4.2.
- USE Mandatory when a language shown in Subfield A can be written equally in more than one script, e.g. Serbo-Croatian in Roman or Cyrillic. Otherwise, optional. Not repeatable; when a code for the script of the summary is included, it refers to all of the language codes which appear in Subfield A.
- EXAMPLES
- Example 1 The summaries are in English, French and Russian. No script is given, since Roman is the expected script for English and French, and Cyrillic for the Russian. Contents of Field 041:
- 00@Aeng@Afre@Arus
- Example 2 The summaries are in English, and in Japanese converted to Roman script. The script is indicated. Contents of Field 041:
- 00@Aeng@Ajap@Baa
- Example 3 Summaries are shown in Japanese transliterated into Roman script, and Arabic. Contents of repeated Fields 041:
- 00@AjapBaa
- 00@Aara

FIELD 050**PHYSICAL MEDIUM**

DEFINITION Identification of the physical medium in which the item is produced, e.g. paper, Braille, magnetic, film, laser/optical.

REPRESENTATION In coded form, as specified below.

USE Optional. Not repeatable.

INDICATORS 00

SUBFIELD A **Physical medium code**

DEF See DEFINITION above.

REP A code taken from the list of Physical Medium Codes shown below.

USE Repeatable for each medium included in the item.

CODES **Physical Medium Codes**

010 = Paper

020 = Film

030 = Braille

040 = Magnetic

050 = Laser/optical

900 = Other

EXAMPLES

Example 1 The record describes a book. The physical medium is print on paper, which is coded 010. Contents of Field 050:

00@A010

Example 2 The record describes a book (coded 010) which contains a microfiche in a pocket. The code for film is 020. Contents of Field 050:

00@A010@A020

FIELD 060**TYPE OF MATERIAL**

- DEFINITION Identification of the intellectual form or presentation of the item.
- REPRESENTATION In coded form, as specified below.
- USE Optional. Not repeatable.
- INDICATORS 00
- SUBFIELD A **Type of material code**
- DEF Identification of the form of presentation of the intellectual content of the item.
- REP A code taken from the list of Type of Material Codes shown below.
- USE Mandatory. Repeatable.
- CODES **Type of Material Codes**
 Below are presented both general and specific codes, the former being those which end with '00'. The codes are not mutually exclusive; one or more may be used, depending on the practices of the agency. The general codes will prove most useful when none of the more specific codes applies.
- 100 = Textual
 - 105 = Report/technical report
 - 110 = Thesis, dissertation
 - 115 = Meeting document
 - 120 = Periodical
 - 125 = Newspaper
 - 130 = Annual
 - 135 = Patent document
 - 140 = Standard
 - 145 = Irregular serial
 - 150 = Monographic series
 - 199 = Other textual materials
 - 900 = Non-textual materials
 - 905 = Projected and video material
 - 910 = Sound recordings
 - 915 = Music scores
 - 920 = Computer media
 - 925 = Graphics
 - 930 = Multimedia
 - 935 = Artifacts and realia

EXAMPLES

Example 1 The proceedings of the conference of a learned society are published as a serial. In general terms the type of material is textual (code 100) but more specifically it is a meeting document (code 115). Contents of Field 060:

00@A115

Example 2 The item is a thesis, which is coded 110. Contents of Field 060:

00@A110

FIELD 061

TYPE OF PATENT DOCUMENT

- DEFINITION Identification of the legal function of the patent document.
- REPRESENTATION Either in plain text or in coded form, as specified below.
- USE Optional. Not repeatable.
- INDICATORS 00
- SUBFIELD A **Type of patent document**
- DEF Identification of the legal function of the patent document, shown in text form.
- REP A text description of the type of patent document described in the record.
- USE Mandatory unless Subfield B is used. Not repeatable
- SUBFIELD B **Type of patent document code**
- DEF Identification of the legal function of the patent document, shown in code form.
- REP A code taken from the "Standard Code for Identification of Different Kinds of Patent Codes, Standard St. 16", published in volume 1 of *Handbook on Industrial Information and Documentation* (Geneva: World Intellectual Property Organization, 1990). The code may optionally include an additional numerical digit, as prescribed by the standard.
- USE Mandatory unless Subfield A is used. Not repeatable.
- EXAMPLES
- Example 1 The document is a patent for a plant published in the United States. The content of Field 061 may be one of the following:
- 00@APatent for a plant
- 00@BP
- Example 2 The record describes a patent published in France for a medicinal substance. The content of Field 061 may be one of the following:
- 00@APatent for a substance used in medicaments
- 00@BM

FIELD 063**TYPE OF STANDARD**

- DEFINITION Identification of the legal status and geographic coverage of the standard.
- REPRESENTATION In coded form, as specified below.
- USE Mandatory. Not repeatable.
- INDICATORS 00
- SUBFIELD A **Type of regulation**
- DEF The legal status of the standard as identified by the issuing agency.
- REP A code taken from the list of Type of Standard Codes shown below.
- USE Mandatory. Not repeatable.
- CODES **Type of Standard Codes**
- 0 = Not specified or unknown
- 1 = Approved standard
- 2 = Draft standard
- 3 = Approved recommendation
- 4 = Draft recommendation
- 5 = Approved standard-like document
- 6 = Draft standard-like document
- SUBFIELD B **Geographic coverage**
- DEF The geographic area in which the standard has legal status.
- REP A code taken from the list of Coverage of Standard Codes shown below.
- USE Optional. Not repeatable.
- CODES **Coverage of Standard Codes**
- L = Local
- N = National
- I = International (regional or worldwide)
- EXAMPLES
- Example 1 The record describes the Canadian standard CAN2-65.12-82 Approval and inspection of personal buoyant water safety devices. Contents of Field 063:
- 00@A1@BN

Example 2 The record describes a draft international standard. Contents of Field 063:

00@A2@BI

FIELD 080**SEGMENT LINKING FIELD:****VERTICAL RELATIONSHIP**

DEFINITION Information to link a segment of a record in which this field occurs with another segment in the same record.

REPRESENTATION See subfields.

USE Mandatory when the record contains two segments having a vertical relationship. Repeatable.

INDICATORS 00

SUBFIELD A Segment relationship code

DEF A code defining the specific nature of the relationship between the two segments.

REP A code taken from the list of Vertical and Horizontal Relationship Codes shown in Section 4.5.

USE Mandatory. Not repeatable.

SUBFIELD B Segment indicator code

DEF A code identifying the segment to which the link is being made.

REP One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.

USE Mandatory. Not repeatable.

EXAMPLES

Example 1 The record (that is, the primary segment) is for a monograph. A segment linking field provides a link from a secondary segment representing the monograph's series to the monograph described in the primary segment. Thus the segment identifier code in Subfield B is '0'. The segment linking field is part of the secondary segment. The segment relationship code in Subfield A is '02' (which is used to show that the item in this segment is higher in the hierarchy), since the series is higher in the vertical hierarchy than the monograph. Contents of Field 080:

00@A02@B0

Example 2 Field 080 provides a link from a secondary segment identifying a serial to the primary segment which describes an article that the serial contains. The segment relationship code is '02' since the segment in which the code occurs is higher in the hierarchy. The segment to which the link is made is Segment 0. Field 080 in the segment recording the serial will contain the following:

00@A02@B0

FIELD 085**SEGMENT LINKING FIELD:****HORIZONTAL RELATIONSHIP**

- DEFINITION** Information to link a segment in the record in which this field occurs to another segment in the record when the relationship between the two segments is horizontal.
- REPRESENTATION** See subfields.
- USE** Mandatory when the secondary segment identifies an item that has a horizontal relationship to the target item. Repeatable.
- INDICATORS** 00
- SUBFIELD A** **Segment relationship code**
DEF A code defining the specific nature of the relationship.
REP A code taken from the Vertical and Horizontal Relationship Codes shown in Section 4.5.
USE Mandatory. Not repeatable.
- SUBFIELD B** **Segment indicator code**
DEF A code identifying the segment to which the link is being made.
REP One character: the value used in the directory entry to identify the fields belonging to that segment, i.e. 0 to 9, A to Z.
USE Mandatory. Not repeatable.
- EXAMPLES**
- Example 1** Field 085 provides a link from a segment identifying an item in translation to a segment identifying the original from which the translation was made. The segment relationship code is '32' since the link is made from the translation to its original. The segment to which the link is made is Segment 0. Contents of Field 085:
- 00@A32@B0**
- Example 2** Field 085 links a secondary segment that identifies an earlier title of a serial to the primary segment in which the most recent title is described. The most recent title is the target item for the record, and therefore appears in the primary segment, Segment 0. The segment relationship code is '22' since the link is made from the former title to the later. The segment to which the link is made is Segment 0. Contents of Field 085:
- 00@A22@B0**

Example 3 An agency routinely transfers records in the communication format to its own local processing format as part of the process of building its local database. In order to simplify machine processing the agency provides links from every segment to every other segment in each record, rather than only from each secondary segments to one other segment. This practice is not required by the format, but it is permitted as described in Section 2.5.4.

The record has two segments containing reciprocally linked fields. The primary segment describes an item that has a supplement issued with it. Field 085 in the primary segment provides a link to Segment 1, which contains the description of the supplement. Contents of Field 085 in the primary segment:

00@A25@B1

Field 085 in the secondary segment, segment 1, shows in Subfield A that the primary segment describes the 'parent' item and in Subfield B links to the primary segment. Contents of Field 085 in the secondary segment:

00@A26@B0

FIELD 086

FIELD TO FIELD LINKING

- DEFINITION Information to link two or more fields in the same segment.
- REPRESENTATION See subfields.
- USE Mandatory if field-to-field linking is used. Repeatable.
- INDICATORS 00
- SUBFIELD A Field linked from**
- DEF Identification of a field which is related to the field(s) identified in Subfield C by the relationship denoted by the code in Subfield B.
- REP Five characters consisting of the three digits of the tag of the identified field, the segment identifier (one character) and the field occurrence identifier (one character).
- USE Mandatory. Not repeatable.
- SUBFIELD B Field relationship code**
- DEF A code defining the relationship of the field identified in Subfield A to each field identified in Subfield(s) C.
- REP A code taken from the list of Field Linking Codes shown below.
- USE Mandatory. Not repeatable.
- CODES Field Linking Codes**
- AA** = Link between an author and an affiliation.
- EQ** = Link between two fields that are the equivalent to one another, for example between two versions of the same name.
- PP** = Link between a publisher and a place.
- PN** = Link between an ISBN and a publisher.
- TR** = Link between a field and a transliterated version of that field or a part of that field.
- SC** = Link between a field and another version of that field or part of that field in another script.
- OT** = Other kinds of field to field links.
- VP** = Link between a vertical relationship segment linking field (Field 080) and the relevant Part Statement (Field 490).
- SUBFIELD C Field(s) linked to**
- DEF Identification of one of the fields which is related to the field identified in Subfield A by the relationship denoted by the code in Subfield B.
- REP Five characters consisting of the three digits of the tag of the identified field, the segment identifier (one character) and the field occurrence identifier (one character).
- USE Mandatory. Repeatable for each field which is related to the field identified in Subfield A in the way denoted by the code in Subfield B.

EXAMPLES The following examples show, for each field illustrated, the tag, then the segment identifier and field occurrence identifier, then the indicators and subfields. In a record in the communication format the tag, segment identifier and field occurrence identifier would appear in an entry in the directory, rather than in the datafield as shown here.

Example 1 Within a primary segment, it is necessary to link each field representing the name of an author to the field providing that author's affiliation, since there are four authors but only three affiliations. The authors (Fields 300) and affiliations (Fields 330) are as follows:

```
300 00 10@AGove@BN.B.
300 01 10@AHughes@BT.E.
300 02 10@AMatiushin@BG.D.
300 03 10@ATurtanov@BN.V.
330 00 00@AComputer Science Division@BOak Ridge
        National Laboratory@DOak Ridge,
        Tennessee@EUS
330 01 00@ALibrary of Congress@DWashington, D.C.
        @EUS
330 02 00@AUSSR State Public Library for Science
        and Technology@DMoscow
```

The linking fields (Fields 086) are as follows:

```
086 00 00@A30000@BAA@C33000
086 01 00@A30001@BAA@C33001
086 02 00@A30002@BAA@C33002
086 03 00@A30003@BAA@C33002
```

Example 2 A book is published simultaneously in Switzerland and England. The Swiss edition, a single volume, bears an ISBN. The English edition, issued in two volumes, bears two ISBN, both different from the Swiss. The agency preparing the record creates one record for both issues, incorporating all three ISBN and both publishers in one record.

The book is published in Basel by Karger, and in London by Grune & Stratton. The ISBN for the Swiss edition is 3-8055-2319-X; the English ISBN are 0-8089-1192-9 and 0-8089-1147-3. The record consists of one segment, Segment 0. Contents of ISBN fields, Fields 100:

```
100 00 00@A3-8055-2319-X
100 01 00@A0-8089-1192-9
100 02 00@A0-8089-1147-3
```

Contents of publisher fields, Fields 400:

```
400 00 00@ABasel@BKarger@DCH
400 01 00@ALondon@BGrune and Stratton@DGB
```

Contents of field-to-field linking fields, Fields 086:

```
086 00 00@A10000@BPN@C40000
086 01 00@A10001@BPN@C40001
086 02 00@A10002@BPN@C40001
```

FIELD 088**RECORD TO RECORD LINKING**

DEFINITION Information to link two or more records.

REPRESENTATION See subfields.

USE Optional. Repeatable.

INDICATORS 00

SUBFIELD A Linked Record Identifier

DEF The unique identifier of the record to which the link is being made.

REP As assigned by the agency creating the record.

USE Mandatory if record to record linking is used. Not repeatable.

SUBFIELD B Relationship code

DEF A code defining the relationship of the current record to the record identified in Subfield A.

REP A code taken from the lists of Vertical and Horizontal Relationship Codes shown in Section 4.5.

USE Mandatory. Not repeatable.

SUBFIELD C Bibliographic Level

DEF The bibliographic level of the related record.

REP A single character taken from the list of Bibliographic Level Codes shown below.

USE Optional. Not repeatable.

CODES Bibliographic Level Codes

s = Serial: a bibliographic item in any medium issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, directories, etc.), the journals, memoirs, proceedings, transactions, etc. of societies and series of monographs. The last is defined as a group of separate, related publications.

m = Single volume monograph: a bibliographic item complete in one physical part; may be a volume of a multi-volume monograph.

c = Multi-volume monograph: a bibliographic item complete or intended to be completed in a finite number of separate parts.

a = Component part: a bibliographic item which for purposes of bibliographic identification or access absolutely requires reference to the document of which it forms a part. Component parts include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc. Also commonly called analytic.

e = Made-up collection: a bibliographic item that is a made-up collection; for example the manuscripts of an individual author.

EXAMPLES

- Example 1 The current record describes a contribution to a proceedings. The description of the proceedings monograph is in record number M7329453. Since the current record is lower in the hierarchy than the linked record, relationship code 01 is used. The bibliographic level of the proceedings is given - it is a monograph. Contents of Field 088:

00@AM7329453@B01@Cm

- Example 2 The current record describes a periodical. Field 088 provides a link to another record, number Can-92.1034, which describes the former title of the same periodical. The bibliographic level has not been provided, perhaps because the agency creating the record believes that it will be obvious to another agency or an educated user. Contents of Field 088:

00@ACan-92.1034@B21

FIELD 100**INTERNATIONAL STANDARD BOOK NUMBER (ISBN)**

DEFINITION A number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition, allocated in accordance with the stipulations of ISO 2108 and the *ISBN Users' Manual*⁶

REPRESENTATION See subfields.

USE Mandatory. Repeatable when an item has more than one valid ISBN.

INDICATORS 00

NOTE When information on a price or binding is associated with an ISBN, it should appear in Subfield C of this field, rather than in Field 465.

SUBFIELD A ISBN

DEF See DEFINITION above.

REP A ten-digit number divided into four parts of variable length, separated by hyphens.

USE Mandatory. Not repeatable.

SUBFIELD B Invalid ISBN

DEF A number on an item having the appearance of an ISBN but known to be incorrect, e.g. already allocated with invalid check digit.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD C Qualification

DEF A statement added when an item bears more than one ISBN. The statement appears after each ISBN indicating the binding, publisher, price, or other qualifier.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for more than one category of qualification.

EXAMPLES

Example 1 The ISBN on the item is 0-7214-0191-0. Contents of Field 100:

00@A0-7214-0191-0

Example 2 The ISBN in the source is 0 19 211523 5. Hyphens are inserted instead of spaces. Contents of Field 100:

00@A0-19-211523-5

- Example 3 The source format provides both the correct ISBN and an invalid ISBN found on the document. 0-7210-1247-7 is correct even though 0-7210-1427-7 is printed on the item. Contents of Field 100:

00@A0-7210-1247-7@B0-7210-1427-7

- Example 4 The record of a document published simultaneously by publishers in the USA and Britain has two ISBN for one publisher (one from the paperback, the other from the cased edition) and one ISBN for the other publisher. Field 100 contains all the ISBN from the source record with appropriate qualifications. The field appears in the record three times:

00@A0-7099-1913-1@CCased@CCroom Helm

00@A0-8653-1328-8@CPaperback@CPacific Press

00@A0-8653-1327-X@CCased@CPacific Press

FIELD 101

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

DEFINITION A number, allocated by the International Serials Data System (ISDS) in accordance with ISO 3297 and the *ISDS Manual*⁷ which identifies a serial uniquely.

REPRESENTATION See subfields.

USE Mandatory. Not repeatable.

INDICATORS 00

SUBFIELD A **ISSN**

DEF See DEFINITION above.

REP An eight-digit number including a check-digit, appearing as two groups of digits separated by a hyphen, which uniquely identifies a particular serial title.

USE Mandatory. Not repeatable.

SUBFIELD B **Invalid ISSN**

DEF A number on a serial having the appearance of an ISSN but not validated by ISDS.

REP As on the serial.

USE Optional. Repeatable.

SUBFIELD C **Cancelled ISSN**

DEF A number assigned to a serial as its ISSN and later cancelled, in accordance with the stipulations of the *ISDS Manual*.⁷

REP Eight numeric digits including a check digit, appearing as two groups of four digits, separated by a hyphen.

USE Optional. Repeatable.

EXAMPLES

Example 1 The ISSN appears in the source format as 02627264. The hyphen is inserted for the CCF. Contents of Field 101:

00@A0262-7264

Example 2 On the first issue of *Current psychological research* the ISSN is wrongly printed as ISSN 0143-3887. The correct ISSN is 0144-3887. The agency preparing the record inputs both the invalid and the correct ISSN, since the invalid number will be useful when searching for the record with a citation containing the invalid number in hand. Contents of Field 101:

00@A0144-3887@B0143-3887

Example 3 The Institute of Public Health Engineers used to publish *Year book and list of members* with ISSN 0141-884X. The title changed to *Year's work, list of members & buyer's guide* and was given a new ISSN, 0309-3123. The publisher continued the old ISSN on the new publication, so the agency preparing the record included it as an invalid ISSN. Contents of Field 101:

00@A0309-3123@B0141-884X

Example 4 In error, *Golf illustrated* has been assigned two ISSN. The first one assigned was 0017-1778. A second number, assigned more recently, then cancelled, is 0262-0340. Contents of Field 101:

00@A0017-1778@C0262-0340

FIELD 102**CODEN (For serials)**

- DEFINITION** A unique, unambiguous code assigned to titles of serials by the International CODEN Service. Although CODEN codes are assigned to certain types of non-serial publications, their use in the CCF is limited to serials.
- REPRESENTATION** A code of six alphabetic or alphanumeric characters including a check character. See the *International CODEN Directory*.⁴
- USE** For serials only. Optional. Not repeatable.
- INDICATORS** 00
- SUBFIELD A** **CODEN**
For definition, representation and use, see above.
- EXAMPLES**
- Example 1 The CODEN for *Annalen der Physik* is ANPYA2. Contents of Field 102:

00@AANPYA2
- Example 2 The CODEN for *Journal of Physiology (London)* is JPHYA7. Contents of Field 102:

00@AJPHYA7
- Example 3 The CODEN for *Krebsarzt* is KREBAG. Contents of Field 102:

00@AKREBAG

FIELD 110**NATIONAL BIBLIOGRAPHY NUMBER**

- DEFINITION** A unique number assigned to the record of an item by the national bibliography agency.
- REPRESENTATION** In accordance with the practice of the agency assigning the number.
- USE** Optional. Repeatable.
- INDICATORS** 00
- CODES** **National Bibliography and Legal Deposit Agency Codes**
If there is a single national bibliographic agency with a country, this will consist of a code taken from the list of Codes for Names of Countries. If there is more than one agency, an organization code formulated in accordance with the statement in Field 011 should be used.
- SUBFIELD A** **National bibliography number**
For definition and representation see above.
- USE** Mandatory. Not repeatable.
- SUBFIELD B** **National bibliographic agency code**
- DEF** Identification of the national bibliographic agency which has prepared the record.
- REP** A code taken from the list of Codes for Names of Countries shown in Section 4.3. Additional codes must be assigned for distinguishing bibliographic agencies in countries where there is more than one agency, as described in Field 011.
- USE** Optional. Not repeatable.
- EXAMPLE**
- Example 1** The National Bibliography Number is recorded in the source as B8709700. The agency is the British National Bibliography, which requires only the code 'GB' to identify it. Contents of Field 110:
- 00@AB8709700@BGB**

FIELD 111**LEGAL DEPOSIT NUMBER**

- DEFINITION** A unique number assigned to the item by the agency responsible for legal deposit in a country.
- REPRESENTATION** As assigned.
- USE** Optional. Repeatable.
- INDICATORS** 00
- SUBFIELD A** **Legal deposit number**
For definition and representation see above.
USE Mandatory. Not repeatable.
- SUBFIELD B** **Legal deposit agency**
DEF Identification of the legal deposit agency responsible for allocating the legal deposit number in Subfield A.
REP A code taken from the list of Codes for Names of Countries shown in Section 4.3. Additional codes must be assigned for distinguishing legal deposit agencies in countries where there is more than one agency, as described in Field 011.
USE Optional. Not repeatable.
- EXAMPLE**
- Example 1 An item bears the Tanzanian legal deposit number A68778. Since there is only one agency in Tanzania, the country code 'TZ' is sufficient to distinguish it. Contents of Field 111:
- 00@AA68778@BTZ**

FIELD 120**DOCUMENT NUMBER**

- DEFINITION** A number appearing on the item intended for unique identification.
- REPRESENTATION** As on the item, including spaces and punctuation.
- USE** Optional. Repeatable for each different number on the item.
- INDICATORS** 00
- NOTE** The numbers of an item within a series should be entered in Subfield C of Field 480.
- SUBFIELD A** **Document Identification Number**
For definition and representation see above.
- USE** Mandatory. Not repeatable.
- SUBFIELD B** **Type of number**
- DEF** Identification of the type of document number in Subfield A.
- REP** In accordance with the practice of the agency preparing the record.
- USE** Optional. Not repeatable.
- EXAMPLES**
- Example 1** The publisher allocates a sequential number to each publication. This number, 4206, has been recorded in the source format as a miscellaneous number found on the item. Contents of Field 120:
- 00@A4206**
- Example 2** The source format has a data element entitled Standard Technical Report Number, which contains the number 1756-88. Contents of Field 120:
- 00@A1756-88@BStandard Technical Report Number**
- Alternatively, it may appear as follows:
- 00@A1756-88@BSTRN**

FIELD 125**PROJECT NUMBER**

DEFINITION	A number assigned to and uniquely identifying a project.
REPRESENTATION	As assigned by the governing agency.
USE	Optional for reports and theses. Repeatable for each different number on the item.
INDICATORS	00
SUBFIELD A	Project Number
	For definition and representation see above.
USE	Mandatory. Not repeatable.
SUBFIELD B	Type of number
DEF	Identification of the type of document number in Subfield A.
REP	In accordance with the practice of the agency preparing the record.
USE	Optional. Not repeatable.
EXAMPLES	
Example 1	The sponsor of a research project allocates a sequential number to each funded project. This number, 92-RX286.95, has been recorded in the source format as a miscellaneous number found on the item. Contents of Field 125: 00@A92-RX286.95

FIELD 130**CONTRACT NUMBER**

- DEFINITION A number assigned to a contract for a report.
- REPRESENTATION As on the item.
- USE Optional for descriptions of reports. Repeatable for each different contract number on the item.
- INDICATORS 00
- SUBFIELD A **Contract Number**
For definition and representation see above.
- USE Mandatory. Not repeatable.

EXAMPLES

- Example 1 The sponsoring body of a project assigns a unique number to the contract under which the project is to be funded. This number, 91-WG3-401, appears on the item. Contents of Field 120:

00@A91-WG3-401

FIELD 200

TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Mandatory except for serials when key title is given. Repeatable when more than one title for an item is recorded, such as the title as on the item and a translated title.

INDICATORS 1: 0

2: 0 = Form not specified.

1 = As on the item: in the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.

2 = Modified.

3 = Translated.

Indicator position 2 relates to Subfield A only.

NOTE Any parts of the title which an agency wishes to separately designate, e.g. to provide access points, should be recorded in Field 230.

SUBFIELD A **Title**

DEF Word(s), phrase(s), a character or group(s) of characters normally appearing on the item naming the item or the work contained in it.

REP Three representations are possible depending on indicator position 2.

USE Mandatory. Repeatable when an item contains a number of works each with its own title and has no collective title.

SUBFIELD B **Statement of responsibility associated with title**

DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).

REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility (e.g. by G. Levy) can be transliterated. It may include the names of one or more than one person or corporate body.

USE Optional. Repeatable for each statement related to the title found on the item. Fields 300, 310 and 320 are used to record names in a standardized form (e.g. Levy, Geraldine, 1936-) as distinct from the form appearing in a statement of responsibility.

SUBFIELD L Language of title
 DEF The language of the title in Subfield A.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE Optional. Not repeatable.

SUBFIELD S Script of title
 DEF The script of the title as entered in the record.
 REP A code taken from the list of Script Codes shown in Section 4.2.
 USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format does not have any data element corresponding to statement of responsibility. However, the title in this particular source format is always taken from the item. Contents of Field 200:

01@AInstitutional finance and integrated rural
development

Example 2 The record has a number of statements of responsibility. They are entered in repeated Subfields B. Contents of Field 200:

01@AAsterix in Switzerland@Btext by
Goscinnny@Bdrawings by Uderzo@Btranslated by Anthea
Bell and Dereck Hockridge

Example 3 The item consists of three works by the same author without a common title. Subfield A is repeated. Contents of Field 200:

01@ARomeo and Juliet@AKing Lear@AMacbeth@Bby
William Shakespeare

Example 4 The item consists of two works by different authors without a common title. Subfields A and B are repeated as required. Contents of Field 200:

01@AHenry Osmond : a novel@Bby Thackeray@ABleak
House : a novel@Bby Dickens

Alternately, it is possible to repeat the field. Contents of two occurrences of Field 200:

01@AHenry Osmond : a novel@Bby Thackeray

01@ABleak House : a novel@Bby Dickens

Example 5 In the source format the item is coded as having a title and two successive subtitles. Contents of Field 200:

01@ALife wish : reincarnation : reality or hoax

Alternatively, an agency may wish to provide separate access points for each subtitle.

Field 200:

01@ALife wish@Creincarnation@Creality or hoax

Fields 230:

00@Areincarnation@B1

00@Areality or hoax@B1

Example 6 An item has parallel titles in English, French and German. The first mentioned is entered as the title in the source format and the others are entered in Field 210 - Parallel Title. Contents of Field 200:

01@ASpecification for general requirements for
rotating electrical machines@BBritish Standards
Institution@Leng

Example 7 The source format records only the translated title in its database when a title is not in English. In this case the use of the language code is recommended since the language of the title is not the same as the language of the item. Contents of Field 200:

03@AProceedings of the 26th Congress on
Beekeeping@Leng

Example 8 The agency preparing the record transliterates titles from Cyrillic into Roman script, but otherwise makes no modifications. Contents of Field 200:

01@ATsvetik-Semitsvetik@BValentin Katayev

Example 9 A title is modified to make it more meaningful. The agency preparing the record enters additional words in square brackets. Contents of Field 200:

02@AEffect of cultural practices [in vineyards] on
soil moisture

Example 10 The agency creating the record includes the title as it appears on the first issue of a serial. If a serial has no key title, use of this field is mandatory. Contents of Field 200:

01@AIntercity : the magazine for intercity
travellers

FIELD 201**KEY TITLE**

DEFINITION The unique name assigned to a serial by the International Serials Data System (ISDS) and inseparably linked with its International Standard Serial Number (ISSN). Assignments are made in accordance with the stipulations of ISO 3279 and the *ISDS Manual*.⁷

REPRESENTATION See subfields.

USE Mandatory for serials. Not repeatable.

INDICATORS 00

NOTE The key title can appear on the document (usually given in conjunction with the ISSN) or can be taken from the *ISDS Register* compiled by the International Centre of the International Serials Data System, which is the organization responsible for assigning ISSN and key titles. Punctuation is retained exactly as in the source.

SUBFIELD A Key title

DEF See DEFINITION above.

REP Key title as assigned by ISDS.

USE Mandatory. Not repeatable.

SUBFIELD B Abbreviated key title

DEF Key title abbreviated in accordance with the *International list of title word abbreviations*, which is available from the International Serials Data Centre and from national and regional serials data centres.

REP As assigned by ISDS.

USE Optional when Subfield A is present. Not repeatable.

SUBFIELD L Language of key title

DEF The language of the key title.

REP A code taken from the list of Language Codes shown in Section 4.1.

USE Optional. Not repeatable.

SUBFIELD S Script of key title

DEF The script of the key title as entered in the record.

REP A code taken from the list of Script Codes shown in Section 4.2.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The key title is *Scientific American*. Contents of Field 201:

00@AScientific American

Example 2 The key title includes the name of the issuing body. Contents of Field 201:

00@ACanadian Psychiatric Association journal

Example 3 The names of issuing bodies are included in the key title in accordance with ISDS practice. Contents of Field 201:

00@AJoint publication - London & Middlesex
Archaeological Society; Surrey Archaeological
Society

Example 4 The key title includes the name of the place of publication in order to distinguish the serial from other serials with the same title. Contents of Field 201:

00@AArchitectural review (London)

Example 5 The key title contains the name of the place of publication and the date of first publication. Contents of Field 201:

00@AArchitecture (Paris. 1979)

Example 6 The source format from which a record originates records key titles in their abbreviated form. Contents of Field 201:

00@BMedicina Supl. (B. Aires)

The full form would be recorded as follows:

00@AMedicina Suplemento. (Buenos Aires)

FIELD 210

PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

- DEFINITION See subfields.
- REPRESENTATION See subfields.
- USE Optional. Repeatable.
- INDICATORS 1: 0
- 2: 0 = Form not specified.
1 = As on the item.
2 = Modified.
- Indicator position 2 relates to Subfield A only.
- SUBFIELD A Parallel title**
- DEF The title in another language and/or script; or title in another language and/or script presented as an equivalent of the title.
- REP As on the title page, modified and/or transliterated (see indicator 2).
- USE Not repeatable. When there is more than one parallel title, each is entered in a separate field.
- SUBFIELD B Statement of responsibility associated with parallel title**
- DEF Name(s) or phrase(s) in the language of the title shown in Subfield A relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).
- REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.
- USE Repeatable for each parallel statement of responsibility found on the item. Optional.
- SUBFIELD L Language of parallel title**
- DEF The language of the title shown in Subfield A.
- REP A code taken from the list of Language Codes shown in Section 4.1.
- USE Mandatory. Not repeatable.
- SUBFIELD S Script of parallel title**
- DEF The script of the parallel title.
- REP A code taken from the list of Script Codes shown in Section 4.2.
- USE Optional unless the script is not the script usually associated with the language shown in Subfield L. Not repeatable.

EXAMPLES

- Example 1 A document has parallel titles in two languages in addition to the title in the first language. The main title is entered in Field 200, the other titles in Field 210.

The parallel titles are taken from the document; therefore the second indicator is set at '1'. Language codes are added to the parallel titles. Contents of Fields 200 and 210:

Field 200: 01@ABritish standard methods of analysis of fat and fatty oil

Field 210: 01@AMéthodes d'analyse des graisses et huiles fixes@Lfre

Field 210: 01@AUntersuchungsverfahren für Fette und Fettöle@Lger

- Example 2 An article in a journal has a title in Spanish with a parallel title in English. The statement of responsibility is given in Field 200, and is not repeated in Field 210. Contents of Fields 200 and 210:

Field 200: 01@AEl barrio, estación de tránsito en el proceso de urbanización@BHeinrich Pachner

Field 210: 01@ANeighbourhoods, transit stations in the urbanization process@Leng

- Example 3 An anthology of poetry has parallel Gaelic text and English translation. The source format permits the use of ... [et al.] to replace omissions. Contents of Fields 200 and 210:

Field 200: 01@AModern Scottish Gaelic poems : a bilingual anthology@Bby Sorley Maclean...[et al.]@Bedited and introduced by Donald MacAulay

Field 210: 00@ANua-bhàrdachd Ghàidhlig : duanaire da-theagach@Ble Somhairle MacGill-Eain... [et al.]@Bdeasaichte le roimh-radha aig Domhnall MacAmhlaigh@Lgae

FIELD 230**OTHER TITLE**

DEFINITION Any title or part of a title for which it is useful to provide access.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable. The purpose of the field is to provide an access point. It may be used to include spine titles, cover titles, added title-page titles, running titles, or subtitles which may or may not also appear as part of Subfield A of Field 200.

INDICATORS 00

SUBFIELD A **Other variant title**
For definition and representation see above.

USE Mandatory. Not repeatable.

SUBFIELD B **Type of title**
DEF The type of title in Subfield A.
REP One of the following codes:
USE Optional. Not repeatable.

CODES **Codes for type of title**
1 = Subtitle
2 = Spine title
3 = Cover title
4 = Added title page title
5 = Running title
0 = Other title or unknown type

SUBFIELD L **Language of title**
DEF The language of the title in Subfield A.
REP A code taken from the list of Language Codes shown in Section 4.1.
USE Optional. Not repeatable.

EXAMPLES

Example 1 The *Journal of polymer sciences. Part C, Polymer science* is often known as *Polymer symposia*. This title is noted on the cover. Contents of Field 230:

00@APolymer symposia@B3

Example 2 The serial *Der Fotohändler* is also known as *Der Photohändler*. Since the purpose is provide an access point, the initial article has been omitted. Contents of Field 230:

00@APhotohändler

Example 3 The work carries the title *Life wish : reincarnation : reality or hoax*. The entire title appears in the title field, Field 200. In order to provide access to the two subtitles, they appear in repetitions of field 230. Contents of Fields 230:

00@AReincarnation@B1

00@AReality or hoax@B1

FIELD 240**UNIFORM TITLE**

DEFINITION The particular title selected by the agency for a work that has appeared under varying titles, for the purposes of cataloguing and/or information retrieval.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

INDICATORS 1: 0 = Not specified.
 1 = Uniform title is used as primary access point.
 2 = Uniform title is used as secondary access point.
 3 = Uniform title is not used as an access point.

2: 0

SUBFIELD A Uniform title

DEF The uniform title by itself without additional qualifiers such as date, form subheading, language, version, etc.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD B Number of part(s)

DEF When the item consists of one or more numbered parts of the work identified by the uniform title, the number of the part of the work to which the item belongs, and its designation.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD C Name of part(s)

DEF When the item consists of a named part or a number of named parts of the whole work identified by the uniform title shown in Subfield A, the name of the part(s) of the work of which the item is an example.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable

SUBFIELD D Form subheading

DEF A term added to the uniform title to distinguish special characteristics of the item.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

- SUBFIELD E Language of item (as part of uniform title)**
 DEF The language of the item when required as part of the uniform title.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Repeatable when there is more than one language.
- SUBFIELD F Version**
 DEF A word or phrase indicating the version of the work included in item.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Not repeatable.
- SUBFIELD G Date of version**
 DEF The original date of publication of the version of the work represented in the item.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Not repeatable. This date will be different from the date of publication. In any case, the date of publication should still be entered in Field 440.
- SUBFIELD L Language of uniform title**
 DEF The language in which the uniform title shown in Subfield A is expressed.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE Optional. Not repeatable.
- SUBFIELD Z Authority number**
 DEF A unique number assigned to a uniform title.
 REP As assigned.
 USE Optional. Not repeatable.

EXAMPLES

- Example 1 Some kinds of uniform title serve only to order entries in a catalogue or bibliography, and do not constitute a main heading. For example, some organizations place all laws, whatever their title, under a made-up title 'Laws...'. This example shows the title proper and corporate body. The uniform title would never occur as an access point in an index. Contents of Fields 240 and 310:

Field 240 30@ALaws....@CHalsbury's statutes of
 England

Field 310 10@AUnited Kingdom

- Example 2 The title of the item is *Iliad, Book XXIV [by] Homer*, edited by Colin MacLeod. The uniform title according to the practices of the agency preparing the record is *Iliad. Book 24*. This is used to bring together all items dealing with that one work, some of which may not even mention the *Iliad* in a prominent place within the title. Contents of Fields 240 and 200:

Field 240 10@AIliad@BBook 24

Field 200 01@AIliad, Book XXIV@B[by] Homer@Bedited
by Colin MacLeod

- Example 3 The item is *Luke*, one book of the Bible, in the version called *Today's English Version*. According to the practices of the agency preparing the record, the item is entered under the uniform title heading. Contents of Field 240:

00@ABible@EEnglish@CNew Testament@CLuke@FToday's
English Version

FIELD 260

EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Mandatory. Repeatable when an item has more than one edition statement, or when there are parallel edition statements.

INDICATORS 1: 0

2: 0 = Form not specified.
 1 = Form as on the item.
 2 = Modified beyond the terms described for Subfields A and B below.

Indicator position 2 refers to Subfield A.

SUBFIELD A **Edition statement**

DEF A word or phrase or group of characters identifying an item as a member of an edition.

REP The edition statement is normally given in the terms used in the item. Standard abbreviations for such terms may be used; numbered editions may be converted from script to numeric form. The edition statement normally includes either the word 'edition' (or its equivalent in another language) or a related term such as 'revision', and can describe the physical form of the item (e.g. Braille edition, microfiche edition) or editions differentiated numerically, chronologically, geographically, etc.

USE Mandatory. Not repeatable.

SUBFIELD B **Statement of responsibility associated with edition**

DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of the particular edition of a work to which the item belongs, the statement of which edition is entered in Subfield A.

REP In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalization. A statement of responsibility relating to an edition may be transliterated when the edition statement is transliterated. It can include the names of one or more than one person or corporate body. Fields 300, 310 or 320 are used to record names in other forms distinct from the form appearing in a statement of responsibility.

USE Optional. Repeatable for each statement of responsibility associated with the edition of the item.

SUBFIELD L	Language of edition statement
DEF	The language of the edition statement.
REP	A code taken from the list of Language Codes shown in Section 4.1.
USE	Optional. Not repeatable.

EXAMPLES

- Example 1 The document has on its title page the statement 'Fifth edition revised'. Standard abbreviations are given in the record. Contents of Field 260:
- 01@A5th ed. rev
- Example 2 *The Derbyshire times* is published in a number of area editions, one of which is entitled *Chesterfield edition*. Contents of Field 260:
- 01@AChesterfield ed
- Example 3 The first edition of *Cases and statutes on criminal law* is edited by John C. N. Slater. The second edition is edited by A. B. Piternick. Since the second edition has a different editor, and it implies on the title page that Piternick is the editor of that edition only, the edition statement is followed by a statement of responsibility for that edition only. Contents of Field 260:
- 01@A2nd ed@Bby A.B. Piternick
- Example 4 The source format recommends that edition number be stored as an arabic numeral only, so that the data is not related to a particular language, e.g. 12 for 12th ed. Second indicator will be set to '2' since the form of the edition statement does not follow the form described in 2. Contents of Field 260:
- 02@A12
- Example 5. The second edition of an item is reissued in a new edition identified on the title page as 'Second Edition, reprinted with corrections.' The originating agency records this as two separate edition statements. Subfield A is not repeatable so the field must be repeated. Contents of two repetitions of Field 260:
- 01@A2nd ed.
- 01@AREpr. with corrections

FIELD 300**NAME OF PERSON**

DEFINITION The name identifying a person responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Mandatory. Repeatable for the name of each person, when more than one person is responsible for the work.

INDICATORS

1: 0 = Level of responsibility *undefined*.
 1 = Primary responsibility.
 2 = Alternative responsibility.
 3 = Secondary responsibility.

2: 0 = Source: not specified.
 1 = Source: authority file of the agency.

NOTE Names of persons vary in different countries in the type and number of elements which make up the name, and national usage can differ in the order and form of presentation of those elements. National cataloguing practices can also be very different in their choice of entry element and the form and order of presentation of other name elements. Some bibliographic agencies maintain authority files which include a record for each author with sufficient name details for unique identification. Other agencies may accept the form of the name as it appears on the item. The examples illustrate several ways of treating personal names in accordance with *different* cataloguing rules.

SUBFIELD A Entry element

DEF That part of a person's name by which it usually would be entered in an ordered list.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD B Other name elements

DEF Other parts of the name excluding entry element, i.e. forenames, prefixes, suffixes.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD C Additional elements to name

DEF Additional attributes to the name, e.g. honorific titles, words indicating family relationships, the term 'pseudonym' or equivalent.

REP In abbreviated form, when possible.

USE Optional. Repeatable, for different kinds of additional elements.

SUBFIELD D Date(s)

DEF A date or dates relating to the person whose name is entered in the field.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable.

SUBFIELD E Role (Coded)

DEF A numeric code designating the function of the person in relation to the item for which that individual is responsible, e.g. editor, compiler.

REP A code taken from the list of Role Codes shown in Section 4.4.

USE Optional. Repeatable.

SUBFIELD F Role (Non-coded)

DEF A word or phrase designating the function of the person in relation to the item for which that individual is responsible.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD Z Authority number

DEF A unique number assigned to the name heading of a person.

REP As assigned.

USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format enters a name as follows: Entry element, the initials of forenames, title(s), role. For example, Stokes, R. B., Prof., editor. Contents of Field 300:

```
01@AStokes@BR.B.@CProf.@Feditor
```

The first indicator is set to '0' since the source format does not define levels of responsibility. The second indicator is set to '1' since the data originates from a database which makes use of an authority file for personal names.

Example 2 The author Karl Popper is entered, according to different rules for entry, as:

Popper, Sir Karl R. (title precedes forenames)

Popper, Karl R. Sir (title follows forenames)

Popper, K.R., Sir (names stripped to initials, title preceded by comma)

Popper, Sir Karl Raimund (all names used in full)

Popper, Karl R. (title not used)

Each of these appears in Field 300 in one of the following forms. In each case the second indicator is set at '1', showing that an authority file form is used.

```
01@APopper@CSir@BKarl R.
01@APopper@BKarl R.@CSir
01@APopper@BK.R.@CSir
01@APopper@CSir@BKarl Raimund
01@APopper@BKarl R
```

- Example 3 A number of source formats specify that a name should be entered in the form in which it is usually found on title pages or in reference sources; if necessary for distinguishing purposes, the full forms of the name elements and/or dates or birth and/or death are added. The form of the name on the item is: Smith, Peter C. A cataloguer has added '(Peter Charles)' and the date '1940- '. In this example, the person has the role of editor, and has secondary responsibility. Contents of Field 300:

```
31@ASmith@BPeter Charles@D1940-@Feditor
```

- Example 4 The source format specifies that all the elements of a hyphenated compound surname are regarded as the entry element. Contents of Field 300, assuming level of responsibility undefined, and an authority record number 014678:

```
01@AMantuth-Bayette@BEunice@Z014678
```

- Example 5 Some source formats demand that all the elements of a compound surname even when not hyphenated are the entry element. C. Day Lewis has a compound surname without a hyphen, and the name is entered as Day Lewis, Cecil. Contents of Field 300, assuming primary responsibility and authority file form:

```
11@ADay Lewis@BCecil
```

- Example 6 In normal usage, Chinese names are written with the family name first. Because of differing database practices, Mao Zedong (to use one possible rendering of the name into the Roman alphabet) appears in some source formats as Mao Zedong, in others as Mao, Zedong. The following are possible alternative contents of Field 300.

```
00@AMao Zedong
```

```
00@AMao@BZedong
```

- Example 7 An author has an honorific title of nobility which, according to the practices of the agency preparing the record, is placed between the entry element and other name elements. Contents of Field 300:

```
00@AStanhope@CLady@BHester
```

Example 8 The source format takes the author's name, Lord Todd, from the item. Since no other name elements are provided, the name is entered in Field 300 as:

00@ATodd@CLord

Example 9 When an author is known only by a pseudonym, this will be the name used as an access point unless it is the practice of the agency preparing the record to use 'Anon' in such cases. Even when the pseudonym is made up of elements which could be construed as 'Surname, Forename', according to some rules the whole name is treated as an entry element. The pseudonym is Pan Painter. Contents of Field 300:

01@APan Painter

Example 10 Two epithets attached to the name are identified separately in the name as shown in the source format. This distinction is retained in the CCF. Contents of Field 300:

00@AAlexandra@CEmpress@CConsort of Nicholas II,
Emperor of Russia

Example 11 The source format gives two forms of the name: as derived from the item 'Bewley, Lois M.'; and a 'search form' consisting only of forename and initials, 'Bewley, L.M.'. Since the latter form can be derived algorithmically from the first, it is not necessary to include it in the record. The role of the person is given as 'Editor and translator'. Contents of Field 300:

30@ABewley@BLois M.@FEditor and translator

FIELD 310

NAME OF CORPORATE BODY

DEFINITION The name identifying a corporate body responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. A corporate body is defined as any organization(s) or group of persons identified by a particular name.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Mandatory. Repeatable for the name of each corporate body when more than one corporate body is responsible for the item; or for the name of the corporate body provided in more than one language.

INDICATORS

1: 0 = Level of responsibility undefined.
 1 = Primary level of responsibility.
 2 = Alternative level of responsibility.
 3 = Secondary level of responsibility.

2: 0 = Source not specified.
 1 = Source: authority file of the agency.

NOTE The name of a corporate body can appear in varying forms, often in different versions on items produced by the body itself. Cataloguing codes also have different rules for the choice of the entry element and the form and order of other elements of the body's name. Some bibliographic agencies maintain authority files which include a record for each national corporate body identifying the authoritative form of its name. Other agencies may accept the form of the name elements and the order of those elements as they appear on the item. The examples illustrate varying ways of treating corporate body names in accordance with different cataloguing rules.

SUBFIELD A Entry element

DEF That part of the name of the corporate body by which it would be entered in an ordered list.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD B Other parts of name

DEF Other parts of the name of the corporate body, e.g. subordinate or superior units, etc. when the corporate body is part of a hierarchical structure.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Repeatable for each part of the name of the corporate body excepting the entry element.

- SUBFIELD C Qualifier**
 DEF A term added to the name of the corporate body in order to provide additional information as an aid to identification, e.g. date(s), type of body.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Repeatable for different kinds of qualifiers.
- SUBFIELD D Address of corporate body**
 DEF The address of the corporate body, possibly but not necessarily including postal address, city or town, country, postal code.
 REP According to the conventions for postal addresses in the country of the corporate body.
 USE Optional. Recommended when the corporate body is the distributor as well as being responsible for the item. Not repeatable.
- SUBFIELD E Country of corporate body**
 DEF The country where the corporate body is situated.
 REP A code taken from the list of Country Codes shown in Section 4.3.
 USE Optional. Not repeatable.
- SUBFIELD F Role (Coded)**
 DEF A code designating the function of the corporate body in relation to the item for which it is responsible.
 REP A code taken from the list of Role Codes shown in Section 4.4.
 USE Optional. Repeatable.
- SUBFIELD G Role (Non-coded)**
 DEF A word or phrase designating the function of the corporate body in relation to the item for which it is responsible.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Repeatable.
- SUBFIELD L Language of entry element**
 DEF The language of the element in Subfield A.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE Mandatory when the name of the meeting is given in different language forms and the field is repeated. Otherwise optional. Not repeatable.
- SUBFIELD S Script of entry element**
 DEF The script of the entry element.
 REP A code taken from the list of Script Codes shown in Section 4.2.
 USE Optional. Not repeatable.
- SUBFIELD Z Authority number**
 DEF A unique number assigned to the corporate name heading.
 REP As assigned.
 USE Optional. Not repeatable.

EXAMPLES

Example 1 The source format gives addresses with corporate bodies. Contents of Field 310:

01@APunjab University@DChandigarh 14

Example 2 The source format enters institutions whose name incorporates a place name under the place name. The Rijksuniversiteit, a university located at Leiden in the Netherlands, is entered under the place. Since the body is regarded as part of the entry element, it is included in Subfield A. Contents of Field 310:

01@ALeiden. Rijksuniversiteit

Example 3 The name of a corporate body needs a qualifier to explain it and distinguish it from other bodies with the same name. Contents of Field 310:

01@ALondonderry, Ireland@CCity

Example 4 An item includes the statement that it is edited by the Elsevier Editorial Team. Role is entered in non-coded form. The first indicator is set to 3 to indicate secondary responsibility. Contents of Field 310:

31@AElsevier Editorial Team@GEditor

Example 5 The practices of the agency preparing the record stipulate that organizations which are a partnership should be treated as a corporate body. The name of the first person of the partnership is inverted (i.e. surname is the entry element) according to the practice of the agency. Subfield B is not used since there are no lower hierarchical levels of the organization mentioned. Contents of Field 310:

01@AWilson, Hugh, and Lewis Womersley
@COrganization

According to other practices the name of the first partner could be entered in direct order:

01@AHugh Wilson and Lewis Womersley@COrganization

Example 6 According to some cataloguing practices, working parties and ad hoc groups are entered under the name of the body to which they are responsible or by which they were established. Contents of Field 310:

01@AAslib@BComputer Applications Group
@BAcquisitions, Cataloguing and Circulation
Working Party

FIELD 320

NAME OF MEETING

- DEFINITION** The name identifying a meeting responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization. Meeting is a generic term for an occasional group; it covers congresses, symposia, diplomatic conferences, festivals, fairs, exhibitions, expeditions, etc.
- REPRESENTATION** In accordance with the practice of the agency preparing the record.
- USE** Mandatory. Repeatable for the name of each meeting when more than one meeting is responsible for the item; or for the name of the meeting provided in more than one language.
- INDICATORS**
- 1: 0 = Level of responsibility undefined.
 1 = Primary responsibility.
 2 = Alternative responsibility.
 3 = Secondary responsibility.
- 2: 0 = Source: not specified.
 1 = Source: authority file of the agency.
- SUBFIELD A Entry element**
- DEF** The name of the meeting.
REP In accordance with the practice of the agency preparing the record.
USE Mandatory. Not repeatable.
- SUBFIELD B Other parts of name**
- DEF** Other parts of the name of the meeting, e.g. subordinate or superior units when the meeting is part of a hierarchical structure.
REP In accordance with the practice of the agency preparing the record.
USE Mandatory. Repeatable for each part of the name of the meeting excepting the entry element.
- SUBFIELD C Qualifier**
- DEF** A term added to the name of the meeting in order to supply additional information as an aid to identification, e.g. date(s), type of meeting.
REP In accordance with the practice of the agency preparing the record.
USE Optional. Repeatable for different kinds of qualifiers.
- SUBFIELD E Country**
- DEF** The country where the meeting was held.
REP A code taken from the list of Country Codes shown in Section 4.3.
USE Optional. Not repeatable.

- SUBFIELD G Location of meeting**
 DEF The name of the place where the meeting was held.
 REP In accordance with the practice of the agency preparing the record.
 USE Mandatory. Not repeatable.
- SUBFIELD H Date of meeting (in ISO format)**
 DEF The date or inclusive dates of a meeting.
 REP The date(s) in formalized form as shown in ISO 8601. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when a date of coverage or approximate date is given. When no month or day is given, the month or day is replaced by '0000'.
 USE Mandatory when Subfield I is not used. Not repeatable.
- SUBFIELD I Date of meeting (in free format)**
 DEF The date or inclusive dates of a meeting.
 REP In accordance with the practice of the agency preparing the record.
 USE Mandatory when Subfield H is not used. Not repeatable.
- SUBFIELD J Number of meeting**
 DEF A number identifying an individual meeting within a series of numbered meetings of the same name.
 REP In accordance with the practice of the agency preparing the record.
 USE Mandatory when the meeting belongs to a numbered series. Not repeatable.
- SUBFIELD L Language of entry element**
 DEF The language of the entry element in Subfield A.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE Mandatory when the name of the corporate body is given in different language forms and the field is repeated. Otherwise optional. Not repeatable.
- SUBFIELD S Script of entry element**
 DEF The script of the name of the meeting.
 REP A code taken from the list of Script Codes shown in Section 4.2.
 USE Optional. Not repeatable.
- SUBFIELD Z Authority number**
 DEF A unique number assigned to the name of the meeting.
 REP As assigned.
 USE Optional. Not repeatable.

EXAMPLES

- Example 1 In the source format, the proceedings of the 15th Annual Conference of the Law of the Sea Institute are entered under the heading for the Conference by the agency preparing the record. Contents of Field 320:

11@Annual Conference of the Law of the Sea
Institute@GHonolulu, Hawaii@H19900000@J15th

- Example 2 The item is the proceedings of the 17th A. N. Richards Symposium held at King of Prussia, Pennsylvania. Two forms of heading are shown here as possible contents of Field 320:

10@AA.N. Richards Symposium@J17th@H19750000@GKing
of Prussia, PA

10@ARichards (A.N.) Symposium@J17th@I1975@GKing of
Prussia, PA

- Example 3 In the source format, the second Vatican Council is entered as:

00@AVatican Council@J2@H19620000-19650000

- Example 4 The agency preparing the record enters the complete dates when conferences are held. Contents of Field 320:

00@AInternational Symposium on Bibliographic
Exchange Formats@GTaormina, Sicily@H19780426-
19780428@EIT

FIELD 330**AFFILIATION**

DEFINITION The name and/or address of the organization to which a person associated with the item is affiliated, or the private address of the person.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

INDICATORS 00

NOTE When a record contains a number of names of persons and/or a number of affiliations, each name may be linked to its appropriate affiliation, using Field 086 'Field to Field Linkage'.

SUBFIELD A Entry element

DEF That part of the name of the affiliation organization by which it is entered or would be entered in an ordered list.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory unless Subfield D contains a private address. Not repeatable.

SUBFIELD B Other parts of the name

DEF Other parts of the name of the affiliation organization.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for each part of the name of the affiliation organization excepting the entry element.

SUBFIELD C Qualifier

DEF A term added to the name of the affiliation organization in order to supply additional information as an aid to identification, e.g. date(s), type of organization.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for different kinds of qualifiers.

SUBFIELD D Address

DEF The postal address of the affiliation, or the private address of the person associated with the item.

REP According to the conventions for postal addresses in the country of the corporate body.

USE Optional. Repeatable.

- SUBFIELD E Country of affiliation**
 DEF The country where the affiliation organization is situated.
 REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.
 USE Optional. Not repeatable.
- SUBFIELD L Language of affiliation**
 DEF The language of the entry element of the affiliation organization.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE Optional. Not repeatable.

EXAMPLES

- Example 1 The author is attached to a Brazilian agency whose name is given in Portuguese. Contents of Field 330:
- 00@AInstituto Brasileiro de Informação em Ciência e Tecnologia (IBICT)@DSCN - Quadra 2 - Bloco K, 70710 Brasilia, DF, Brazil@Lpor
- Example 2 The author is a private consultant. The home address is entered in Subfield D of Field 330.
- 00@D23 rue de l'Yvette 78460 Chevreuse, France
- Example 3 The code for the country is added as a qualification in Field 330:
- 00@AThe Institute of Development Studies, University of Sussex@DBrighton BN1 9RE England@EGB

FIELD 340**COUNTRIES ASSOCIATED WITH PATENT**

DEFINITION Identification of countries associated with the application for or granting of a patent or similar right, or related to persons or corporate bodies involved, or related to priorities.

REPRESENTATION In coded form. For European patents, the code EU should be used.

USE Mandatory for patents. Repeatable.

INDICATORS 00

SUBFIELD A Country issuing patent.

DEF The name of the country where the patent is applied for or granted.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Mandatory. Not repeatable.

SUBFIELD B Country of applicant.

DEF The name of the country where the patent applicant is located.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Mandatory. Repeatable.

SUBFIELD C Country of patentee.

DEF The name of the country where the patentee is located.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Mandatory. Repeatable.

SUBFIELD D Country of inventor.

DEF The name of the country where the inventor is located.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Optional. Repeatable.

SUBFIELD E Country of conventional priority application.

DEF The name of the country where the priority application was made.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Optional. Not repeatable.

FIELD 400**PLACE OF PUBLICATION AND PUBLISHER**

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Mandatory for all items except for component parts. Repeatable when there is more than one publisher.

INDICATORS 00

SUBFIELD A Place of publication

DEF The name of the place or one of the places (usually town or other locality) where the item is published. This can include the state, province or country.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Repeatable.

SUBFIELD B Name of publisher

DEF The name of the person or corporate body responsible for publishing the item.

REP The name of the publisher as shown on the item; it may be in a shortened form provided it can be identified without ambiguity.

USE Mandatory. Not repeatable.

SUBFIELD C Full address of publisher.

DEF The postal address of the publisher.

REP According to the conventions for postal addresses in the country of the publisher.

USE Optional. Repeatable.

SUBFIELD D Country of publisher

DEF The country or countries where the publisher is located.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Optional. Repeatable.

EXAMPLES

Example 1 The place of publication and publisher are recorded in the source format as Amsterdam, North-Holland. Contents of Field 400:

00@AAmsterdam@BNorth-Holland

Example 2 The place of publication and publisher are recorded in the source format as Khemisset, MA, Province de Khemisset. MA is the country code for Morocco. Contents of Field 400:

00@AKhemisset@DMA@BProvince de Khemisset

Example 3 The postal address of the publisher is recorded in addition to the place and name of publisher. Contents of Field 400:

00@ALondon@CCalcutta House, Old Castle Street, E1
7NT@BLLRS Publications

Example 4 The source format enters '?' when the name of the publisher or source of publication is unknown. Contents of Field 400:

00@ACoimbra@B?@DPT

Example 5 Two publishers are named on the item. Contents of repeated Fields 400:

00@ABudapest@BOMKDK

00@ALondon@BUNIBID

Example 6 The publisher has offices in more than one place, from which the item is distributed. Contents of Field 400:

00@ALondon@AOxford@AMelbourne@ADelhi@BOxford
University Press

Alternatively, country codes may be added. Contents of Field 400:

00@ALondon@AOxford@DUK@AMelbourne@DAU@ADelhi
@DIN@BOxford University Press

FIELD 410**PLACE OF MANUFACTURE AND NAME OF MANUFACTURER**

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable when there is more than one manufacturer.

INDICATORS 00

SUBFIELD A Place of manufacture

DEF The name of the place or one of the places (usually town or other locality) where the item is produced or manufactured. This can include the state, province or country.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable.

SUBFIELD B Name of manufacturer

DEF The name of the person or corporate body manufacturing the item.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable.

SUBFIELD C Full address of manufacturer

DEF The postal address of the printer.

REP According to the conventions for postal addresses in the country of the manufacturer.

USE Optional. Repeatable.

SUBFIELD D Country of manufacture

DEF The country where the manufacturer is located.

REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.

USE Optional. Repeatable.

EXAMPLES

Example 1 A book is published in Great Britain, but printed in Turin, Italy; the printer is not recorded on the item. Contents of Field 410:

00@ATorino@DIT

Alternatively, in accordance with the practices of the agency preparing the record, it may be recorded as:

00@ATorino, Italia

Example 2 The item states on the title page: 'Printed for St. Just and Pendeen Old Cornwall Society, Redruth, by Redborne Printing Works.' Contents of Field 410:

00@A[Redborne]@BRedborne Printing Works

Contents of Field 400:

00@ARedruth@BSt. Just and Pendeen Old Cornwall
Society

FIELD 420

PLACE AND NAME OF DISTRIBUTOR

- DEFINITION See subfields.
- REPRESENTATION See subfields.
- USE Optional. Repeatable when there is more than one distributor.
- INDICATORS 00
- SUBFIELD A Place of distributor**
 DEF The name of the place or one of the places (usually town or other locality) where the distributor is situated. This can include the state, province or country.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Repeatable.
- SUBFIELD B Name of distributor**
 DEF The name of the person or corporate body distributing the item.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Not repeatable.
- SUBFIELD C Full address of distributor.**
 DEF The postal address of the distributor.
 REP According to the conventions for the postal address of the country of the distributor.
 USE Optional. Repeatable.
- SUBFIELD D Country of distributor.**
 DEF The country where the distributor is located.
 REP A code taken from the list of Codes for Names of Countries shown in Section 4.3.
 USE Optional. Repeatable.
- EXAMPLES
- Example 1 The item states on the title page: 'San Francisco, Editorial Consultants, distributed by Housemans, London.' Contents of Field 420:
- 00@ALondon@BHousemans
- Contents of Field 400:
- 00@ASan Francisco@BEditorial Consultants

Example 2 An item is published by the Gateway Press, Baltimore and distributed by B.L. Gorbet of Farmington, New Mexico. The country code may be included. Contents of Field 420:

00@AFarmington, N.M.@BB.L. Gorbet@DUS

Contents of Field 400:

00@ABaltimore@BGateway Press@DUS

Example 3 The source format gives 'Uppsala' as the place of publication without a publisher being named. Stockholm is the place of distribution with Almqvist & Wiksell International named as the distributor. Contents of Field 420:

00@AStockholm@BAlmqvist & Wiksell International

Example 4 Reports published by the British Library Research & Development Department are available only from the British Library Lending Division. The source format gives the full address of the distributor. Contents of Field 420:

00@ABoston Spa@BB.L.L.D.@CBoston Spa, Wetherby,
Yorks LS23 7BQ@DGB

FIELD 440**DATE OF PUBLICATION**

DEFINITION Four different types of date of publication are permitted. These are shown in Subfield C.

REPRESENTATION See subfields.

USE The use of one of the four kinds of dates defined in Subfield C is mandatory for bibliographic items. Repeatable.

INDICATORS 00

NOTE In a multi-segment record, Field 440 appears in the same segment as the fields describing the item to which the date applies.

SUBFIELD A Date in formalized form.

DEF Any of the four types of dates defined above.

REP The date(s) in formalized form as shown in accordance with ISO 8601. In the case of spanning a period, the two dates are set out in full and separated by a hyphen. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Mandatory when the date is convertible to ISO format. Not repeatable.

SUBFIELD B Date in non-formalized form.

DEF Any of the four types of dates defined above.

REP The date as it appears on the item. May be transliterated.

USE Mandatory when the date cannot be converted into the ISO format, e.g. a non-Gregorian date, dates including such terms as 'Spring', 'Winter'. Not repeatable.

SUBFIELD C Type of date.

DEF The type of date shown in Subfield A and/or Subfield B.

REP One of the four codes shown below.

USE Mandatory. Not repeatable.

CODES Type of Date Codes

0 = Not specified.

1 = Date of publication.

2 = Date of coverage.

3 = Date of copyright.

4 = Approximate date of publication.

EXAMPLES

Example 1 The date of publication of a monograph is 1992. '0000' is added. Contents of Field 440:

00@A19920000@C1

Example 2 The date of publication of a monograph is 1990 or 1991. The last digit of the year is replaced by '?' and the indicator set to '4' to show that the date is uncertain. Contents of Field 440:

00@A199?0000@C4

Example 3 A report which covers the period 1986-1990 was released in September 1991. Because two different kinds of dates are given the field must appear twice. Contents of repeated Fields 440:

00@A19910900@C1

00@A19860000-19900000@C2

Example 4 A monograph is published in 3 volumes. Volume 1 is dated 1985, volumes 2 and 3 are dated 1987. The date of the monograph is therefore 1985-1987. Contents of Field 440:

00@A19850000-19870000@C1

Example 5 A serial is recorded which began in 1854 and is still continuing. Blanks (represented here by 'x') are placed in the end date. Contents of Field 440:

00@A18540000-~~xxxxxxx~~@C1

Example 6 A serial's first issue is dated 1st March 1954, and its last 25th September 1991. Contents of Field 440:

00@A19540301-19910925@C1

Example 7 The date of a serial issue is September 1990, but the issues are always published in the middle of the following month. The date is therefore a coverage date and the first indicator is set at '2'. Contents of Field 440:

00@A19900900@C2

Example 8 A monograph contains no date of publication, but there is a copyright date of 1992, which is entered with the first indicator set at '3'. Contents of Field 440:

00@A19920000@C3

Example 9 An article in a newspaper is published on 17th June 1990. Contents of Field 440:

00@A19900617@C1

Example 10 The date of a serial issue is Spring 1988. The date cannot be formalized. Contents of Field 440:

00@BSpring 1988@C1

A formalized date may be included, using March for Spring as an approximation:

00@A19880300@BSpring 1988@C1

Example 11 A serial shows 'Spring 1988' on the title page. It is not apparent when the item was published, but its contents clearly cover January to March 1988. Contents of Field 440:

00@A19880101-19880331@C2

FIELD 441**DATE OF LEGAL DEPOSIT**

DEFINITION	Date on which the item has been received by a legal deposit agency.
REPRESENTATION	Formalized in accordance with ISO 8601. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.
USE	Optional. Not repeatable.
INDICATORS	00
SUBFIELD A	Date of legal deposit For definition and representation see above.
USE	Mandatory. Not repeatable.
EXAMPLE	
Example 1	The date of legal deposit of an item is 16 June 1991. Contents of Field 441: 00@A19910616

FIELD 442

DATES RELATED TO PATENT

DEFINITION Dates related to patent priorities.

REPRESENTATION Formalized in accordance with ISO 8601. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Mandatory for descriptions of patents. Repeatable.

INDICATORS 00

SUBFIELD A **Date of application.**

DEF Date when patent application was registered.

REP See above.

USE Mandatory. Not repeatable.

SUBFIELD B **Date of exhibition priority**

DEF Official date of exhibition.

REP See above.

USE Optional. Not repeatable.

SUBFIELD C **Date of conventional priority application.**

DEF Date when the priority application was registered.

REP See above.

USE Optional. Not repeatable.

EXAMPLE

Example 1 The patent application was made 13 July 1990, but was not officially exhibited until March 1991. Contents of Field 442:

00@A19900713@B19910300

FIELD 444**DATES RELATED TO STANDARD**

DEFINITION Dates related to the legal status or other features of standards.

REPRESENTATION Formalized in accordance with ISO 8601. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Mandatory for descriptions of standards. Not repeatable.

INDICATORS 00

SUBFIELD A Date.

DEF The date whose type is indicated in Subfield B.

REP See above.

USE Mandatory. Not repeatable.

SUBFIELD B Type of date.

DEF The type of date shown in Subfield A.

REP One of the following codes:

USE Optional. Not repeatable.

CODES Type of Date for Standards

1 = Date after which the standard has legal status.

2 = Date when the standard loses its legal status.

3 = Date when the standard was approved by the standards body.

4 = Date when revision of the standard must be started.

0 = Type of date unknown or not specified.

EXAMPLE

Example 1 The standard came into effect in 1992. Contents of Field 444:

00@A19920000@B1

FIELD 446

DATES RELATED TO THESIS

DEFINITION Dates related to obtaining the degree for which the thesis or dissertation has been prepared.

REPRESENTATION Formalized in accordance with ISO 8601. Any digit may be replaced by a question mark when an approximate date is given. When no month or day is given, the month or day is replaced by '0000'.

USE Mandatory for descriptions of theses. Not repeatable.

INDICATORS 00

SUBFIELD A **Date.**

DEF The date whose type is indicated in Subfield B.

REP See above.

USE Mandatory. Not repeatable.

SUBFIELD B **Type of date.**

DEF The type of date shown in Subfield A.

REP One of the following codes:

USE Mandatory. Not repeatable.

CODES **Type of Date for Thesis**

1 = Date of dissertation defense.

2 = Date when the dissertation was approved by the degree-granting body.

0 = Type of date unknown or not specified.

EXAMPLE

Example 1 The thesis described in the record was defended on November 23, 1991 but was not approved until January 3, 1992. Contents of Field 446:

00@A19911123@B1

Alternatively, a second repetition of the field may be used to show the second date. In that case, the second repetition of the Field 446 will be:

00@A19920103@B2

FIELD 450

SERIAL NUMBERING AND DATE

- DEFINITION The numbers and/or dates of coverage of the first and last issues of a serial.
- REPRESENTATION In accordance with the practice of the agency preparing the record.
- USE Optional. Repeatable. The field may contain serial numbering and/or dates when they are different, either in form or substance, from the date shown in Field 440 'Date of Publication'.
- INDICATORS 00
- SUBFIELD A **Serial numbering and date**
For definition and representation see above.
- USE Mandatory. Not repeatable.
- EXAMPLES
- Example 1 An almanac started in 1931 and is still continuing. It is not numbered, the date serving as a number. Contents of Field 450:

00@A1931-
- The volume relating to 1931 has a publication date of 1930. Contents of Field 440:

01@A19300000-
- Example 2 A directory was published from 1895 to 1991. The volumes were not numbered. Contents of Field 450:

00@A1895-1991
- Example 3 The numbering of a serial starts at volume 16 after a change of title, beginning with issue no. 1. It ends at volume 28, no. 6. The agency has elected not to show the date in Field 450 since the date already appears in Field 440. Contents of Field 450:

00@Avol. 16, no.1-vol.28, no.6
- Example 4 The source format records the above example as follows: 16(1) - 28(6). Contents of Field 450:

00@A16(1)-28(6)

Example 5 The source format records both date and numbering in the same field: No. 1- , Oct. 1991- . Contents of Field 450:

00@ANo.1-, Oct.1991-

FIELD 460**PHYSICAL DESCRIPTION**

DEFINITION Description of the physical attributes of the item.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable. The location of an item in relation to its host item should be recorded in Field 490.

INDICATORS 00

SUBFIELD A Number of pieces and designation

DEF An indication of the number of pieces in an item, and/or the number of constituent parts (pages, frames, etc.) of an item consisting of one physical entity.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable.

SUBFIELD B Other descriptive details

DEF Physical data about an item other than the number of pieces and their description (see Subfield A) or dimensions (see Subfield C).

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable.

SUBFIELD C Dimensions

DEF One or more of the linear measurements (height, width, depth) of an item and/or, in the case of items which require equipment for their use, dimensions relevant to the use of the item.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Not repeatable. All the dimensions are entered in the same subfield.

SUBFIELD D Accompanying material

DEF Any item accompanying the item being described, issued at the same time as that item and intended to be used with it.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable when there is more than one item of accompanying material.

EXAMPLES

Example 1 A document consists of 2 volumes which are 25cm in height.
Contents of Field 460:

00@A2 vols.@C25cm

Example 2 A document consists of 257 pages with illustrations. The document is 23cm in height, and there is a set of 4 slides in a pocket. Contents of Field 460:

00@A257p@Bill@C23cm@D4 slides

Example 3 A document is A4 size and contains 128 pages numbered A1-A40 and B1-B80. Contents of Field 460:

00@AA1-A40, B1-B80@CA4

Example 4 A document consists of 192 pages of which 10 are numbered i to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high. Contents of Field 460:

00@Ax, 182p.@Bill (chiefly col.), 1 col. map, 1 col. port.@C25cm

FIELD 465**PRICE AND BINDING**

DEFINITION Information regarding the price of the item, the kind of binding to which the price applies, and the date when the price was determined.

REPRESENTATION In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for editions of a work in different bindings.

INDICATORS 00

NOTE When a price or binding is recorded in conjunction with an ISBN, Field 100 should be used rather than Field 465.

SUBFIELD A Price

DEF Any digits or words expressing the cost of the item, with an indication of the currency in which that cost is expressed.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable when more than one price or currency applies.

SUBFIELD B Binding

DEF A description of the binding to which the price shown in Subfield A applies.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable when more than one item is available in more than one binding.

SUBFIELD C Date of price

DEF The date when the price shown in Subfield A was determined to be valid.

REP In accordance with the practice of the agency preparing the record.

USE Optional. Repeatable when there is more than one price.

EXAMPLE

Example 1 In its country of publication the paperback edition of the item sells for approximately ten U.S. dollars in 1991. The code 'USD' is used by the agency creating the record to represent U.S. dollars. Contents of Field 465:

00@AUSD10@Bpbk@C1991

FIELD 470**MATHEMATICAL DATA FOR CARTOGRAPHIC MATERIALS**

- DEFINITION Information required to describe the character of cartographic materials.
- REPRESENTATION See subfields.
- USE Mandatory for cartographic materials. Repeatable when more than one item is included in the record.
- INDICATORS 00
- SUBFIELD A Statement of scale.**
 DEF Numbers giving the scale of the cartographic item.
 REP As on the item, expressed as a ratio (1:)
 USE Mandatory. Not repeatable.
- SUBFIELD B Statement of projection**
 DEF A word, phrase or conventional abbreviation describing the projection of the cartographic item.
 REP As shown on the item or a standard abbreviation.
 USE Mandatory. Not repeatable.
- SUBFIELD C Statement of co-ordinates.**
 DEF One or more ascensions and declinations pertaining to the item.
 REP As derived from the item.
 USE Optional. Not repeatable.
- SUBFIELD D Statement of equinox.**
 DEF The year of the equinox which is related to the ascensions and declinations found in Subfield C.
 REP A four-digit number.
 USE Mandatory when Subfield C is used. Not repeatable.

EXAMPLES

- Example 1 A map described in the record bears the notation "*Scale 1:40,000, Conic Equidistant Projection*". Contents of Field 470:

00@A1:40,000@BConic equidistant proj

Example 2 A celestial chart has as its right ascension 2 hours and as its declination -34 degrees. Its equinox is 1950 but its epoch is 1948.5. Contents of Field 470:

```
00@CRA 2 hr./Decl. -34 deg.@Deq. 1950, epoch  
1948.5
```

FIELD 480

SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

- DEFINITION Characters identifying a series to which the item belongs, including any numbering or lettering relating to the ordering of the item with a series or sub-series.
- REPRESENTATION See subfields.
- USE Optional. Repeatable when an item belongs to more than one series, or where there is a parallel series title. Alternately, parallel series titles may appear in a single repetition of Subfield A.
- INDICATORS 00
- NOTES This field is designed to accommodate cataloguing rules which provide for the series statement to appear in the description of an item which belongs to the series.
- A series title used as an access point or key title will appear under title (Field 200) or key title (Field 201) in a separate segment.
- SUBFIELD A Series statement**
- DEF A word, phrase, character or group of characters normally appearing on an item identifying a series to which the item belongs.
- REP As on the item: in the form and sequence as shown on the item, exactly as to wording but not necessarily as to punctuation, capitalization or character set.
- USE Optional. Not repeatable. Series names used as access points are in Field 200.
- SUBFIELD B Statement of responsibility associated with series statement**
- DEF Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the series.
- REP In the form and sequence shown on the item exactly as to wording; but not necessarily as to punctuation or capitalization. A statement of responsibility may be transliterated. It can include the names of one or more than one person or corporate body.
- USE Optional. Repeatable for each statement of responsibility found in the series.
- SUBFIELD C Part statement**
- DEF The number or other identification of the item and its designation (e.g. no., vol., part) within the series recorded in Subfield A.
- REP As shown on the item except that other numerals or numbers recorded in words are converted to Arabic numerals.
- USE Mandatory. Not repeatable.

- SUBFIELD D ISSN**
 DEF The ISSN of the series entered in Subfield A.
 REP An eight-digit number including a check digit, appearing as two groups of four digits separated by a hyphen.
 USE Optional. Not repeatable.
- SUBFIELD L Language of title**
 DEF The language of the title in Subfield A.
 REP A code taken from the list of Language Codes shown in Section 4.1.
 USE When the title of the series is available in more than one language, the languages of the titles should be entered to indicate parallel series titles. Otherwise optional. Not repeatable.
- SUBFIELD S Script of title**
 DEF The script of the title in Subfield A.
 REP A code taken from the list of Script Codes shown in Section 4.2.
 USE Optional. Not repeatable.

EXAMPLES

- Example 1 *Coin hoards from Roman Britain* is occasional paper number 33 of the British Museum. The ISSN of the series is 0412-4815. Contents of Field 480:

```
00@AOccasional paper@BBritish Museum@CNo. 33
@D0412-4815
```

- Example 2 *X-ray diffraction topography* by B. K. Tanner belongs to two series, both of which are named on the title page. Contents of repeated Fields 480:

```
00@AInternational series in the science of the
solid state@Cvol. 10
```

```
00@APergamon international library
```

- Example 3 *Intestinal permeation* by M. Burke belongs to two series. Contents of repeated Fields 480:

```
00@AWorkshop conferences Hoechst@Cvol.4
```

```
00@AInternational congress series@CNo. 391
```

FIELD 490**PART STATEMENT**

- DEFINITION** Data locating a part in relation to a whole item (e.g. details on the location of a component part within a host item, dates specifying the period of time covered by a part).
- REPRESENTATION** In accordance with the practice of the agency creating the record.
- USE** Mandatory for all items which are component parts, for single volumes within multi-volume monographs, and for single volumes of series. Repeatable.
- INDICATORS** 00
- NOTE** The part statement for a component part will be carried within the segment that describes the component part.
- SUBFIELD A** **Volume/part numeration and designation**
- DEF** A word, phrase, character or group of characters, normally appearing on an item indicating the volume, issue, part, etc. of a more inclusive item to which the item belongs.
- REP** As on the item, modified, transliterated or translated.
- USE** Mandatory for items treated as component parts unless the limits of the component part are defined by pagination alone. Repeatable for successive levels of volume, issue, etc.
- SUBFIELD B** **Pagination defining a part**
- DEF** An enumeration of the pages of a component part within the host item.
- REP** As on the item.
- USE** Mandatory when the pagination is necessary to define the limits of the component part within the host item. Not repeatable.
- SUBFIELD C** **Other identifying data defining a part**
- DEF** Any data other than volume/part numeration and designation and pagination, which defines a part.
- REP** As on the item.
- USE** Mandatory when necessary to identify the part in relation to the whole. Not repeatable.

EXAMPLES

- Example 1 The item is a contribution in a serial. The record consists of two segments: Segment 0 contains the description of the contribution, Segment 1 contains the identification of the serial. The contribution is in vol. 36 on pages 255 to 260. Contents of Field 490 which will occur in Segment 0:

00@AVol. 36@B255-260

- Example 2 A monograph *Molecular connectivity in chemistry and drug research* is volume 14 of the series *Medicinal Chemistry*. The target segment describes the monograph. Since the monograph is part of the series, the part statement appears in the target segment with the other elements that describe the monograph. Field 490 will occur in Segment 0:

00@AVol. 14

Within the record for this monograph, there is also a series statement which records the statement of the series exactly as found in the document. Contents of Field 480, which will occur in Segment 0:

00@AMedicinal Chemistry@Cvol. 14

FIELD 500

NOTE

- DEFINITION Any information about the item which is not entered elsewhere in the record, and which is included as part of the record.
- REPRESENTATION In accordance with the practice of the agency preparing the record.
- USE Optional. Repeatable. May be used to describe where and under what conditions an item is available. Notes relating to bibliographic history or the relationship of the item to other bibliographic items are entered in Field 510.
- INDICATORS 00
- NOTE Any kind of note which does not deal with bibliographic relationships (Field 510) serial frequency (Field 520) or contents (Field 530) may be entered in Field 500.
- SUBFIELD A **Note**
For definition and representation see above.
- USE Optional. Not repeatable.
- EXAMPLES
- Example 1 The source format has separate subfields for degree, university, and date of thesis. These are converted to a single occurrence of Field 500:

00@AThesis (Ph.D.) - University of the West Indies, 1992
- Example 2 00@AAAt head of title: Goscinny and Uderzo present an Asterix adventure
- Example 3 00@AAAvailable on University Microfilms microfiche no. 1276a
- Example 4 00@AParallel text in English and Tagalog
- Example 5 00@AThe result of a cooperative research project at the Federal Highway Research Institute, Bergisch Gladbach, Federal Republic of Germany

FIELD 510

NOTE ON RELATED ITEMS / ENTITIES

- DEFINITION A note describing a bibliographic relationship between one item and another.
- REPRESENTATION In accordance with the practice of the agency preparing the record.
- USE Optional. Repeatable.
- INDICATORS 00
- NOTE Notes on bibliographic relationships can usually be generated automatically from the data in the linking fields (Fields 080-088) and secondary segments. This may not be possible when the source format does not record links as segments; when the record to which the links are made does not exist or is not available; when information additional to that provided in the link is required in the note; or when the note includes a textual quote from the item.
- SUBFIELD A **Note**
For definition and representation, see above.
- USE Not repeatable.
- EXAMPLES
- Example 1 The item *Index to textile auxiliaries* was published in 1991. It was previously published in 1988 under the same title. Contents of Field 510:

00@APrevious ed.: 1988
- Example 2 The item *Anatomy for students and teachers of physical education* which appeared in 1980 was later published as *Structural and functional anatomy for students and teachers of physical education*. The record of the later work contains a note as follows in Field 510:

00@APrevious ed. published as 'Anatomy for students and teachers of physical education'. 1980
- Example 3 A document is a reprint of a chapter of a book. Contents of Field 510:

00@AReprinted from *Themes on Pacific lands* by M.C.R. Edgell and B.H. Farrell, 1991, p.5-15

- Example 4 A document is a reprint from a serial. Contents of Field 510:

00@AOriginally published in *Slavic Review*, v.34
(2), Dec.1990
- Example 5 The title *British Heritage* supersedes *British History Illustrated*. An appropriate note could have been created from a linkage field, but the source format does not record links. Contents of Field 510:

00@ASupersedes: *British History Illustrated*
- Example 6 A note is taken from the item itself. The note is entered in quotation marks in the source format to indicate this. Contents of Field 510:

00@A'Reprinted from an unpublished experimental edition'
- Example 7 The booklet 'MARC: its history and implications' has also been published in the *Encyclopedia of Library and Information Science*; the note from the title page is quoted in Field 510:

00@A'Based on an article entitled *Machine-Readable Cataloguing (MARC) Program* which appears in the *Encyclopedia of Library and Information Science*, volume 17'

FIELD 520

SERIAL FREQUENCY NOTE

DEFINITION See subfields.

REPRESENTATION See subfields.

USE Optional. Repeatable when the frequency of the serial has varied during its existence.

INDICATORS 00

NOTE Subfield A permits users to enter text or define their own codes. Various codes are used by different agencies, e.g. 'W' for weekly; 'W/2' for two issues per week; '1/12' for once each month.

SUBFIELD A Frequency

DEF A note on the frequency with which a serial is published.
 REP In accordance with the practice of the agency preparing the record.
 USE Mandatory. Not repeatable.

SUBFIELD B Dates of frequency

DEF The dates for which the frequency stated in Subfield A are valid.
 REP In accordance with the practice of the agency preparing the record.
 USE Optional. Not repeatable. Required only when the frequency of a serial changes.

EXAMPLES

Example 1 A serial is published monthly. Contents of Field 520:

00@AM

Example 2 A journal was published monthly from 1940 to 1980 and has been published quarterly since then. Contents of repeated Fields 520:

00@AMonthly@B1940-1980

00@AQuarterly@B1981-

FIELD 530
CONTENTS NOTE

- DEFINITION A description or list of the works, parts or pieces contained in the item being described.
- REPRESENTATION In accordance with the practice of the agency preparing the record.
- USE Optional. Repeatable.
- INDICATORS 00
- SUBFIELD A **Note**
For definition and representation see above.
- USE Mandatory. Not repeatable.
- EXAMPLES
- Example 1 The record of a book *The eleventh Simenon omnibus* has the following contents note in Field 530:
- 00@AContents:- The Venice train; Maigret and the millionaires; The Innocents
- Example 2 A document entitled *The price of tranquility: the manufacture and use of psychotropic drugs* contains two papers. According to the practice of the source format each paper is entered in a separate subfield; in the CCF each must be entered in a separate field. Contents of repeated Fields 530:
- 00@AThe family doctor's role in psychotropic drug use by Peter A. Parish
- 00@AThe international pharmaceutical industry, with special reference to psychotropic drugs by S. Lall
- Example 3 The above as entered in an alternative format in repeated Fields 530:
- 00@AParish, Peter A. The family doctor's role in psychotropic drug use
- 00@ALall, S. The international pharmaceutical industry, with special reference to psychotropic drugs

FIELD 600**ABSTRACT**

- DEFINITION A brief description of the content of an item. Intended to include informative, indicative, critical or evaluative abstracts, summaries, etc.
- REPRESENTATION In accordance with the practice of the agency preparing the record.
- USE Optional. Repeatable.
- INDICATORS 00
- SUBFIELD A **Abstract**
For definition and representation see above.
- USE Mandatory. Not repeatable.
- SUBFIELD L **Language of abstract**
- DEF Identification of the language of the abstract.
- REP A code taken from the list of Language Codes shown in Section 4.1.
- USE Optional. Not repeatable.
- EXAMPLES
- Example 1 A record for a journal article 'Microcomputers as information dissemination tools' has an abstract taken from the article. Contents of Field 600:
- 00@APreliminary investigation of a microcomputer as an aid in both local and network information handling indicates that there are major benefits. The system has proven useful both in instructional settings and in approximations of normal library/information centre tasks.

Example 2 *IFLA journal* summarises contributions in English, French and German. In this example the English and French summaries are taken from the journal and entered in the record. Contents of repeated Fields 600:

00@AEconomic considerations and doubts about the future role of public libraries are major factors which introduce uncertainty into the future planning of public library buildings at the present time. Discussion of building requirements should follow the debate on policy, not precede it.@Leng

00@ADes considérations économiques et des incertitudes sur le rôle futur des bibliothèques publiques sont les facteurs les plus importants de l'indécision dans la future planification actuelle des bâtiments des bibliothèques publiques. La discussion sur les bâtiments devrait suivre et non précéder le débat à venir sur leur rôle.@Lfre

FIELD 610

CLASSIFICATION SCHEME NOTATION

- DEFINITION A notation assigned to an item according to the provisions of a classification scheme.
- REPRODUCTION In accordance with the classification scheme identified in Subfield B.
- USE Optional. Repeatable either for each classification notation, or for each classification system.
- INDICATORS 00
- SUBFIELD A **Notation**
For definition and representation see above.
- USE Mandatory. Repeatable.
- SUBFIELD B **Identification of classification scheme**
- DEF Identification of the classification scheme used in Subfield A, shown in text form.
- REP In accordance with the practice of the agency preparing the record.
- USE If the classification scheme is in the list of codes section below, Subfield C should be used. Mandatory unless Subfield C is used. Not repeatable.
- SUBFIELD C **Classification scheme code**
- DEF Identification of the classification scheme used in Subfield A, in coded form.
- REP A code taken from the list of Codes for Classification Schemes shown below.
- USE This subfield should be used unless the classification scheme used is not in the list of codes below. Mandatory unless Subfield B is used. Not repeatable
- CODES **Codes for Classification Schemes**
- U = Universal Decimal Classification (UDC)
D = Dewey Decimal Classification (DDC)
L = Library of Congress (LC) Classification
- EXAMPLES
- Example 1 A document on computer printers is classified 681.327.54'11 according to the Universal Decimal Classification (UDC). Contents of Field 610:
- 00@A681.327.54'11@CU

Example 2 A document on angina, a heart condition, is classified HRHR according to the Bliss Classification scheme. Since there is no code for Bliss, the name of the scheme in full text appears in Subfield B. Contents of Field 610:

00@AHRHR@BBliss

FIELD 620**SUBJECT DESCRIPTOR**

DEFINITION A word, term, name or phrase chosen to characterize the item or entity described in the record in order to facilitate retrieval of the record.

REPRESENTATION Subject descriptors can be controlled according to a subject system, e.g. selected from a thesaurus or a list of subject headings, in which case they are in accordance with the practice of the system identified in Subfield B; otherwise they are in accordance with the practice of the agency preparing the record.

USE Optional. Repeatable for each subject descriptor system (i.e. thesaurus or list of subject headings).

INDICATORS 00

SUBFIELD A **Subject descriptor**
For definition and representation see above.

USE Mandatory. Repeatable.

SUBFIELD B **Identification of subject system**

DEF A term or code identifying the subject system, from which the descriptor in Subfield A is taken. The term 'None' or its equivalent may be used if no thesaurus or controlled list is used, or the term 'Unknown' or its equivalent if appropriate.

REP In accordance with the practice of the agency preparing the record.

USE Mandatory. Not repeatable.

SUBFIELD C **Type of subject descriptor**

DEF The type of subject descriptor shown in Subfield A.

REP One of the following codes:

USE Optional. Not repeatable.

CODES **Codes for Type of Subject Descriptor**

0 = Topical subject descriptor.

1 = Geographic area descriptor.

2 = Chronological descriptor.

9 = Unknown or not specified.

EXAMPLES

Example 1 The following terms are applied to a document: Nigeria. Zaria region. Muslims. Hausa. Women. 1900-1950. Contents of Field 620:

```
00@ANigeria@AZaria region@AMuslims@AHausa
@AWomen@A1900-1950@BUnknown
```

Example 2 Alternatively, the subject descriptors may be divided by type. Contents of Field 620:

```
00@ANigeria@AZaria region@BUnknown@C1
00@AMuslims@AHausa@AWomen@BUnknkwn@C0
00@A1900-1950@BUnknown@C2
```

Example 3 The following terms have been applied to a document in the *Zoological Record*: Radioactive pollution/Marine habitat/Echinoidea/Arbacea punctulata. Contents of Field 620:

```
00@ARadioactive pollution@AMarine
habitat@AEchinoidea@Aarbacea punctulata@BZool.
Rec.
```

Example 4 A Library of Congress Subject Heading is applied to the document. Contents of Field 620:

```
00@AFrance--Description and travel@BLCSH
```

Example 5 The above as entered in an alternative format in repeated subfields. Contents of Field 620:

```
00@AFrance@ADescription and travel@BUSLCSH
```


4 CODES USED IN THE DATA ELEMENTS

4.1 Language codes

4.2 Script codes

4.3 Codes for names of countries

4.4 Role codes

4.5 Vertical and horizontal relationship codes

4.1

LANGUAGE CODES

SOURCE At present there is no suitable, internationally accepted code for names of languages. Until one is developed and adopted as a standard, users of the CCF should use the language codes listed below. The list is taken from the *ISDS Manual*.⁶

USE These codes are used in Fields 020, 031, 040, 041, 200, 201, 210, 220, 230, 240, 260, 310, 320, 330, 480, and 600.

CODES

Abnaki use		Avaric	ava
Algonquian languages	alg	Avesta	ave
Acholi	ach	Avestan use Avesta	ave
Acoli use Acholi	ach	Awadhi	awa
Afghan use Pushto	pus	Aymara	aym
Afrihili	afh	Azerbaijani	aze
Afrikaans	afr	Azeri use Azerbaijani	aze
Afro-Asiatic	afa	Aztec use Nahuatlan	nah
Ainu use Miscellaneous	mis	Baltic	bat
Akan use Niger-Congo	nic	Baluchi	bal
Akkadian	akk	Bamana use Bambara	bam
Albanian	alb	Bambara	bam
Aleut	ale	Bantu use Niger-Congo	nic
Algonkin use Ojibwa	oji	Bashkir	bak
Algonquian languages	alg	Basque	baq
Aljamia	ajm	Bedja use Beja	bej
Amarinya use Amharic	amh	Beja	bej
Amharic	amh	Bella Bella use Wakashan languages	wak
Ancient Greek use		Bella Coola use Salishan languages	sal
Greek, Ancient (to 1453)	grc	Belorussian	bel
Ancient Hebrew use Hebrew	heb	Bemba	bem
Anglo-Norman use Romance	roa	Bengali	ben
Anglo-Saxon (ca. 600-1100)	ang	Beothuk use	
Annamese use Vietnamese	vie	North American Indian	nai
Anzanite use Elamite	elx	Berber languages	ber
Apache	apa	Bhojpuri	bho
Arabic	ara	Biblical Greek use	
Aramaic	arc	Greek, Ancient (to 1453)	grc
Arapaho	arp	Biloxi use Siouan languages	sio
Araucanian	arn	Biluchi use Baluchi	bal
Arawak	arw	Bishari use Beja	bej
Armenian	arm	Blackfoot	bla
Armorican use Breton	bre	Bohemian use Czech	cze
Ashanti use Niger-Congo	nic	Braj	bra
Assamese	asm	Breton	bre
Assiniboin use Dakota	dak	Bulgarian	bul
Assyro-Babylonian use Akkadian	akk	Bulgarian, Old use Church Slavic	chu
Athapascan languages	ath	Burmese	bur
Avar use Avaric	ava	Bushman use	

Sub-Saharan African	ssa	Dogrib <i>use</i> Athapascan languages	ath
Byelorussian <i>use</i> Belorussian	bel	Dravidian	dra
Byzantine Greek <i>use</i>		Duala	dua
Greek, Ancient (to 1453)	grc	Dutch (use for Flemish)	dut
Caddo	cad	Dutch, Middle	dum
Cambodian	cam	Efik	efi
Canerese <i>use</i> Kannada	kan	Egyptian	egy
Carib	car	Elamite	elx
Carrier <i>use</i> Athapascan languages	ath	English	eng
Castillian <i>use</i> Spanish	spa	English, Middle (ca. 1100-1500)	enm
Catalan	cat	English, Old <i>use</i>	
Caucasian	cau	Anglo-Saxon (ca 600-1100)	ang
Cayuga <i>use</i> Iroquoian languages	iro	Erse <i>use</i> Irish	iri
Central American Indian	cai	Eskimo	esk
Celtic, Celtic Group	cel	Eskimoan <i>use</i> Eskimo	esk
Central Magahi <i>use</i> Magahi	mag	Esperanto	esp
Cewa <i>use</i> Nyanja	nya	Estonian	est
Chaldean <i>use</i> Aramaic	arc	Ethiopic	eth
Chamorro <i>use</i> Malayo-Polynesian	map	Etruscan <i>use</i> Miscellaneous	mis
Chechen	che	Ewe	ewe
Cherokee	chr	Fan <i>use</i> Fang	fan
Chewa <i>use</i> Nyanja	nya	Fang	fan
Cheyenne	chy	Faroese	far
Chibcha	chb	Farsi <i>use</i> Persian, Modern	per
ChiChewa <i>use</i> Nyanja	nya	Filipino <i>use</i> Tagalog	tag
Chichimeca-Jonaz <i>use</i>		Finnish	fin
Otomian languages	oto	Finno-Ugrian	fiu
Chinese	chi	Flemish <i>use</i> Dutch	dut
Chinook Jargon	chn	Fon	fon
Chipewyan <i>use</i> Athapascan languages	ath	Fox <i>use</i> Algonquian languages	alg
Chippewa <i>use</i> Ojibwa	oji	French	fre
Chiwere <i>use</i> Siouan languages	sio	French, Middle (ca. 1500-1700)	frm
Choctaw	cho	French, Old (ca. 842-1500)	fro
Chontal of Tabasco <i>use</i>		Frisian	fri
Mayan languages	myn	Ga	gaa
Chorti <i>use</i> Mayan languages	myn	Gaelic (Irish) <i>use</i> Irish	iri
Church Slavic	chu	Gaelic (Scots)	gae
Chuvash	chv	Galla	gal
CiNyanja <i>use</i> Nyanja	nya	Gallegan <i>use</i> Romance	roa
Classical Greek <i>use</i>		Ganda <i>use</i> Luganda	lug
Greek, Ancient to (1453)	grc	Ge'ez <i>use</i> Ethiopic	eth
Comox <i>use</i> Salishan languages	sal	Georgian	geo
Congo <i>use</i> Kongo	kon	German	ger
Coptic	cop	German, Middle High (ca. 1050-1500)..	gmh
Cornish	cor	German, Old High (ca. 750-1050)	goh
Cree	cre	Germanic	gem
Creek <i>use</i> Muskogee	mus	Gipsy <i>use</i> Romany	rom
Creoles and Pidgins	crp	Gondi	gon
Croatian <i>use</i> Serbo-Croatian (Roman) ..	scr	Gothic	got
Crow <i>use</i> Siouan languages	sio	Greek, Ancient (to 1453)	grc
Cushitic	cus	Greek, Biblical <i>use</i>	
Czech	cze	Greek, Ancient (to 1453)	grc
Dakota	dak	Greek, Byzantine <i>use</i>	
Danish	dan	Greek, Ancient (to 1453)	grc
Dano-Norwegian <i>use</i> Norwegian	nor	Greek, Classical <i>use</i>	
Delaware	del	Greek, Ancient (to 1453)	grc
Demotic <i>use</i> Egyptian	egy	Greek, Hellenistic <i>use</i>	
Denca <i>use</i> Dinka	din	Greek, Ancient (to 1453)	grc
Dinka	din	Greek, Medieval <i>use</i>	
Dogri	doi	Greek, Ancient (to 1453)	grc

Greek, Modern (1453-)	gre	Kanuri	kau
Greek, Patristic <i>use</i>		Karakalpak	kaa
Greek, Ancient (to 1453)	grc	Karen	kar
Greenlandic <i>use</i> Eskimo	esk	Kashmiri	kas
Guarani	gua	Kaska <i>use</i> Athapascan languages	ath
Guerze <i>use</i> Kpelle	kpe	Kawchottine <i>use</i>	
Gujarati	guj	Athapascan languages	ath
Gypsy <i>use</i> Romany	rom	Kawi <i>use</i> Malayo-Polynesian	map
Haida	hai	Kazakh	kaz
Haisla <i>use</i>		Kechua <i>use</i> Quechua	que
Wakashan languages	wak	Kekchi <i>use</i> Mayan languages	myn
Halkomelem <i>use</i>		Kewa <i>use</i> Papuan-Australian	paa
Salishan languages	sal	Khasi	kha
Hare <i>use</i> Athapascan languages	ath	Khmer <i>use</i> Cambodian	cam
Heiltsuk <i>use</i> Wakashan languages	wak	Khotanese	kho
Hausa	hau	Kiche <i>use</i> Mayan languages	myn
Hawaiian	haw	Kikuyu	kik
Hebrew	heb	Kinyarwanda	kin
Hellenistic Greek <i>use</i>		Kiowa Apache <i>use</i>	
Greek, Ancient (to 1453)	grc	Athapascan languages	ath
Herero	her	Kirghiz	kir
Hidatsa <i>use</i> Siouan languages	sio	Kirundi <i>use</i> Rundi	run
Hieratic <i>use</i> Egyptian	egy	Kongo	kon
Hieroglyphics <i>use</i> Egyptian	egy	Kongri <i>use</i> Dogri	doi
Himachali	him	Konkani	kok
Hindi	hin	Korean (use for related Korean languages and dialects)	kor
Hottentot <i>use</i>		Koyukon <i>use</i> Athapascan languages	ath
Sub-Saharan African	ssa	Kpelle	kpe
Hungarian	hun	Kru	kro
Hupa	hup	Kurdish	kur
Iai <i>use</i> Malayo-Polynesian	map	Kurukh	kru
Ibidio <i>use</i> Efik	efi	Kutchin <i>use</i> Athapascan languages	ath
Icelandic	ice	Kutenai	kut
Ilocano	ilo	Kwakiutl <i>use</i> Wakashan languages	wak
Iloko <i>use</i> Ilocano	ilo	Lacandon Maya <i>use</i>	
Indic	inc	Mayan languages	myn
Indo-European	ine	Ladin <i>use</i> Rhaeto-Romance	roh
Indonesian	ind	Ladino	lad
Interlingua	int	Lahnda	lah
Iranian	ira	Lakota <i>use</i> Dakota	dak
Irish	iri	Lallans <i>use</i> Germanic	gem
Irish, Old <i>use</i> Indo-European	ine	Lamba	lam
Iroquoian languages	iro	Landsmaal <i>use</i> Norwegian	nor
Isi-Xosa <i>use</i> Xhosa	xho	Langue d'oc (Post-1500)	lan
Italian	ita	Laotian	lao
Jacalteca <i>use</i> Mayan languages	myn	Lapp	lap
Japanese (use for related Japanese languages and dialects)	jpn	Latin	lat
Javanese	jav	Latvian	lav
Javanese, Old <i>use</i> Malayo-Polynesian	map	Lettish <i>use</i> Latvian	lav
Judaeo-Arabic	jrb	Lillooet <i>use</i> Salishan languages	sal
Judaeo-German <i>use</i> Yiddish	yid	Lithuanian	lit
Judaeo-Persian	jpr	Lolo (Bantu)	lol
Judeo-Spanish <i>use</i> Ladino	lad	Lowland Scots <i>use</i>	
Kachin	kac	Germanic	gem
Kafir <i>use</i> Xhosa	xho	Luba	lub
Kamba	kam	Luganda	lug
Kanarese <i>use</i> Kannada	kan	Luiseno	lui
Kangri <i>use</i> Dogri	doi	Macedonian	mac
Kannada	kan	Madagascan <i>use</i> Malagasy	mla

Magahi	mag	Nagpuria <i>use</i> Bhojpuri	bho
Magahi, Central <i>use</i> Magahi	mag	Nahuatlan	nah
Magahi, Northern <i>use</i> Magahi	mag	Nandi <i>use</i>	
Magahi, Southern <i>use</i> Magahi	mag	Sub-Saharan African	ssa
Magyar <i>use</i> Hungarian	hun	Nano <i>use</i> Umbundu	umb
Maithili	mai	Nascapsee <i>use</i> Cree	cre
Malagasy	mla	Navaho	nav
Malay	may	Neo-Syriac <i>use</i> Syriac	syr
Malayalam	mal	Nepali	nep
Malayo-Polynesian	map	Netherlandic <i>use</i> Dutch	dut
Malecite <i>use</i> Algonquian languages ...	alg	Newari	new
Maltese	mlt	Nguna <i>use</i> Malayo-Polynesian	map
Mandan <i>use</i> Siouan languages	sio	Niger-Congo	nic
Mandingo	man	Nitinat <i>use</i> Wakashan languages	wak
Manobo	mno	Nootka <i>use</i> Wakashan languages	wak
Manx	max	North American Indian	nai
Maori	mao	Northern Magahi <i>use</i> Magahi	mag
Marathi	mar	Northern Sotho	nso
Marwari	mwr	Norwegian	nor
Masai	mas	Ntlakyapamuk <i>use</i> Salishan languages	sal
Mashona <i>use</i> Shona	sho	Nubian	nub
Matlatzinca <i>use</i> Otomian languages ...	oto	Nyamwezi	nym
Mayan languages	myn	Nyanga <i>use</i> Niger-Congo	nic
Mazahua <i>use</i> Otomian languages	oto	Nyanja	nya
Mbundu (Benguela district) <i>use</i>		Nyoro	nyo
Umbundu.....	umb	Occitan, Modern (post-1500) <i>use</i>	
Medieval Greek <i>use</i>		Langue d'oc (post-1500)	lan
Greek, Ancient (to 1453)	grc	Occitan, Old (to 1500) <i>use</i>	
Mende	men	Provençal (to 1500)	pro
Menominee <i>use</i>		Ocuiltec <i>use</i> Otomian languages	oto
Algonquian languages	alg	Ofogoula <i>use</i> Siouan languages	sio
Micmac	mic	Ojibwa	oji
Middle Dutch <i>use</i>		Okinagan <i>use</i> Salishan languages	sal
Dutch, Middle (ca. 1050-1350)	dum	Old Bulgarian <i>use</i> Church Slavic	chu
Middle English <i>use</i>		Old Church Slavonic <i>use</i>	
English, Middle (ca. 1100-1500)	enm	Church Slavic	chu
Middle French <i>use</i>		Old English <i>use</i>	
French, Middle (ca. 1500-1700)	frm	Anglo-Saxon (ca. 1000-1100)	ang
Middle High German <i>use</i>		Old French <i>use</i>	
German, Middle High (ca. 1050-1500)	gmh	French, Old (ca. 842-1500)	fro
Middle Persian <i>use</i> Pahlavi	pal	Old High German <i>use</i>	
Middle Scots <i>use</i> Germanic	gem	German, Old High (ca. 750-1050) ..	goh
Milanese <i>use</i> Italian	ita	Old Irish <i>use</i>	
Miscellaneous	mis	Indo-European	ine
Modern Hebrew <i>use</i> Hebrew	heb	Old Javanese <i>use</i> Malayo-Polynesian ...	map
Mohawk	moh	Old Persian <i>use</i> Persian, Old (ca. 600 B.C.-400 B.C.)	peo
Mohegan <i>use</i> Algonquian languages ...	alg	Old Provençal (to 1500) <i>use</i>	
Moldavian	mol	Provençal (to 1500)	pro
Mole <i>use</i> Mossi	mos	Old Russian <i>use</i> Slavic	sla
Mongo <i>use</i> Lolo (Bantu)	lol	Old Swedish <i>use</i> Germanic	gem
Mongol	mon	Oneida <i>use</i> Iroquoian languages	iro
Montagnais (Athapascan) <i>use</i>		Onondaga <i>use</i> Iroquoian languages ...	iro
Athapascan languages	ath	Oriya	ori
Montagnais (Cree) <i>use</i> Cree	cre	Osage	osa
Mopan Maya <i>use</i> Mayan languages ...	myn	Osmanli <i>use</i>	
More <i>use</i> Mossi	mos	Ottoman Turkish	ota
Mossi	mos	Ossetic	oss
Multilingual	mul	Ostiak Samoyed <i>use</i> Selkup	sel
Muskogee	mus	Othomi <i>use</i> Otomian languages	oto

Otomi <i>use</i> Otomian languages	oto	Sandawe	sad
Otomian languages	oto	Sango	sag
Ottawa <i>use</i> Ojibwa	oji	Sanskrit	san
Ottoman Turkish	ota	Santee <i>use</i> Dakota	dak
Pahlavi	pal	Sarsi <i>use</i> Athapascan languages	ath
Pali	pli	Scots Gaelic <i>use</i> Gaelic (Scots)	gae
Pame <i>use</i> Otomian languages	oto	Sechelt <i>use</i> Salishan languages	sal
Panjabi	pan	Sechuana <i>use</i> Tswana	tsw
Panjabi (Western) <i>use</i> Lahnda	lah	Sekani-Beaver <i>use</i> Athapascan languages	ath
Papuan-Australian	paa	Selkup	sel
Pashto <i>use</i> Pushto	pus	Semitic	sem
Passamaquoddy <i>use</i> Algonquian languages	alg	Seneca <i>use</i> Iroquoian languages	iro
Patristic Greek <i>use</i> Greek, Ancient (to 1453)	grc	Sephardic <i>use</i> Ladino	lad
Pehlevi <i>use</i> Pahlavi	pal	Serbian <i>use</i> Serbo-Croatian (Cyrillic) ..	scc
Pennsylvania Dutch <i>use</i> Germanic	gem	Serbo-Croatian (Cyrillic)	scc
Penobscot <i>use</i> Algonquian languages	alg	Serbo-Croatian (Roman)	scr
Persian, Middle <i>use</i> Pahlavi	pal	Serer	srr
Persian, Modern	per	SeSotho Group <i>use</i> Southern Sotho ..	ss0
Persian, Old (ca 600 B.C.-400 B.C.)....	peo	Sesuto <i>use</i> Southern Sotho	ss0
Pidgin English <i>use</i> Creoles and Pidgins	crp	Shan	shn
Pilipino <i>use</i> Tagalog	tag	Shona	sho
Polish	pol	Shuswap <i>use</i> Salishan languages	sal
Polyglot <i>use</i> Multilingual	mul	Siamese <i>use</i> Thai	tha
Portuguese	por	Sidamo	sid
Potawatomi <i>use</i> Algonquian languages	alg	Siksika <i>use</i> Blackfoot	bla
Prakrit	pra	Sindhi	snd
Provençal (to 1500)	pro	Sinhalese	snh
Provençal, Modern (post-1500) <i>use</i> Langue d'oc (post-1500)	lan	Sino-Tibetan	sit
Provençal, Old (to 1500) <i>use</i> Provençal (to 1500)	pro	Siouan languages	sio
Punjabi <i>use</i> Panjabi	pan	Sioux <i>use</i> Dakota	dak
Pushto	pus	Slave <i>use</i> Athapascan languages	ath
Quechua	que	Slavic	sla
Quiche <i>use</i> Mayan languages	myn	Slovak	slo
Raeto-Romance <i>use</i> Rhaeto-Romance ..	roh	Slovenian	slv
Rajasthani	raj	Sogdian	sog
Rhaeto-Romance	roh	Somali	som
Riksmal <i>use</i> Norwegian	nor	Songhai	son
Romance	roa	Sorbian languages <i>use</i> Wending	wen
Romanian	rum	Sorbic <i>use</i> Wending	wen
Romansh <i>use</i> Rhaeto-Romance	roh	Sotho <i>use</i> Southern Sotho	ss0
Romany	rom	Sotho, Northern <i>use</i> Northern Sotho	nso
Ruanda <i>use</i> Kinyarwanda	kin	Sotho, Southern <i>use</i> Southern Sotho ..	ss0
Rumanian <i>use</i> Romanian	rum	South American Indian	sai
Rumansh <i>use</i> Rhaeto-Romance	roh	Southern Magahi <i>use</i> Magahi	mag
Rundi	run	Southern Sotho	ss0
Russian	rus	Spanish	spa
Russian, Old <i>use</i> Slavic	sla	Squamish <i>use</i> Salishan languages	sal
Ruthenian <i>use</i> Ukrainian	ukr	Straits Salish <i>use</i> Salishan languages ..	sal
Saka <i>use</i> Khotanese	kho	Sub-Saharan African	ssa
Salish <i>use</i> Salishan languages	sal	Sudanic languages <i>use</i> Niger-Congo	nic
Salishan languages	sal	Sukuma	suk
Salteaux <i>use</i> Ojibwa	oji	Sumerian	sux
Samaritan Aramaic	sam	Sundanese	sun
		Sur-silvan <i>use</i> Rhaeto-Romance	roh
		Susian <i>use</i> Elamite	elx
		Susu	sus
		Swahili	swa

Swedish	swe	Washo	was
Swedish, Old use Germanic	gem	Welsh	wel
Syriac	syr	Wendic	wen
Tadzhik use Tajik	taj	Wendish use Wendic	wen
Tagalog	tag	Winnebago use Siouan languages	sio
Tagish use Athapascan languages	ath	Wolof	wol
Tahltan use Athapascan languages	ath	Xhosa	xho
Tajik	taj	Xosa use Xhosa	xho
Tamil	tam	Yankton use Dakota	dak
Tatar	tar	Yao (Bantu)	yao
Tchetchen use Chechen	che	Yiddish	yid
Telugu	tel	Yoruba	yor
Temne	tem	Yupik use Eskimo	esk
Tereno	ter	Zapotec	zap
Teton use Dakota	dak	Zenaga	zen
Thai	tha	Zulu	zul
Thlingchadinne use		Zuni	zun
Athapascan languages	ath		
Thompson use Salishan languages	sal		
Tibetan	tib		
Tigre	tig		
Tigrina	tir		
Timne use Temne	tem		
Tlingit	tli		
Tongan use Malayo-Polynesian	map		
Tsattine use			
Athapascan languages	ath		
Tsilkotin use			
Athapascan languages	ath		
Tsimshian	tsi		
Tswana	tsw		
Turkish	tur		
Turkmen	tuk		
Turko-tataric	tut		
Turkoman use Turkmen	tuk		
Tuscarora use Iroquoian languages	iro		
Tutelo use Siouan languages	sio		
Twi	twi		
Tzeltal use Mayan languages	myn		
Tzotzil use Mayan languages	myn		
Udmurt use			
Finno-Ugrian	fiu		
Ugaritic	uga		
Uigur	uig		
Ukrainian	ukr		
Umbundu	umb		
Undetermined	und		
Upper Umpqua use			
Athapascan languages	ath		
Urdu	urd		
Uzbek	uzb		
Vedic use Sanskrit	san		
Vietnamese	vie		
Vote use Votic	vot		
Votian use Votic	vot		
Votic	vot		
Votish use Votic	vot		
Votyak use Finno-Ugrian	fiu		
Wakashan languages	wak		
Walamo	wal		

4.2

SCRIPT CODES

SOURCE	In the absence of any international standard set of codes for names of scripts, the codes shown below, developed for the International Serials Data System, are recommended for use in the CCF.
USE	These codes are used in Fields 031, 040, 041, 200, 201, 210, 310, 320, and 480.
CODES	<p>ba = Roman</p> <p>ca = Cyrillic</p> <p>da = Japanese - script unspecified</p> <p>db = Japanese - kanji</p> <p>dc = Japanese - kana</p> <p>ea = Chinese</p> <p>fa = Arabic</p> <p>ga = Greek</p> <p>ha = Hebrew</p> <p>ia = Thai</p> <p>ja = Devanagari</p> <p>ka = Korean</p> <p>la = Tamil</p> <p>za = Other</p>

4.3

CODES FOR NAMES OF COUNTRIES

SOURCE ISO 3166.

USE These codes are used in Fields 110, 111, 320, 330, 400, 410 and 420.

CODES This list does not constitute an official list of names of countries or other political entities. The name of the entity is given in its short form in English.

Afghanistan	AF	Christmas Island	CX
Albania	AL	Cocos (Keeling) Islands	CC
Algeria	DZ	Colombia	CO
American Samoa	AS	Comoros	KM
Andorra	AD	Congo	CG
Angola	AO	Cook Islands	CK
Anguilla	AI	Costa Rica	CR
Antarctica	AQ	Cote d'Ivoire	CI
Antigua and Barbuda	AG	Cuba	CU
Argentina	AR	Cyprus	CY
Aruba	AW	Czechoslovakia	CS
Australia	AU	Denmark	DK
Austria	AT	Djibouti	DJ
Bahamas	BS	Dominica	DM
Bahrain	BH	Dominican Republic	DO
Bangladesh	BD	East Timor	TP
Barbados	BB	Ecuador	EC
Belgium	BE	Egypt	EG
Belize	BZ	El Salvador	SV
Benin	BJ	Equatorial Guinea	GQ
Bermuda	BM	Ethiopia	ET
Bhutan	BT	Falkland Islands (Malvinas)	FK
Bolivia	BO	Faroe Islands	FO
Botswana	BW	Fiji	FJ
Bouvet Island	BV	Finland	FI
Brazil	BR	France	FR
British Indian Ocean Territory	IO	French Guiana	GF
Brunei Darussalam	BN	French Polynesia	PF
Bulgaria	BG	French Southern Territories	TF
Burkina Faso	BF	Gabon	GA
Burundi	BI	Gambia	GM
Byelorussian SSR	BY	German Democratic Republic	DD
Cameroon	CM	Germany, Federal Republic	DE
Canada	CA	Ghana	GH
Cape Verde	CV	Gibraltar	GI
Cayman Islands	KY	Greece	GR
Central African Republic	CF	Greenland	GL
Chad	TD	Grenada	GD
Chile	CL	Guadeloupe	GP
China	CN	Guam	GU

Guatemala	GT	Nicaragua	NI
Guinea	GN	Niger	NE
Guinea-Bissau	GW	Nigeria	NG
Guyana	GY	Niue	NU
Haiti	HT	Norfolk Island	NF
Heard and McDonald Islands	HM	Northern Mariana Islands	MP
Honduras	HN	Norway	NO
Hong Kong	HK	Oman	OM
Hungary	HU	Pakistan	PK
Iceland	IS	Palau	PW
India	IN	Panama	PA
Indonesia	ID	Papua New Guinea	PG
Iran	IR	Paraguay	PY
Iraq	IQ	Peru	PE
Ireland	IE	Philippines	PH
Israel	IL	Pitcairn Island	PN
Italy	IT	Poland	PL
Jamaica	JM	Portugal	PT
Japan	JP	Puerto Rico	PR
Jordan	JO	Quatar	QA
Kampuchea	KH	Reunion	RE
Kenya	KE	Romania	RO
Kiribati	KI	Rwanda	RW
Korea, Democratic Republic	KP	St. Helena	SH
Korea, Republic of	KR	St. Kitts and Nevis	KN
Kuwait	KW	Saint Lucia	LC
Laos	LA	St. Pierre and Miquelon	PM
Lebanon	LB	Saint Vincent and the Grenadines	VC
Lesotho	LS	Samoa	WS
Liberia	LR	San Marino	SM
Libya	LY	Sao Tome and Principe	ST
Liechtenstein	LI	Saudi Arabia	SA
Luxembourg	LU	Senegal	SN
Macau	MO	Seychelles	SC
Madagascar	MG	Sierra Leone	SL
Malawi	MW	Singapore	SG
Malaysia	MY	Solomon Islands	SB
Maldives	MV	Somalia	SO
Mali	ML	South Africa	ZA
Malta	MT	Spain	ES
Marshall Islands	MH	Sri Lanka	LK
Martinique	MQ	Sudan	SD
Mauritania	MR	Suriname	SR
Mauritius	MU	Svalbard and Jan Mayen Islands	SJ
Mexico	MX	Swaziland	SZ
Micronesia	FM	Sweden	SE
Monaco	MC	Switzerland	CH
Mongolia	MN	Syria	SY
Montserrat	MS	Taiwan	TW
Morocco	MA	Tanzania	TZ
Mozambique	MZ	Thailand	TH
Myanmar	MM	Togo	TG
Namibia	NA	Tokelau	TK
Nauru	NR	Tonga	TO
Nepal	NP	Trinidad and Tobago	TT
Netherlands	NL	Tunisia	TN
Netherlands Antilles	AN	Turkey	TR
Neutral Zone	NT	Turks and Caicos Islands	TC
New Caledonia	NC	Tuvalu	TV
New Zealand	NZ	Uganda	UG

Ukrainian SSR	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
USSR	SU
Vanuatu	VU
Vatican City State	VA
Venezuela	VE
Viet Nam	VN
Virgin Islands (British)	VG
Virgin Islands (US)	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Yemen, Democratic	YD
Yugoslavia	YU
Zaire	ZR
Zambia	ZM
Zimbabwe	ZW

4.4

ROLE CODES

- SOURCE This list is based on the codes used in *UNIMARC*,⁴ except that codes marked with an asterisk (*) have been developed for the CCF. Until a suitable, internationally accepted standard code for names of roles is developed, CCF users should use these codes. Note that some of these codes are different from codes used in the first edition of the CCF.
- USE These codes are used in Fields 300 and 310.
- CODES
- 010 **Adapter** - one who reworks a musical composition, usually for a different medium; or, a writer who rewrites novels or stories for motion pictures or other visual media.
 - 015* **Advisor** for a thesis or dissertation.
 - 020 **Annotator** - writer of manuscript annotations in a printed book.
 - 030 **Arranger** - one who transcribes a musical composition, usually from a different medium from that of the original; in an arrangement the musical substance remains essentially unchanged.
 - 040 **Artist** - the painter, sculptor, etc. of a work.
 - 050 **Assignee** - person or organization to which a license for printing or publishing has been transferred.
 - 060 **Associated name** - a name associated with or found in a book, which cannot be determined to be that of a **Former owner** (code 390) or other designated role indicative of provenance.
 - 070 **Author** - the person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work.
 - 080 **Author of introduction, etc.** - one who is the author of an introduction, preface, foreword, afterword, notes, other critical matter, etc. but who is not the chief author of the work.
 - 090 **Author of screenplay, etc.** - the author of a motion picture screenplay, dialogue, spoken commentary, etc.
 - 100 **Bibliographical antecedent** - one who is the author of the work upon which the work described in the record is based, in whole or in part. This code may be appropriate in records for adaptations, indexes, concordances, continuations and sequels by different authors, etc.
 - 110 **Binder**
 - 120 **Binding designer**

- 130 **Book designer** - a person or corporate body responsible for the entire graphic design of a book, including arrangement of type and illustration, choice of materials, and process to be used.
- 140 **Bookjacket designer**
- 150 **Bookplate designer**
- 160 **Bookseller**
Bowdlerizer - *use* 190 **Censor**
- 170 **Calligrapher**
- 180 **Cartographer**
- 190 **Censor** - censor, bowdlerizer, expurgator, etc., official or private.
- 200 **Choreographer**
Collaborator - *use* 070 or other codes, as appropriate
- 210 **Commentator** - one who writes commentary or explanatory notes about a text; or, one who provides interpretation, analysis, or a discussion of the subject matter on a recording, motion picture, or other audio-visual medium.
- 220 **Compiler** - one who produces a collection by selecting and putting together matter from works of various persons or bodies; or, who select and puts together in a single publication matter from the works of one person or body.
- 230 **Composer (music)** - one who creates a musical work, usually a piece of music in manuscript or printed form.
- 240 **Compositor**
- 250 **Conductor** - the person directing the group performing a musical work.
- 255* **Consultant** to a project.
Contractor/Monitor - *use* 540 **Monitor/Contractor**
- 260 **Copyright holder**
- 270 **Corrector** - scriptorium official who corrected the work of a scribe; for printed works *use* 640 **Proofreader**.
Counterfeiter - *use* 380 **Forger**
- 280 **Dedicatee** - person or organization to whom a book or manuscript is dedicated.
- 290 **Dedicator** - the author of a dedication.
- 295* **Degree-grantor** - the body granting the degree for which the thesis or dissertation included in the item was presented.
Designer of binding - *use* 120 **Binding designer**

- Designer of book - use 130 **Book designer**
- Designer of bookjacket - use 140 **Bookjacket designer**
- Designer of bookplate use 150 **Bookplate designer**
- Designer of type - use 740 **Type designer**
- 300 **Director** - the person responsible for the general management of the work or who supervised the production of the performance for stage, screen, or sound recording.
- 310 **Distributor** - an agent or agency that has marketing rights for an item.
- 320 **Donor** - the donor of book to present owner; donor to previous owner is designated as 390 **Former owner**
- 330 **Dubious author** - one to whom the authorship of a work has been *dubiously or incorrectly* ascribed.
- 340 **Editor** - one who prepares for publication a work that is entirely or partly not his own. The editorial work may be either technical or intellectual.
- 350 **Engraver**
- 360 **Etcher**
- Expurgator - use 190 **Censor**
- 370 **Film editor**
- 380 **Forger**
- 390 **Former owner** - person or organization owning an item at any time in the past. Includes a person or organization to whom the item was once presented as named in a statement inscribed by another person or organization; person or body giving the item to present owner is designated as 320 **Donor**.
- 400 **Funder/sponsor** - a person or body that issued the contract and/or furnished financial support for the production of the work, e.g., the entity 'under the auspices of which' the work has been written, *printed, performed, published* etc.
- 410 **Graphic technician** - person responsible for the realization of the design in a medium from which a print may be produced. If the person who conceives the design (i.e., 440 **Illustrator**) also realizes it, codes for both roles may be used as needed.
- 420 **Honoree** - person in memory or honour of whom a book is donated.
- 430 **Illuminator**
- 440 **Illustrator** - person who conceives a design or illustration.
- Imprimatur - use 500 **Licensor**

- 450 **Inscriber** - person who signs a presentation statement.
- 460 **Interviewee**
- 470 **Interviewer**
- Joint author - use 070 **Author**
- 480 **Librettist** - the writer of the text of an opera, oratorio, etc.
- 490 **Licensee** - original recipient of right to print or publish.
- 500 **Licenser** - signer of license, imprimatur, etc.
- 510 **Lithographer** - person who prepares the stone or grained plate for lithographic printing, including a graphic artist creating original design while working directly on the surface from which the printing will be done.
- 520 **Lyricist** - writer of the text of a song.
- Memorial - use 420 **Honoree**
- 530 **Metal engraver**
- 540 **Monitor/Contractor** - person or organization that supervises the compliance with a contract and is responsible for the report and controls its distribution. Sometimes referred to as grantee, or controlling agency.
- 550 **Narrator** - the speaker delivering the narration in a motion picture, sound recording, etc.
- 555* **Opponent** - a person solely or partly responsible for opposing a thesis or dissertation.
- 557* **Organizer of meeting** - a person or body responsible for organizing the meeting reported in the item.
- 560 **Originator** - the author or agency performing the work, i.e. a person or organization associated with the intellectual content of the work.
- 570 **Other** - for use whenever a role code in another format has no equivalent in the CCF, or is otherwise not defined in this list.
- 580 **Papermaker**
- 582* **Patent applicant** - The person or body that applied for a patent described in the record.
- 584* **Patent inventor** - The person who invented the device or process covered by the patent described in the record.
- 587* **Patentee** - The person or body that was granted the patent described in the record.
- 590 **Performer** - the person acting or otherwise performing in a musical or dramatic presentation or entertainment.
- 595* **Performer of research** - the corporate body responsible for

performing the research reported in the item. *See also* **673 Research Team Head** and **677 Research Team Member**.

600 Photographer - the person who took a still photograph. This may be used in a record for either an original photograph or for a reproduction in any medium. Or, the person responsible for photography in a motion picture.

Plates, printer of - *use* **620 Printer of plates**

610 Printer - printer of texts, whether from type or plates (e.g., stereotype).

620 Printer of plates - printer of illustrations or designs from plates.

627* Producer - the person with final responsibility for the making of a motion picture, including business aspects, management of the production, and the commercial success of the film.

Project manager - *use* **673 Research Team Head**

640 Proofreader - corrector of printed matter. For manuscripts use **270 Corrector**.

650 Publisher - the person or body responsible for publishing the item.

660 Recipient - person to whom letters are addressed.

670 Recording engineer - the person supervising the technical aspects of a sound or video recording session.

673* Research Team Head - the person who directed the research or managed the project reported in the item. *See also* **595 Performer of Research**

677* Research Team Member - a member of a research team responsible for the research reported in the item. *See also* **595 Performer of Research**

690 Scenarist - the author of a motion picture scenario.

700 Scribe - maker of pen-facsimiles of printed matter, for amanuensis, and for writer of manuscripts proper.

710 Secretary - the secretary, reporter, redactor, or other person responsible for expressing the views of a corporate body.

720 Signer - signature which appears in a book without a presentation or other statement indicative of provenance.

Sponsor/Funder - *use* **400 Funder/Sponsor**

725* Standards body - the agency responsible for issuing or enforcing a standard.

730 Translator - one who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.

740 Type designer - person who designed the type face used in a

particular book.

- 750 **Typographer** - person primarily responsible for choice and arrangement of type used in a book. If person who selects and arranges type is also responsible for other aspects of graphic design of a book, use code 130 **Book designer** or codes for both functions.
- 760 **Wood engraver** .
- 770 **Writer of accompanying material** - the writer of an annex or other significant material which accompanies the item.
- 780 **Writer of dialogue** - the writer of dialogue or spoken commentary for a screenplay or sound recording

4.5

VERTICAL AND HORIZONTAL RELATIONSHIP CODES

- SOURCE These codes have been developed for the CCF.
- USE These codes are used in Fields 080, 085 and 088.
- CODES The first two codes (01 and 02) are used to show vertical relationships; the remainder show horizontal relationships. In the following definitions, the term 'source' segment or record' is used to identify the segment or record containing the link. The term 'target segment or record' refers to the segment or record to which the link is made.
- 01 The segment or record in which this code occurs is lower in the hierarchy.
 - 02 The segment or record in which this code occurs is higher in the hierarchy.
 - 11 The target segment or record represents an earlier edition than the item described in the source segment or record.
 - 12 The target segment or record represents a later edition than the item described in the source segment or record.
 - 13 The segments or records being linked are variant editions.
 - 21 The target segment or record is a former title of the serial identified in the source segment or record.
 - 22 The target segment or record represents a subsequent title.
 - 25 The target segment or record is a supplement of the item identified in the source segment or record.
 - 26 The source segment or record is a supplement of the item identified in the target segment or record.
 - 31 The target segment or record represents a translation of the item identified in the source segment or record.
 - 32 The target segment or record represents the original of the translation represented by the source segment or record.
 - 33 The target segment or record represents another language edition.
 - 34 The target segment or record represents an item issued with the item identified in the source segment or record.
 - 35 The target segment or record represents an item reviewed in the item identified in the source segment or record.

- 36 The target segment or record represents a review article of the item identified in the source segment or record.
- 99 Unspecified relationship.

5 EXAMPLES OF COMPLETE RECORDS

5.1 Introduction

5.2 Serial

5.3 Monograph

5.4 Component part in a serial

5.5 Component part in a monograph

5.6 Monograph with component parts

5.7 Component part in a volume of a multi-volume monograph in a series

5.1

INTRODUCTION

The following pages display examples of fully coded bibliographic records. They have been chosen to reflect various types of bibliographic entities prepared according to a number of cataloguing and coding practices.

None of these examples should be considered models for standard practice. On the contrary, users of this format should be guided by their own rules of bibliographic description, and should choose from among the options available in this document and elsewhere those coding practices which best suit their needs.

In the following examples, for purposes of illustration, tags, segment identifiers, and field occurrence identifiers appear before the field to which they refer, rather than in the directory as specified in ISO 2709. In a machine-readable record the subfield identifier flag will be character 1/15 of ISO 646. Although no human-readable character has been formally assigned to it, it is shown here as '@'. Field separators and record separators are not shown in these examples.

The records shown are based on bibliographic descriptions from real bibliographic organizations. All coding, however, has been provided by the editors, who are grateful to these agencies for permission to use their data.

5.2

SERIAL

Bibliographic level: s (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	157028
020	0	0	00@BISDS
021	0	0	11@AB
022	0	0	20@A19880120
030	0	0	00@B2
040	0	0	00@Amul
101	0	0	00@A0253-021X
201	0	0	00@ALegislative study - Food and Agriculture Organization of the United Nations
210	0	0	00@AEtudes legislatives - Organisation des Nations Unies pour l'Alimentation et l'Agriculture@Lfre
210	0	1	00@AEstudios Legislativos - Organizacion de las Naciones Unidas para la Agricultura y la Alimentacion@Lspa
400	0	0	00@ARome@BFood and Agriculture Organization of the United Nations
440	0	0	00@A19810000-
520	0	0	00@AIrregular
610	0	0	00@A341.16:63@CU

Comments. This example is based on a record distributed by the International Serials Data System. The record contains only one segment; it describes an entire serial publication.

5.3

MONOGRAPH

Bibliographic level: m (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	A040327
020	0	0	00@AGBINSPEC
021	0	0	00@AB
022	0	0	00@A19910000
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A100
100	0	0	00@A0-12-525260-9
200	0	0	00@AOptical fibers
300	0	0	00@AOkoshi@BT.
400	0	0	00@ALondon@BAcademic Press
440	0	0	10@A19900000
460	0	0	00@Axii, 299 p.
600	0	0	00@AThe book deals with various optical waveguides, including optical fibre for communications use. Although there are many versions of optical fibre, only those having axially symmetrical structures (refractive-index distributions) are discussed. The optical and electromagnetic wave aspects of optical fibres are emphasized. Materials, fabrication technologies, applications, and communication-system considerations are described.
610	0	0	00@AA4280M@AA0130K@AA4280S@AB0100@AB4130@BINSPEC Classification Codes
620	0	0	00@ASingle-mode fibers@AOptical communication@ALight scattering@AOptical fiber@AAxially symmetrical structures

@AElectromagnetic wave aspects@AFabrication technologies@ACommunication-system considerations@AFiber analysis@ARay theory@AWave theory@AMode theory@AWKB method@APower-series method@AVariational methods@AStaircase approximation @AREfractive-index distributions@AMultimode fibers@ACoupling phenomena@ATransmission characteristics@BNone

Comments. This example is based on a record produced by INSPEC, the International Information Services for the Physics and Engineering Communities, in 1991. The record contains only one segment; it describes an entire monograph.

5.4

COMPONENT PART IN A SERIAL

Bibliographic level: a (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	011760K
020	0	0	00@AUSCA@BChemical Abstracts
021	0	0	00@AC
022	0	0	00@A19910713
040	0	0	00@Aeng
060	0	0	00@A100
086	0	0	00@A30000@BAA@C33000
086	0	1	00@A30001@BAA@C33000
088	0	1	00@A907659@B01@Cs
200	0	0	00@AThe influence of man on the ozone layer; readjusting the estimates
300	0	0	00@AIsaksen@BIVar S.
300	0	1	00@AStordal@BFrode
330	0	0	00@AInstitute of Geophysics@BUniversity of Oslo@DBlinden, Oslo, Norway 3
490	0	0	00@Av. 10, no. 1, 1981@B9-17
610	0	0	00@ACA059001@BCA Subject Sections
620	0	0	00@AAtmosphere, Ozonosphere: (Air pollution effect on)@AAir pollution: (by chloro- fluoromethane, Stratosphere ozone depletion of)@AAtmosphere, Stratosphere: (Ozone in, Effect of chlorofluoromethane and other air pollutants on)@BCA General Subject Index
620	0	1	00@AOzone@AAtmosphere@AChlorofluoromethane @ANitrogen@AChlorine@BCA keywords

Comments. This example has been adapted from a record created by Chemical Abstracts Service on July 13, 1991. The code in Field 021 warns the recipient that certain mandatory

fields are not provided, as Fields 030 and 440 are missing from the record. A date appears as Subfield A of Field 490, where it is permitted as part of the volume/part designation, but it should also have appeared in Field 440. The target item is a journal article. As an optional alternative to creating a secondary segment containing information about the parent serial title, Field 088 provides a link (in subfield A) to record number 907659, which describes a serial (coded in subfield C). Subfield B shows that this record is subordinate to record 907659. The two Fields 086 make it clear that both authors are affiliated with the organization in Field 330.

5.5

COMPONENT PART IN A MONOGRAPH

Bibliographic level: a (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	NZ1033978
020	0	0	00@BThe ----- Library
021	0	0	00@AA
022	0	0	00@A19870902
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A140
200	0	0	00@ADocumentation - Format for bibliographic information interchange on magnetic tape : ISO 2709-1981(E)
490	0	0	00@Bpp. 115-119
620	0	0	00@AComputers@AMachine-readable data@AComputer data formats@AInternational standards @AStandards@BSHHL
010	1	0	00@A1033759-M
015	1	0	00@Am
080	1	0	00@A02@B0
100	1	0	00@A92-67-10058-0
200	1	0	01@AInformation transfer@BInternational Organization for Standardization
210	1	0	01@ATransfert de l'information@Lfre
260	1	0	01@ASecond edition
310	1	0	10@AInternational Organization for Standardization
400	1	0	00@AGeneva@BInternational Organization for Standardization

400	1	1	@AParis@BUnesco
440	1	0	10@A19820000
460	1	0	00@A522 p.@C21 cm
480	1	0	00@AISO Standards Handbook@C1
500	1	0	00@AA French version is also available
610	1	0	00@A002/050:778.14:001.4@CU
620	1	0	00@AInformation technology@AData exchange @AInternational standards@AStandards@BSHHL

Comments. This example was produced by a hypothetical library on September 2, 1987. The target item is a single international standard printed in a volume that is a collection of standards. The secondary item (the collection) appears in a secondary segment in the same record. Alternatively, it might have appeared in a separate record linked by a Field 088. The parent item is coded as a monograph (code 'm' in Field 015) but might be considered a multi-volume monograph (code 'c') by another agency. The French title has been included as a parallel title (Field 210) because it appears on the verso of the title page, although there is no French text in the volume. The series shown in Field 480 might have been recorded in a separate segment, but the agency preparing this record has not done so.

5.6

MONOGRAPH WITH COMPONENT PARTS

Bibliographic level: m (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	92-470077
020	0	0	00@AThe National Library of -----
021	0	0	00@AA
022	0	0	10@A19920503
030	0	0	00@B2
040	0	0	00@Aeng
060	0	0	00@A115
100	0	0	00@A963-592-149-7
200	0	0	01@ATowards a common bibliographic exchange format? : International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978@Borganized by the UNISIST International Centre for Bibliographic Descriptions in cooperation with ICSU-AB, IFLA, and ISO, and sponsored by Unesco@Bproceedings edited by H. Dierickx and A. Hopkinson.
300	0	0	31@ADierickx@BH.
300	0	1	31@AHopkinson@BAlan
310	0	0	11@AUNISIST International Centre for Bibliographic Descriptions
310	0	1	31@AUnited Nations Educational, Scientific and Cultural Organization
320	0	0	11@AInternational Symposium on Bibliographic Exchange Formats@GTaormina@I1978
400	0	0	00@ABudapest@BOMKDK-TECHNOINFORM@CH-1428 Budapest, P. O. Box 12, Reviczky u. 6@DHU
440	0	0	10@A19780000
460	0	0	00@A214 p.@Bill.@C28 cm

530	0	0	00@AIncludes bibliographical references
610	0	0	00@AZ699.A1I693 1978@BLC
610	0	1	00@A025.2'6@BDDC18
620	0	0	00@AExchange of bibliographic information - Congresses@AMachine-readable bibliographic data - Congresses@BLCSH
015	1	0	00@Aa
080	1	0	00@A01@B0
200	1	0	01@AThe communication format in the international system of scientific and technical information of the CMEA countries @B[by] V. Skripkin and V. Kodola
300	1	0	10@ASkripkin@BV.
330	1	0	00@AUSSR@BInternational Centre for Scientific and Technical Information@DMoscow@ESU
490	1	0	00@Bpp. 162-171
015	2	0	00@Aa
080	2	0	00@A01@B0
200	2	0	01@AThe exchange format chosen for the international information network for standards and technical regulations (ISONET)@B[by] E. Sutter and E. J. French
300	2	0	10@ASutter@BE.
300	2	1	10@AFrench@BE. J.
330	2	0	00@AAFNOR@DParis@EFR
330	2	1	00@AInternational Organization for Standardization@DGeneva@ECH
490	2	0	00@Bpp. 119-121
086	2	0	00@A33020@BAA@C30020
086	2	1	00@A33021@BAA@C30021

Comments. This example was produced by a hypothetical national library on May 3, 1992. The target item is a volume of conference proceedings. Three of the papers that form part of the proceedings have been included in the record as separate segments (coded '1', '2' and '3'). In Segments 1 and 2 field to field links (Fields 086) show relationships between authors and their affiliated institutions.

5.7

COMPONENT PART IN A VOLUME OF A MULTI-VOLUME MONOGRAPH
WHICH IS IN A SERIES

Bibliographic level: a (shown in character position 7 in the record label).

<u>Tag</u>	<u>Seg Iden</u>	<u>Occur Iden</u>	<u>Data Fields</u>
001	0	0	25-943
020	0	0	00@BDOCPAL
021	0	0	11@AA
022	0	0	00@A19790615
030	0	0	00@B2
031	0	0	00@Aspa
040	0	0	00@Aspa
050	0	0	00@A010
060	0	0	00@A105
200	0	0	00@AInmigración italiana@Lspa
300	0	0	00@AMellafe@BRolando
490	0	0	00@B246-280
620	0	0	00@AInmigración@AAsimilacion de Migrantes
015	1	0	00@Am
040	1	0	00@Apor
080	1	0	00@A02@B0
200	1	0	00@ASão José dos Campos. Estudo de caso: dinâmica populacional, transformações socio-econômicas, atuação das instituições
260	1	0	02@A1
310	1	0	10@ACentro Brasileiro de Análise e Planejamento@DSão Paulo@EBR@F020
400	1	0	00@ASão Paulo@BCentro Brasileiro de Análise e

Planejamento

440	1	0	10@A19780000
460	1	0	00@A305@Btbls
480	1	0	00@ACEBRAP. Estudos de População, 6
490	1	0	00@AVol. 1
015	2	0	00@Ac
080	2	0	00@A02@B1
200	2	0	00@APesquisa Nacional sobre Reprodução Humana
310	2	0	00@ACentro Brasileiro de Análise e Planejamento @DSão Paulo@EBR@F020
440	2	0	10@A19780000-
460	2	0	00@Btbls. grafs
015	3	0	00@As
080	3	0	00@A02@B1
200	3	0	00@ACEBRAP. Estudos de População

Comments. This complex record describes a Spanish contribution to a Portuguese journal. The record was produced in Spanish by the Latin American Population Documentation System (DOCPAL) in their own format, which is based on the UNISIST Reference Manual. The agency puts only one component part in each record; it is the target item in the record. The component part is published in a monograph (shown in Segment 1) which is one volume of a multi-volume monograph (shown in Segment 2); that volume has also been given a number in a series (shown in Segment 3). Many agencies would choose to keep these items in separate records, linked with a Field 088. Note that both the records at the multi-volume level (Segment 2) and the serial level (Segment 3) are linked with 080 fields

The numbering of the monograph within the monographic series is indicated by means of a series statement (Field 480 in Segment 1).

6 INDEXES

6.1 List of CCF/B data elements

6.2 Matrix of all CCF data elements

6.3 Index

6.1

LIST OF DATA ELEMENTS USED IN CCF/B

<u>Tag</u>	<u>Name</u>
001	RECORD IDENTIFIER
010	RECORD IDENTIFIER USED IN A SECONDARY SEGMENT
A	Identifier
011	ALTERNATIVE RECORD IDENTIFIER (R)
A	Alternative identifier
B	Identification of agency in coded form
C	Name of agency
015	BIBLIOGRAPHIC LEVEL OF SECONDARY SEGMENT
A	Bibliographic level
020	SOURCE OF RECORD
A	Identification of agency in coded form
B	Name of agency
C	Code system
D	Rules for bibliographic description
L	Language of name of agency
021	COMPLETENESS OF RECORD
A	Level of completeness code
022	DATE ENTERED ON FILE
A	Date
023	DATE AND NUMBER OF RECORD VERSION
A	Version date
B	Version number
030	CHARACTER SETS USED IN RECORD
A	Alternative Control Set (C1)
B	Default Graphic Set (G0)
C	Second Graphic Set (G1)
D	Third Graphic Set (G2)
E	Fourth Graphic Set (G3)
F	Additional Control Set (R)
G	Additional Graphic Set (R)
031	LANGUAGE AND SCRIPT OF RECORD (R)
A	Language of record
B	Script of record (R)
040	LANGUAGE AND SCRIPT OF ITEM (R)
A	Language of item (R)
B	Script of item

(R) = Repeatable

- 041 LANGUAGE AND SCRIPT OF SUMMARY (R)
A Language of summary (R)
B Script of summary
- 050 PHYSICAL MEDIUM
A Physical medium code (R)
- 060 TYPE OF MATERIAL
A Type of material code (R)
- 061 TYPE OF PATENT DOCUMENT
A Type of patent document
B Type of patent document code
- 063 TYPE OF STANDARD
A Type of regulation
B Geographic coverage
- 080 SEGMENT LINKING FIELD: VERTICAL RELATIONSHIP (R)
A Segment relationship code
B Segment indicator code
- 085 SEGMENT LINKING FIELD: HORIZONTAL RELATIONSHIP (R)
A Segment relationship code
B Segment indicator code
- 086 FIELD TO FIELD LINKING (R)
A Field linked from
B Field relationship code
C Field(s) linked to (R)
- 088 RECORD TO RECORD LINKING (R)
A Linked record identifier
B Relationship code
C Bibliographic level
- 100 INTERNATIONAL STANDARD BOOK NUMBER (ISBN) (R)
A ISBN
B Invalid ISBN (R)
C Qualification (R)
- 101 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)
A ISSN
B Invalid ISSN (R)
C Cancelled ISSN (R)
- 102 CODEN
A Coden
- 110 NATIONAL BIBLIOGRAPHY NUMBER (R)
A National bibliography number
B National bibliographic agency code
- 111 LEGAL DEPOSIT NUMBER (R)
A Legal deposit number
B Legal deposit agency
- 120 DOCUMENT NUMBER (R)
A Document identification number
B Type of number

- 125 PROJECT NUMBER (R)
 A Project number
 B Type of number
- 130 CONTRACT NUMBER (R)
 A Contract number
- 200 TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
 A Title (R)
 B Statement of responsibility associated with title (R)
 L Language of title
 S Script of title
- 201 KEY TITLE
 A Key title
 B Abbreviated key title
 L Language of key title
 S Script of key title
- 210 PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
 A Parallel title
 B Statement of responsibility associated with parallel title (R)
 L Language of parallel title
 S Script of parallel title
- 230 OTHER TITLE (R)
 A Other variant title
 B Type of title
 L Language of title
- 240 UNIFORM TITLE (R)
 A Uniform title
 B Number of part(s) (R)
 C Name of part(s) (R)
 D Form subheading (R)
 E Language of item (as part of uniform title) (R)
 F Version
 G Date of version
 L Language of uniform title
 Z Authority number
- 260 EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
 A Edition statement
 B Statement of responsibility associated with edition (R)
 L Language of edition statement
- 300 NAME OF PERSON (R)
 A Entry element
 B Other name elements
 C Additional elements to name (R)
 D Date(s)
 E Role (coded) (R)
 F Role (non-coded) (R)
 Z Authority number
- 310 NAME OF CORPORATE BODY (R)
 A Entry element
 B Other parts of name (R)
 C Qualifier (R)
 D Address of corporate body

- E Country of corporate body
 F Role (coded) (R)
 G Role (non-coded) (R)
 L Language of entry element
 S Script of entry element
 Z Authority number
- 320 NAME OF MEETING (R)
 A Entry element
 B Other parts of name (R)
 C Qualifier (R)
 E Country
 G Location of meeting
 H Date of meeting (in ISO format)
 I Date of meeting (in free format)
 J Number of meeting
 L Language of entry element
 S Script of entry element
 Z Authority number
- 330 AFFILIATION (R)
 A Entry element
 B Other parts of the name (R)
 C Qualifier (R)
 D Address (R)
 E Country of affiliation
 L Language of affiliation
- 340 COUNTRIES ASSOCIATED WITH PATENT (R)
 A Country issuing patent
 B Country of applicant (R)
 C Country of patentee (R)
 D Country of inventor (R)
 E Country of conventional priority application
- 400 PLACE OF PUBLICATION AND PUBLISHER (R)
 A Place of publication (R)
 B Name of publisher
 C Full address of publisher (R)
 D Country of publisher (R)
- 410 PLACE OF MANUFACTURE AND NAME OF MANUFACTURER (R)
 A Place of manufacture (R)
 B Name of manufacturer
 C Full address of manufacturer (R)
 D Country of manufacturer (R)
- 420 PLACE AND NAME OF DISTRIBUTOR (R)
 A Place of distributor (R)
 B Name of distributor
 C Full address of distributor (R)
 D Country of distributor (R)
- 440 DATE OF PUBLICATION (R)
 A Date in formalized form
 B Date in non-formalized form
 C Type of date
- 441 DATE OF LEGAL DEPOSIT
 A Date of legal deposit

- 442 DATES RELATING TO PATENT (R)
 A Date of application
 B Date of exhibition priority
 C Date of conventional priority application
- 444 DATES RELATING TO STANDARD
 A Date
 B Type of date
- 446 DATES RELATING TO THESIS
 A Date
 B Type of date
- 450 SERIAL NUMBERING AND DATE
 A Serial numbering and date
- 460 PHYSICAL DESCRIPTION
 A Number of pieces and designation
 B Other descriptive details
 C Dimensions
 D Accompanying material (R)
- 465 PRICE AND BINDING (R)
 A Price (R)
 B Binding (R)
 C Date of price (R)
- 470 MATHEMATICAL DATA FOR CARTOGRAPHIC MATERIALS (R)
 A Statement of scale
 B Statement of projection
 C Statement of co-ordinates
 D Statement of equinox
- 480 SERIES STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY (R)
 A Series statement
 B Statement of responsibility associated with series statement (R)
 C Part statement
 D ISSN
 L Language of title
 S Script of title
- 490 PART STATEMENT (R)
 A Volume/part numeration and designation (R)
 B Pagination defining a part
 C Other identifying data defining a part
- 500 NOTE (R)
 A Note
- 510 NOTE ON RELATED ITEMS/ENTITIES (R)
 A Note
- 520 SERIAL FREQUENCY NOTE (R)
 A Frequency
 B Dates of frequency
- 530 CONTENTS NOTE (R)
 A Note

- 600 ABSTRACT (R)
A Abstract
L Language of abstract
- 610 CLASSIFICATION SCHEME NOTATION (R)
A Notation (R)
B Identification of classification scheme
C Classification scheme code
- 620 SUBJECT DESCRIPTOR (R)
A Subject descriptor (R)
B Identification of subject system
C Type of subject descriptor

6.2

MATRIX OF ALL
CCF DATA ELEMENTS

This matrix of data elements shows all the fields which occur in the CCF. The letters M and O indicate whether the field is mandatory or optional for each type of material which may be described. The first seven columns list the bibliographic materials described in CCF/B: Books, Periodicals, Reports, Theses, Cartographic materials, Patents and Standards. The next three columns list the kinds of entities described in CCF/F: Projects, Institutions and Persons.

	BOOKS	PERIODICALS	REPORTS	THESES	CARTOGRAPHIC	PATENTS	STANDARDS	PROJECTS	INSTITUTIONS	PERSONS
001 Record identifier	M	M	M	M	M	M	M	M	M	M
010 Record identifier for secondary segments	M	M	M	M	M	M	M			
011 Alternative record identifier	O	O	O	O	O	O	O	O	O	O
015 Bibliographic level of secondary segment	M	M	M	M	M	M	M			
020 Source of record	M	M	M	M	M	M	M	M	M	M
021 Completeness of record	M	M	M	M	M	M	M	M	M	M
022 Date entered on file	M	M	M	M	M	M	M	M	M	M
023 Date and number of record version	O	O	O	O	O	O	O	O	O	O
030 Character sets used in record	M	M	M	M	M	M	M	M	M	M
031 Language and script of record	M	M	M	M	M	M	M	M	M	M
040 Language of item/entity	M	M	M	M	M	M	M	O	O	O
041 Language and script of summary	O	O	O	O			O	O		
050 Physical medium	O	O	O	O	O	O	O			
060 Type of material	O	O	O	O	O	O	O			
061 Type of patent document							O			
062 Type of factual information								M	M	M
063 Type of standard							M			
080 Segment linking field: vertical rel.	M	M	M	M	M	M	M			
085 Segment linking field: horizontal rel.	M	M	M	M	M	M	M			
086 Field to field linking	M	M	M	M	M	M	M	M	M	M
088 Record to record linking	M	M	M	M	M	M	M	M	M	M
100 Int'l. Standard Book Number (ISBN)	M		M		M	M	M			
101 Int'l. Standard Serial Number (ISSN)		M	M		M		M			
102 CODEN (for serials)		O	O							
110 National bibliography number	O	O	O	O	O	O	O			
111 Legal deposit number	O	O	O	O	O	O	O			
120 Document number	O	O	O	O	O	O	O			
125 Project number				O	O					M
130 Contract number				O						O

	BOOKS	PERIODICALS	REPORTS	THESES	CARTOGRAPHIC	PATENTS	STANDARDS	PERSONS	INSTITUTIONS	PROJECTS
200 Title	M	M	M	M	M	M	M			M
201 Key title		M	M		M		M			
210 Parallel title	O	O	O	O	O	O	O			
230 Other title	O	O	O	O	O	O	O			
240 Uniform title	O	O	O	O	O	O	O			
260 Edition statement	O	O	O		O	O	O			
300 Name of person	M	M	M	M	M	M	M	M	O	M
310 Name of corporate body	M	M	M	M	M	M	M	M	M	
320 Name of meeting	M	M	M		M		M			
330 Affiliation	O	O	O	O	O	O	O			
340 Countries associated with patent							M			
400 Place of publication and publisher	M	M	M	M	M	M	M			
410 Place of manufacture and manufacturer	O	O	O	O	O	O	O			
420 Place of distribution and distributor	O	O	O	O	O	O	O			
430 Address								O	O	O
440 Date of publication	M	M	M	M	M	M	M			
441 Date of legal deposit	O	O	O	O	O	O	O			
442 Dates related to patent							M			
444 Dates related to standard							M			
446 Dates related to thesis				M						
448 Start and end dates								O	O	
450 Serial numbering and date			O	O		O				
460 Physical description	O	O	O	O	O	O	O			
465 Price and binding	O	O	O	O	O	O	O			
470 Mathematical data for cartographic material							M			
480 Series statement	O	O	O		O	O	O			
490 Part statement	M	M	M		M	M	M			
500 Note	O	O	O	O	O	O	O	O	O	O
510 Note on related items/entities	O	O	O	O	O	O	O			
520 Serial frequency note		O								
530 Contents note	O	O	O		O	O	O			
600 Abstract / Description	O		O	O		O	O	O		
610 Classification scheme notation	O	O	O	O	O	O	O	O	O	O
620 Subject descriptor	O	O	O	O	O	O	O	O	O	O
650 Services provided								O	O	O
700 Human resources								O	O	
705 Equipment and other resources								O	O	
710 Financial resources								O	O	
715 Income components								O	O	
716 Expenditure components								O	O	
800 Nationality										O
810 Educational qualifications										O
820 Experience of person										O
860 Project status								O		

6.3

INDEX

The following is an index to the text of the CCF document and the data elements of the format specification. References indicate one or more section numbers (e.g., section 4.1, sections 2.6.1-2.6.2) or the identifier of a datafield (e.g., 441).

- AACR2 rules — 020
- abbreviated key title — 200 & 201
- abstract — 600
- accompanying material — 460
- added title page — 230
- address of author — 330
- affiliation of author — 330
- agency preparing record — 020
- alternative record identifier — 011
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- base address of data — label(12-16),
section 2.4.1
- bibliographic level of secondary segment —
015
- bibliographic level — label(7), section 2.4.1
& 015
- bibliographic relationships — section 2.5.1
- binding — 465
- Braille — 050

- cartographic data — 470
- cataloguing in publication — 021
- character set codes — 030
- character set used in record — 030
- character sets — section 2.6
- chronological relationships — section 2.5.1
- CIP record — 021
- classification notation — 610
- CODEN — 102
- collation — 460
- collection (bibliographic level) — label(7),
section 2.4.1
- completeness of record codes — section
4.14
- completeness of record — 021
- component part (bibliographic level) —
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- conference of CCF users — section 1.2
- conference name — 320
- contents note — 530
- contract number — 130

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- copyright date — 440
- corporate name — 310
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- country of patent — 340
- cover title — 230
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- datafields explained — section 2.4.3
- date entered on file — 022
- date of copyright — 440
- date of coverage — 440
- date of legal deposit — 441
- date of patent — 442
- date of person — 300
- date of publication — 440
- date of record creation — 022
- date of record version — 023
- date of serial — 450
- date of standard — 444
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- definitions — section 2.2
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- dimensions — 460
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- dissertation date — 446
- distributor — 420
- document number — 120

- edition statement — 260
- examples of complete records — section 5
- extension of format — section 2.7

- field linking codes — 086
- field links — section 2.5.5
- field occurrence indicator — directory,

- section 2.4.2
- field to field linking — 086
- film medium — 050
- frequency note (serial) — 520

- graphic characters — sections 2.6.3-2.6.6
- graphic set used in record — 030
- Greek alphabet — section 4.3

- hierarchical relationships — section 2.5.1
- history of CCF — section 1.2
- horizontal linking field — 085
- horizontal relationship codes — section 4.5
- horizontal relationships — section 2.5.2

- identifier of record for secondary segment — 010
- identifier of record — 001
- indicator length — label(10), section 2.4.1
- International Standard Book Number — 100
- International Standard Serial Number — 101
- International Standard Bibliographic Description — section 3.1
- ISO 2709 — section 2.4
- ISO standards — section 2.3.1

- key title (serials) — 201

- label — section 2.4.1
- language codes — section 4.1
- language of item — 040
- language of record — 031
- language of summary — 041
- language of title — 200
- laser/optical medium — 050
- legal deposit agency — 111
- legal deposit date — 441
- legal deposit number — 111
- length of field — directory
- Library of Congress Classification — 610
- linking mechanisms — section 2.5
- links — section 2.5
- list of data elements — section 6.1
- local data elements in record — section 2.7 & 021
- local fields — section 2.7
- location of linking fields — section 2.5.3

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- manufacturer — 410
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- meeting name — 320
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- monograph (defined) — section 2.4.1

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- name of corporate body — 310
- name of distributor — 420
- name of manufacturer — 410
- name of meeting — 320
- name of person — 300
- name of publisher — 400
- names of countries (codes) — section 4.3
- national bibliography number — 110
- new record code — label(5), section 2.4.1
- note on bibliographic relationship — 510
- note — 500
- number of pieces — 460
- number of record version — 023

- occurrence identifier — directory, section 2.4.2
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- pagination of part — 490
- paper medium — 050
- parallel title — 210
- part statement — 490
- patent — 061
- patent date — 442
- personal name — 300
- physical description — 460
- physical medium — 050
- physical medium codes — 050
- place of distributor — 420
- place of manufacture — 410
- place of publication — 400
- price — 465
- project number — 125
- publication date — 440
- publisher — 400

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- record identifier, alternative — 011
- record identifier for secondary segment — 010
- record label — section 2.4.1
- record length — label(0-4), section 2.4.1
- record linking — section 2.5.1 & 088
- record separator — section 2.4.4
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