



UNIMARC Manual

Holdings Format

Version 1

Recommended by the Working Group on the UNIMARC Holdings format
Approved by the Permanent UNIMARC Committee (PUC)

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CONTENT

PREFACE.....	3
1. INTRODUCTION.....	5
1.1 Purpose and Scope	5
1.2 Use.....	5
1.3 Format Maintenance	5
1.4 Standards	5
1.5 Definitions	6
2. FORMAT STRUCTURE.....	9
2.1 General Structure	9
2.2 Functional Blocks.....	9
2.3 Data Fields Set of Principles.....	10
2.4 Technical Elements of Records	10
3. GUIDELINES FOR USE.....	12
3.1 Mandatory Fields	12
3.2 Levels of Holdings Statements	12
3.3 Control Functions	13
3.4 Field and Subfield Repetition.....	13
3.5 Subfield Order.....	14
3.6 Fill Character.....	14
3.7 Coded Data Values	14
3.8 Numerical Subfields	14
3.9 Punctuation	16
3.10 Format Use	16
3.11 Outline of Content of Records	17
3.12 Correspondence between UNIMARC/Holdings and UNIMARC/Bibliographic	18
3.13 Display of Holdings Records	19
3.14 Explanatory Notes	19
FIELD LIST	20
0 – IDENTIFICATION BLOCK.....	26
1-- CODED INFORMATION BLOCK.....	32
2-- LOCATION AND ACCESS BLOCK	43
3 -- NOTES BLOCK.....	53
5 -- EXTENT OF HOLDINGS BLOCK.....	62
7-- RESPONSIBILITY BLOCK.....	78
8-- SOURCE INFORMATION BLOCK.....	80
9-- NATIONAL USE BLOCK.....	83
APPENDIX L: COMPLETE EXAMPLES.....	84

PREFACE

A Working Group was appointed by the Permanent UNIMARC Committee (PUC) in 1999 to prepare the UNIMARC Holdings Format the first version of which is now finished.

The WG was charged to develop a UNIMARC format to hold the holdings information. Thus, it was necessary to develop a format, which would be able to describe information concerning the specific characteristics of a bibliographic unit or a set of bibliographic units existing in a given institution. The format must establish a common reference model that promotes not only consistency on the communication and exchange of holdings but also the possibility to build the structure scheme for the OPAC display. Additionally it should respect the philosophy and the original structure of UNIMARC and provide means for the exchange of the records between the local systems and international one.

The WG based its work on the UNIMARC Holdings Format on two main sources: the *UNIMARC Manual – Bibliographic Format* and ISO 10324 : 1997 – *Information and documentation - Holdings statements - Summary level*: the first was the basis for the structure of data elements and second one for the main concepts.

As the UNIMARC bibliographic format is the backbone of UNIMARC, any change introduced must be reflected also on UNIMARC holdings format, to maintain the necessary alignment.

Working Group on the UNIMARC Holdings Format:
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Mirna Willer and Tony Curwen have cooperated with the WG with comments and suggestions giving a huge amount of help to the development of this format.

Most of the work on the UNIMARC Holdings Format took place by e-mail, with meetings during the IFLA Conference in Jerusalem (2000), Boston (2001) and Glasgow (2002), and during the PUC Meeting in Saint Petersburg (2002). The final draft for the world wide review was accepted for posting on IFLANET at the PUC Ad Hoc meeting during the IFLA conference in Berlin (2003). This version of the format is the result of received comments which were accepted at the PUC meeting in Lisbon (2004), with some changes introduced at the PUC meetings that took place in 2005 and 2006.

1. INTRODUCTION

1.1 Purpose and Scope

The purposes of the UNIMARC Holdings Format are to facilitate the reporting of holdings data at national or international level and promote consistency in the communication of holdings information and location of an item.

The scope of the UNIMARC Holdings Format is to specify, in separate holdings records linked to the bibliographic records, the content designators (tags, indicators and subfields codes) to be assigned to holdings and to specify the logical and physical format of the records. It provides information related to the unique characteristics of continuing and non-continuing resources items, specifically, the owner entity, physical location, availability. Others specific information related with an item could be added in the holdings record according to the usage of the cataloguing agency.

The cataloguing agency may decide to use bibliographic fields in a UNIMARC Holdings Format record to record copy-specific information, instead of recording this information in a bibliographic format record. Thus, certain fields from the UNIMARC Bibliographic Format are validated in the UNIMARC Holdings Format, allowing institutions to put the data in either format record, using the same field numbers and same field contents.

The record format takes into account the data elements and the display requirements specified in ISO 10324-1997: *Information and documentation - Holdings statements - Summary level*.

1.2 Use

Each national bibliographic agency is responsible for the conversion of holdings records (or holdings fields) into the UNIMARC Holdings Format for transmission to other national agencies and can receive machine-readable records in the UNIMARC Holdings Format from other national agencies. The format is intended to provide the information required for a range of bibliographic activities, but not for all.

1.3 Format Maintenance

A committee of IFLA, the Permanent UNIMARC Committee (PUC), maintains the UNIMARC Holdings Format. Future changes to the format will be primarily defining additional fields, subfields and coded values where needed. Proposals for change will usually originate with those creating UNIMARC records or those using UNIMARC records. Changes will be made only through the Permanent UNIMARC Committee.

1.4 Standards

The structure of the UNIMARC Holdings Format assumes the use of the following standards:

ISO/IEC 646 : 1991 – Information technology – ISO 7-bit coded character set for information interchange

ISO 962 : 1974 – Information processing - Implementation of the 7-bit coded character set and its 7-bit and 8-bit extensions on 9-track 12.7mm (1/2 inch) magnetic tape.

ISO 1001 : 1986 – Information processing - File structure and labelling of magnetic tapes for information interchange.

ISO/IEC 2022 : 1994 – Information technology - Character code structure and extension techniques. 47p.

ISO/IEC 2022 / Cor.1:1999.

ISO/IEC 2375 : 2003 – Information technology - Procedure for registration of escape sequences and coded character sets.

ISO 2709 : 1996 – Information and documentation - Format for information exchange.

ISO 3166-1 : 1997 – Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes. Amendments issued occasionally.

ISO 3166-2 : 1998 – Codes for the representation of names of countries and their subdivisions --Part 2: Country subdivision codes.

ISO 3166-3 : 1999 – Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries.

ISO 6630 : 1986 – Documentation – Bibliographic control characters.

ISO 8601 : 2000 – Data elements and interchange formats - Information interchange - representation of dates and times.

ISO 10324 : 1997 – Information and documentation - Holdings statements - Summary level.

ISO 15511 : 2003– Information and documentation - International Standard Identifier for Libraries and Related Organizations (ISIL).

Other Related Documents

UNIMARC Manual – Bibliographic Format. – 2nd ed. – München : K.G. Saur, 1994. Updated by: Update 1 in 1996, Update 2 in 1998, Update 3 in 2000 and Update 4 in 2002

1.5 Definitions

The terms defined below are used in a special sense in UNIMARC Holdings; terms used in their normal bibliographic sense are not defined.

The following definitions are taken from ISO 10324 : 1997 *Information and documentation – Holdings statements – summary level.*

{See Glossary of terms and definitions in International Standards developed by ISO/TC 46/SC 9 - <http://www.nlc-bnc.ca/iso/tc46sc9/standard/glossary.htm>}

The definitions related to the concept of “continuing resource”, a concept which is not covered in ISO 10324, are taken from ISBD(CR)

Basic bibliographic unit:

Primary bibliographic unit for which holdings are being reported.

Note: Examples of basic bibliographic units are a book, a ten-volume encyclopaedia, a computer file, a map. A bibliographic item composed of several bibliographic units of which one does not predominate is considered to have multiple basic bibliographic units; examples include a multimedia kit or a musical score and parts. See also *secondary bibliographic unit; bibliographic unit.*

Bibliographic item; item:

Bibliographic unit or set of bibliographic units in any physical form, either serial or non-serial¹, that are published, issued or treated as an entity, and form the basis for a single bibliographic description.

¹ Now a continuing or non-continuing resource (see ISBD(CR))

Note: The bibliographic item is the entity referred to by the item identifier. Some bibliographic items consist of one or more basic bibliographic units; others consist of a basic bibliographic unit and one or more secondary bibliographic units. Examples of bibliographic items are: a single book, a set of maps, a musical score with parts, a compact digital disc, a multimedia kit, a manuscript collection, a microform journal, a videotape with an accompanying pamphlet, a loose-leaf publication together with its serially-issued updates², a journal, a newspaper.

Bibliographic unit:

Discrete bibliographic entity that constitutes either the whole or a part of the bibliographic item.

Note: A bibliographic unit may be a basic bibliographic unit, or a secondary bibliographic unit; it may be a single-part unit, a multipart unit, or a serial unit. A bibliographic unit may or may not correspond to a physical unit. Examples of bibliographic units are: a single volume, a serial publication, a multivolume monograph, an accompanying pamphlet, a set of serially issued updates.

Call number:

Data element in the location data area indicating the physical location of a bibliographic item or bibliographic unit in a collection.

Composite statement:

Holdings statement consisting of information about a) two or more copies of a bibliographic item or bibliographic unit held at a single location or sublocation, or b) copies at two or more sublocations, consolidated into a single statement. See also copy-specific statement.

Continuing resource:

A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

Copy-specific statement:

Holdings statement for a single copy of a bibliographic unit held at a single location. See also composite statement.

Holdings statement:

Record of the locations of a specific bibliographic item and, optionally, the units of that item held at the location.

Integrating unit:

Basic bibliographic unit or secondary unit that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating units can be finite or continuing.

Iteration:

An instance of an integrating resource, either as first published or after it has been updated.

Multipart unit:

Basic bibliographic unit or secondary bibliographic unit that is composed of a number of separate physical units that is complete or intended to be complete in a finite number of parts.

² Loose-leaf publication with its serially-issued updates, are examples of integrated resources (see ISBD(CR)).

Physical unit:

Discrete physical object that comprises the whole or part of the bibliographic unit.

Secondary bibliographic unit:

Discrete bibliographic unit that is supplementary or complementary to a basic bibliographic unit or to another secondary bibliographic unit.

Note: Examples of secondary bibliographic units are: a map in a pocket inside a book, a supplement to a newspaper, a separate index to a serial publication, a set of updates to a loose-leaf publication, or a pamphlet accompanying an audio disc. A secondary unit may itself be a single-part unit, multipart unit or serial unit. See also *basic bibliographic unit*; *bibliographic unit*.

Single -part unit:

Basic bibliographic unit or secondary bibliographic unit that is complete in a single physical unit.

Serial unit:

Basic bibliographic unit or secondary bibliographic unit that is issued in successive parts at regular or irregular intervals and intended to be continued indefinitely.

Summary holdings statement:

Holdings statement at the first (highest) level of enumeration, or chronology, or both, that records the units held at a location

2. FORMAT STRUCTURE

UNIMARC is designed according to an agreed set of principles. These have been adopted for UNIMARC Holdings Format.

2.1 General Structure

UNIMARC is a specific implementation of ISO 2709, an international standard that specifies the structure of records containing bibliographic data. It specifies that every bibliographic record prepared for exchange conforming to the standard must consist of:

- a RECORD LABEL consisting of 24 characters;
- a DIRECTORY consisting of a 3-digit tag of each data field, along with its length and its starting character position relative to the first data field;
- DATA FIELDS of variable length, each separated by a field separator, with the following layout:

RECORD LABEL	DIRECTORY	DATA FIELDS	R/T
--------------	-----------	-------------	-----

R/T = Record Terminator

ISO 2709 further specifies that the data in fields may optionally be preceded by indicators and subdivided into subfields. UNIMARC, as an implementation, uses the following specific options allowed under ISO 2709.

For general information on the format structure see *UNIMARC Manual: Bibliographic Format*, 3 Format Structure.

2.2 Functional Blocks

The fields of the holdings record are divided into functional blocks; the first (left most) digit of the tag indicates the block of the field.

0-- Identification Block: contains numbers that identify the record or the holding.

1-- Coded Information Block: contains fixed length data elements (usually coded) describing various aspects of the record or data.

2-- Location and access block: contains information that identifies the institution, physical site or collection at which a bibliographic unit is located or from which it may be available.

3-- Note Block: contains notes, intended for public display, that contribute to the identification of the item described in the holdings record.

5 --Extent of Holdings Block: contains information for caption, pattern, enumeration and chronology of a specific bibliographic item (basic or secondary unit) for which a location is to be made.

7-- Responsibility Block: contains a form of responsibility heading related to the item described in the holdings record.

8-- Source Information Block: contains the source of the record, and cataloguer's notes about the data not intended for public display.

9-- National Use Block: contains data local to the originator of the record. Field tags will not be defined in the UNIMARC Holdings Format for intersystem exchange.

2.3 Data Fields Set of Principles

(1) Tags should identify a field in two respects: i) the type of character string (e.g., location and call number) and ii) the function the character string performs in the record (e.g., levels). Assigning specific values to the character positions of the tags will show these aspects. Tags may be both numeric and alphabetic. First assignment will be numeric values, expanded to alphabetic values (lower case preferred) when required.

(2) Indicators should be tag dependent but used as consistently as possible across all fields. Indicators may be both numeric and alphabetic. First assignment will be numeric values, expanded to alphabetic values (lower case preferred) when required.

(3) Subfield identifiers will be tag dependent, but, as far as possible, common data elements will be identified by the same subfield identifiers across fields. Subfield identifiers may be both numeric and alphabetic. First assignment will be alphabetic values (lower case preferred), expanded to numeric values when required. Subfield identifiers will be given values for identification rather than for file arrangement. Apart from subfield \$6 which, when present, must always be the first subfield in the field, there will be no specified order for subfield identifiers, as order is determined by the data. ISO 10324 prescribes the sequence and format of data elements in order to ensure consistent recording and interpretation; however it does not prescribe the sequence in which data areas are to be displayed in a holdings statement.

(4) Descriptive information carried in notes is not intended for use as access points.

2.4 Technical Elements of Records

Content designator - The means of identifying data elements and/or providing additional information about a data element. Content designators consist of tags, indicators and subfield identifiers.

Data element - The smallest unit of information that is explicitly identified. Within a variable field, a subfield identifier identifies a data element and it forms a subfield. Within the record label, directory, and fixed length subfields, the data elements are identified by their character positions.

Data element identifier - See subfield identifier.

Field - A defined character string, identified by a tag, which contains data.

Variable field - A field in which the length of an occurrence of the field is determined by the length (in characters) required to contain the data elements (including indicators, subfield identifiers, and the field separator) stored in that occurrence. The length may vary from one occurrence to the next. A variable field may contain one or more data elements or subfields.

Tag - A series of three characters used to specify the name or label of an associated field.

Indicator - A character (numeric or alphabetic) associated with a variable field that supplies additional information about the contents of the field, about the relationship between the field and other fields in the record, or about the action required in certain data manipulation processes.

Subfield - A defined unit of information within a field (see also data element).

Subfield identifier - A code consisting of two characters to identify individual subfields within a variable field. The first character is always control function 1/15 from ISO 646 and the second character is either numeric or alphabetic. Subfield identifiers are synonymous with data element identifiers.

Field separator - A control character used at the end of each variable field to separate it from the next field (control function 1/14 of ISO 646).

Record terminator - The final character in each record (control function 1/13 from ISO 646).

3. GUIDELINES FOR USE

3.1 Mandatory Fields

In addition to Record Label and Directory, the following fields must be present in the machine-readable records.

- 001 Record Identifier
- 004 Related Bibliographic Record Identifier
- 100 General Processing Data (certain data elements only)
- 170 Acquisition Status
- 171 Collection Management
- 252 Location and Call Number or 256 Electronic Location and Access
- 801 Originating Source

The presence of other fields depends on the level of the holdings record that is controlled by the practice of the bibliographic agency responsible for the creation of the record. However, if a data element is present, it must be fully content designated according to the prescriptions defined in this document.

3.2 Levels of Holdings Statements

According to the guidelines for applying ISO 10324 : 1997 *Information and documentation – Holdings statements – summary level*, the holdings statement can have 3 levels:

Level 1 holdings

Level 1 identifies the item and the holding institution. This level is sufficient for single-part items, but gives no indication of extent of holdings for multipart items and continuing resources items.

Report the institution identifier for each bibliographic item, regardless of retention policy or completeness of holdings. Minimally, it consists of an item identifier for the bibliographic item for which holdings are recorded and a location identifier. The item identifier may be contained in field 004 Related bibliographic record identifier. The location identifier is contained in subfield \$a Institution identifier of field 252 Location and call number.

Levels 2 and 3 holdings

Level 2 adds to level 1 general guidance as to the extent of an institution's holdings. Minimally, in addition to the requirements for level 1, it could include:

- Receipt or acquisition status (170 \$a/0)
- General retention policy (171 \$a/0)
- Completeness designator (171 \$a/5)

Level 3 includes a statement of summary extent of holdings.

1. Determine the basic bibliographic unit(s) and the secondary bibliographic unit(s) for the bibliographic item.
2. Determine whether each unit is continuing resources, multipart or single-part.
3. Report general holdings (level 2) or extent of holdings (level 3) for each unit as indicated under the description of the data elements.

The summary holdings statement may be either open or closed. Minimally, in addition to the requirements for level **2**, it includes **summary** holdings information, that is, holdings at the first level of enumeration and chronology, in one or more of the following holdings data fields:

- 500 Caption and patterns – basic bibliographic unit
- 501 Caption and patterns – secondary bibliographic unit supplementary materials
- 502 Caption and patterns – secondary bibliographic unit indexes

- 510 Enumeration and chronology - basic bibliographic unit
- 511 Enumeration and chronology - secondary bibliographic unit: supplementary materials
- 512 Enumeration and chronology - secondary bibliographic unit: indexes

- 520 Textual holdings - basic bibliographic unit
- 521 Textual holdings - secondary bibliographic unit: supplementary materials
- 522 Textual holdings - secondary bibliographic unit: indexes

The following are examples of bibliographic items and their corresponding units in the ISO standard:

Item	Unit
Single volume monograph	1 basic
Multipart monograph	1 basic
Multipart monograph with periodically issued revised volumes	1 basic
Journal with no supplements	1 basic
Set of maps	1 basic
Phonorecord	1 basic
Kit with 5 components	5 basic
Music score and 2 parts	3 basic
Book with pocket fiche	1 basic + 1 secondary
Journal with a journal supplement	1 basic + 1 secondary
Videotape with program notes	1 basic + 1 secondary
Loose-leaf publication with serially issued updates	1 basic + 1 secondary

3.3 Control Functions

Control functions permitted in the UNIMARC Holdings Format are confined to those used for subfield codes, field separators, and record terminator, as specified in ISO 2709; character set escape sequences as specified in ISO 2022; and those for indicating filing information, superscripts, and subscripts as specified in ISO 6630. No control functions are allowed to specify typographical functions such as italics. The use of control functions in UNIMARC Holdings Format records is fully described in the *UNIMARC Manual Bibliographic Format*, Appendix J.

3.4 Field and Subfield Repetition

If the word "repeatable" is associated with a field, then that field may occur more than once in a record. If "repeatable" is associated with a subfield identifier, then that subfield may occur more than once in an occurrence of the field.

3.5 Subfield Order

There is no specified order implied in the values of the subfield identifiers. Subfield identifiers are assigned values for identification purposes, not for file arrangement.

3.6 Fill Character

A complete record, fully content designated, is naturally the preferred record for international exchange purposes. In some cases, however, it may not be possible to convert a national record into the UNIMARC Holdings Format and provide the full content designation and coded information as prescribed. To minimize the ambiguities that could result if the indication of this lack of information were left to the discretion of each national agency faced with the circumstances described above, a character, hereafter referred to where this occurs as a "fill character," is used in place of the required information. This character will be the "|" (vertical line, code table position 7/12 in ISO 646).

The fill character can be used whenever a content designator or coded information cannot be determined by the encoding agency. It thus occurs in the following situations: i) encoding agency does not use this content designator or code this information, or ii) encoding agency uses this content designator or codes this information but in this particular record does not know the correct value, or iii) encoding agency uses similar values for this content designator or coded information but they cannot be translated to the exact UNIMARC Holdings Format equivalents.

The following rules apply to the use of the fill character: fill characters may only be used for indicators and coded data values that are not mandatory, thus fill characters may *not* be used in the Record Label or Directory as subfield identifiers or to replace punctuation or other special characters in the data portion of fields.

3.7 Coded Data Values

The following conventions are used in the assignment of coded values in the Record Label and coded data subfields:

- Information not available.

u - Unknown. Used when codes are being assigned, but the appropriate specific value cannot be determined.

x - Not applicable. Used when a characteristic is not appropriate for the *type* of entity being described.

y - Not present. Used when the characteristic being coded is not present for the entity being described.

z - Other. Used when codes are being assigned and the characteristics of the entity are known, but none of the defined codes is appropriate.

| - Fill character. Used when no attempt is being made to assign the codes.

3.8 Numerical Subfields

The following numerical subfields have been defined for use in the holdings format:

Subfield	Definition	Note
\$2	System Code or source	2-- block
\$2	Link Text	256
\$3	Authority Record Number	7-- block
\$4	Relator Code	7-- block
\$6	Interfield Linking Data	5-- block
\$7	Script of Field	2-- block; 3-- block; 5-- block
\$9	Local Use	

\$6 Interfield Linking Data

This subfield contains information allowing the field to be linked for processing purposes to other fields in the record. The subfield also contains a code indicating the reason for the link. The first two elements in the subfield (character positions 0-2) must always be present when the subfield is used; the third element (character positions 3-5) is optional. Thus the length of this subfield may be either 3 or 6 characters. Subfield \$6 should be the first subfield in the field.

Data entered in subfield \$6 is recorded as follows:

Name of Data Element	Number of Characters	Character Positions
Linking explanation code	1	0
Linking number	2	1-2
Tag of linked field	3	3-5

\$6/0 Linking explanation code

This code specifies the reason for the interfield linkage. The following value is defined:

- a = alternative script
- z = other reason for linking

\$6/1-2 Linking number

This two-digit number is carried in subfield \$6 of each of the fields to be linked together. Its function is to permit matching of linking fields and is not intended in any way to act as a sequence or site number. The linking number may be assigned at random as long as the numbers assigned to each of the fields in the pair or group to be linked together are identical and differ from the number assigned to any other pair or group within the record.

\$6/3-5 Tag of linked field

This element consists of the three-character UNIMARC tag of the field being linked to. The element is optional: if the tags of both linked fields are identical, it would usually be omitted.

\$7 Script of Field

The script of cataloguing (location, notes, etc.) is identified in field 100 of the record [position 20-21]. Some agencies need to record locations, notes, and holdings statement in more than one script form because of transliteration and alternative script orthographies used for a language (e.g., kana and kanji scripts for Japanese; devanagari, khmer, and lao scripts for Pali). Alternative script representations of the locations, notes, and holdings statement may be co-resident in a holdings record.

The alternative script forms of the 2-- record location are recorded in additional 2-- location fields, with a \$7 Script of cataloguing and the base location subfield that indicates the difference from the script defined in field 100. The alternative script forms of notes or holdings statement are carried as repeated tags in their respective blocks.

The various script forms of the same location, note or holdings statement are linked through a \$6 linking subfield and the scripts are identified by a \$7 Script of cataloguing and the base location subfield. The subfield would usually be omitted in those fields with the same alphabet/script as that coded in 100 character position 20-21.

Example

```
001 163279
100 ##$aYYYYMMDDenga03#####ba0
252 ##$6a01$a[Institution Identifier]$j[Call number]
252 ##$6a01$7ca$a[Institution Identifier in Cyrillic]$j[Call number in Cyrillic]
```

3.9 Punctuation

ISO 10324 prescribes punctuation and separators only for the “General Holdings Area” and the “Extent of Holdings Area”. Separators between areas are not prescribed, nor punctuation within the Location, Date of Report or Holdings Note Area.

In the interests of consistency between users of UNIMARC, this Manual also makes certain recommendations with regard to punctuation. It recommends that, with a small number of exceptions, punctuation be omitted at subfield boundaries.

All other punctuation is carried in the record according to the practice of the bibliographic agency issuing the record.

3.10 Format Use

Holdings Entry Records

This format is designed to support primarily the communication of holdings *entry records*. These records may also carry alternative entry holdings related to the location and access, for which the record was created. A 5-- field is used for specifying the pattern, caption, enumeration and chronology of a holding.

Bibliographic item model

According ISO 10324³ a bibliographic item is defined as follows:

```
Bibliographic item
  Basic bibliographic unit (repeatable)
    Non-serial
      Single-part
      Multipart
    Serial / Integrating Resource4
```

³ ISO 10324:1997, Annex A: Taxonomy of a bibliographic item (normative)

Secondary bibliographic unit (repeatable)

Non-serial

Single-part

Multipart

Serial / *Integrating Resource*

According to this model, a bibliographic item is made of one or more bibliographic units. Each bibliographic unit may be a basic or a secondary unit, serial, *integrating* or non-serial units. Non-serial units are made of a finite number of constituent parts (one or more) while serial *and integrating* units vary from one to infinite. (see also 3.1 Mandatory fields, for examples of bibliographic items and units).

Multiple enumerations

For a continuing resources or multipart unit within a serial or multipart unit, each with its own numbering scheme, the enumeration appropriate to the basic bibliographic unit specified in the Holdings Record Identifier shall be recorded.

For alternative enumerations, if there is a scheme of continuously incrementing issue numbers or other numbering schemes in addition to a regular scheme of enumeration, the alternative numbering scheme or schemes may be recorded, following the regular scheme of enumeration and separated using an equals sign. When alternative numbering exists, there should be correlation between the different enumeration schemes.

Example

v. 1-5 = nr 1-60

3.11 Outline of Content of Records

3.11.1 UNIMARC Holdings Record

ISO 10324 Area

Record Label	General Holdings Area, Type of Unit Designator
0-- Identification Block	Item Identification Area
1-- Coded Information Block	General Holdings Area
2-- Location and Access Block	Location Data Area
3-- Notes Block	Holdings Note Area
5-- Extent of Holdings Block	Extent of Holdings Area
7-- Responsibility Block	
8-- Source Information Block	

3.11.2 Correspondence between ISO 10324 Holdings Statements and UNIMARC Holdings Format

ISO Area/Data element

UNIMARC/Holdings

Item Identification Area

004

⁴ In ISO 10324, Annex A, there is no mention of Integrating Resource (this is a new term used by the ISBD), but in 3.1, taken from ISO, there is a method of recording loose leaf publications (an example of integrating resource).

Location Data Area	2--
Institution Identifier	252 \$a
Sublocation Identifier	252 \$b
Copy Identifier	252 \$n
Call Number	252 \$j
Date of Report Area ⁵	100 \$a/0-7 005
General Holdings Area	Record Label & 1--
Type of Unit Designator	Record Label, ch. pos. 7
Completeness Designator	171 \$a/5
Acquisition Status Designator	170 \$a/0
Retention Designator	171 \$a/0
Extent of Holdings Area	5--
Name of Unit	50- \$j
Extent of Unit	50- \$k
Enumeration	51-
Chronology	51-
Specific Extent Note	50- \$l
Holdings Note Area	3--

3.12 Correspondence between UNIMARC/Holdings and UNIMARC/Bibliographic

UNIMARC Holdings Fields

004 Related Bibliographic Record Identifier
035 Other Systems Control Number
252 Location and Call Number
256 Electronic Location and Access

UNIMARC Bibliographic Fields

001 Record Identifier
035 Other Systems Control Number
852 Location and Call Number
856 Electronic Location and Access

UNIMARC/Bibliographic fields valid in UNIMARC Holdings Format

130 Coded Data Field: Microforms
135 Coded Data Field: Electronic Resources
141 Coded Data Field: Copy Specific Attributes

310 Notes Pertaining to Binding and Availability
316 Note Relating to the Copy in the Hand
317 Provenance Note
318 Action Note
345 Acquisition Information Note

702 Personal Name - Secondary Responsibility (Related to Copy)
712 Corporate Body Name - Secondary Responsibility (Related to Copy)
722 Family Name - Secondary Responsibility (Related to Copy)

⁵ This data gives the date on which the holdings statement was created or last updated

3.13 Display of Holdings Records

According to ISO 10324 the following formats may be used to arrange the holdings statement areas in a display.

Style A:

Item Identification Area

Location Data Area -- Date of Report Area -- (General Holdings Area) Extent of Holdings Area + ... + (General Holdings Area) Extent of Holdings Area -- Holdings Note Area

Style B:

Item Identification Area

Location Data Area

Date of Report Area

(General Holdings Area)Extent of Holdings Area

(General Holdings Area)Extent of Holdings Area

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Holdings Note Area

3.14 Explanatory Notes

Throughout the text of the format, the following conventions have been used.

- (1) The dollar sign (\$) has been used in place of the character IS1 (of ISO 646) as the first character of a subfield identifier.
- (2) The character # has been used in the examples to indicate a blank.
- (3) In the examples the field separator character is assumed and is not shown explicitly.
- (4) The phrase “not defined” associated with an indicator position means that no values have been given to that indicator position.
- (5) Externally maintained code lists are needed in some subfields. These code lists are contained in the following Appendixes of the *UNIMARC Manual Bibliographic Format*.

Appendix A: Language Codes

Appendix B: Country Codes

Appendix C: Relator Codes

Appendix D: Geographic Area Code

Appendix H: Cataloguing Rules

Appendix J: Character Sets

FIELD LIST

Fields, which are represented in the main sequence, are in **bold**.

0-- IDENTIFICATION BLOCK

- 001 **Holdings Record Identifier**
- 004 **Related Bibliographic Record Identifier**
- 005 **Version Identifier**
- 035 **Other Systems Control Number**
- 070 **Inventory Number**

1-- CODED INFORMATION BLOCK

- 100 **General Processing Data**
- 130 **Coded Data Field: Microforms**
- 135 **Coded Data Field: Electronic Resources**
- 141 **Coded Data Field: Copy Specific Attributes**
- 170 **Coded Data Field : Acquisition Status**
- 171 **Coded Data Field : Collection Management**
- 172 **Coded Data Field : Information Service Policy**

2-- LOCATION AND ACCESS BLOCK

- 252 **Location and Call Number**
- 255 **Past Location and Call Number**
- 256 **Electronic Location and Access**

3-- NOTES BLOCK

- 300 **General Notes**
- 301 **Notes Pertaining to Identification Numbers**
- 302 **Notes Pertaining to Coded Information**
- 371 **Notes on Information Service Policy**
- 372 **Notes on Physical Characteristics of an Item**
- 373 **Notes Pertaining to Copy History**
- 375 **Notes Pertaining to Copy and Version Identification**

5-- EXTENT OF HOLDINGS BLOCK

- 500 **Captions and Pattern – Basic Bibliographic Unit**
- 501 **Captions and Pattern – Secondary Bibliographic Unit: Supplementary Materials**
- 502 **Captions and Pattern – Secondary Bibliographic Unit : Indexes**
- 510 **Enumeration and Chronology – Basic Bibliographic Unit**
- 511 **Enumeration and Chronology – Secondary Bibliographic Unit: Supplementary Materials**
- 512 **Enumeration and Chronology – Secondary Bibliographic Unit: Indexes**
- 520 **Textual Holdings – Basic Bibliographic Unit**
- 521 **Textual Holdings – Secondary Bibliographic Unit: Supplementary Materials**
- 522 **Textual Holdings – Secondary Bibliographic Unit: Indexes**
- 530 **Item Information – Basic Bibliographic Unit**
- 531 **Item Information – Secondary Bibliographic Unit: Supplementary Materials**
- 532 **Item Information – Secondary Bibliographic Unit: Indexes**

7-- RESPONSIBILITY BLOCK

8-- SOURCE INFORMATION BLOCK

801 Originating Source

830 General Cataloguer's Note

9-- NATIONAL USE BLOCK

APPENDIX L – Complete examples

RECORD LABEL

The record label is constructed according to the provisions of ISO 2709

Occurrence

The record label occurs at the beginning of every record. Mandatory. Not repeatable

Fixed Length Data Elements

The label as a whole is always 24 characters in length.

Name of data element	Number of characters	Character position(s)
Record length	5	0-4
Record status	1	5
Implementation codes	4	6-9
Indicator length	1	10
Subfield identifier length	1	11
Base Address of data	5	12-16
Additional record definition	3	17-19
Directory map	4	20-23

Notes on Field Contents

0-4 Record length

Five decimal digits, right justified, with zero fill where necessary

5 Record status

A single character denoting the processing status of the record

c = corrected or revised record

A holdings record to which changes have been made to correct errors, to bring it up to date, or one where fields have been deleted.

d = deleted record

A holdings record which is exchanged in order to indicate that a record bearing this control number is no longer valid. The holdings record may contain only the label, directory and 001 (record control number) field, or it may contain all the fields in the holdings record as issued; in either case GENERAL NOTE 300 field may be used to explain why the record is deleted.

n = new record

A new holdings record

6-9 Implementation codes

6 Type of record

One character code that indicates the characteristics of and defines the components of the record.

a = Single-part

Item which is complete in a single physical part.

b = Multipart

Item which is complete, or intended to be complete in a finite number of separate physical parts.

c = Serial

A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

The following are examples of materials that are coded "s": journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

d = Integrating resource

Bibliographic item/resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources may be finite or continuing.

The following are examples of materials that are coded "d": updating loose-leafs, databases and updating Web sites.

u = Holdings type unknown

7 Type of unit designator

One character code that specifies the component of the item to which the following general holdings information and/or the extent of holdings pertain.

= Information not available

a = Basic bibliographic unit

b = Secondary bibliographic unit : supplementary materials

c = Secondary bibliographic unit : indexes

x = Not applicable

8 Type of copy statement

a = copy-specific statement

Holdings statement for a single copy in a collection

b = Composite statement about multiple copies at a single location/sublocation

Holdings statement about two or more copies held at a single location or sublocation

c = Composite statement about copies at two or more sublocations

Holdings statement about copies at two or more sublocations consolidated into a single statement

9 Undefined

10 Indicator length

One decimal digit. For the UNIMARC holdings format the value is 2

11 Subfield identifier length

One decimal digit. For the UNIMARC holdings format the value is 2

12-16 Base address of data

Five numeric digits, right justified with leading zeros, indicating the starting character position of the first data field relative to the beginning of the record.

17-19 Additional record definition

17 Encoding level

A one character code that indicates the level of specificity of the holdings statement. Codes 1, 2 and 3 reflect the requirements of Levels 1, 2 and 3 of Holdings Statements – Summary Level (ISO 10324). A single part item holdings statement is recorded at level 1. A multipart or serial item holdings statement may be recorded at any level.

1 = Level 1

Identifies the item and the holding institution. This level is sufficient for single-part items, but gives no indication of extent of holdings for multipart items or serial items.

2 = Level 2

Adds to level 1 general guidance as to the extent of an institution's holdings.

3 = Level 3

Includes a statement of summary extent of holdings.

m = Mixed level

Indicates that the level of holdings statement is mixed, for example when the levels for retrospective and current holdings differ.

u = Unknown

z = Other level

18 Item information in record

One character code that indicates whether item information is in the record, contained in one or more occurrences of fields 530-532

0 = No item information

1 = Item information

x = Not applicable

19 Undefined

20-23 Directory map

20 Length of "Length of field"

One decimal digit giving the number of characters in the “Length of field” part of each directory entry. The value in UNIMARC holdings format is 4.

21 Length of “Starting character position“

One decimal digit giving the number of characters in the “Starting character position“ of each directory entry. The value in UNIMARC holdings format is 5.

22 Length of implementation-defined portion

A decimal digit giving the number of characters in the implementation-defined portion of each directory entry. As a UNIMARC directory entry does not contain such a portion, the value in UNIMARC is 0.

23 Undefined (blank).

0 – IDENTIFICATION BLOCK

This block contains those numbers that identify the item or the copy recorded in it.

- 001 Holdings Record Identifier
- 004 Related Bibliographic Record Identifier
- 005 Version Identifier
- 035 Other Systems Control Number
- 070 Inventory Number

Occurrence

Fields 001 and 004 are mandatory in every record. Other fields are entered when data is available.

001 HOLDINGS RECORD IDENTIFIER

Field definition

This field contains the record control number assigned by the agency preparing the record.

Occurrence

Mandatory. Not repeatable.

Indicators

In conformance with ISO 2709 this field does not have indicators.

Subfields

In conformance with ISO 2709 this field does not contain subfields.

Notes on field contents

There are no restrictions on the form of the record identifier.

Related Fields

An agency may be using other separately identified numbers such as ISBN or National Bibliography Number as a Record Identifier.

Examples:

EX 1
001 163279

EX 2
001 02-8576

004 RELATED BIBLIOGRAPHIC RECORD IDENTIFIER

Field definition

This field contains an identifier of the bibliographic record for the item for which the holdings are reported. If the identifier is the record control number of the bibliographic record to which the holdings record is related, it is recommended that it be directly preceded by a standard designation for the institution or system by which it was assigned, enclosed in parentheses.

Occurrence

Mandatory. Not repeatable.

Indicators

In conformance with ISO 2709 this field does not have indicators.

Subfields

In conformance with ISO 2709 this field does not contain subfields.

Notes on field contents

There are no restrictions on the form of the related bibliographic record identifier. The application is the same as field 001 RECORD IDENTIFIER defined in *UNIMARC Manual: Bibliographic Format*.

Related Fields

An agency may be using other separately identified numbers such as ISBN or National Bibliography Number as a Record Identifier.

Examples

EX 1

(PTBN)345231

Number of the bibliographic record to which the holdings record is related, preceded by the identifier for the National Library of Portugal, in parentheses.

EX 2

ISBN 972-565-325-4

EX 3

ISSN 0374-5406

EX 4

(DLC)86-13927

005 VERSION IDENTIFIER**Field Definition**

This field consists of 16 characters indicating the date and time of the last record transaction/update. The date is recorded according to ISO 8601:2000 – *Data elements and interchange formats – information interchange – representations of dates and times*.

Occurrence

Optional, recommended. Not repeatable.

Indicators

In conformance with ISO 2709 this field does not have indicators.

Subfields

In conformance with ISO 2709 this field does not contain subfields.

Notes on field contents

The date is entered in ISO standard form (ISO 8601-1988) for dates: YYYYMMDD where YYYY represents the year, MM the month and DD the day of the month. The time is entered in the form HHMMSS.T where HH represents the hour using the twenty-four hour clock, MM the minutes, SS the seconds and .T tenths of a second. In all cases a leading 0 is added if necessary.

Related fields

- 100 GENERAL PROCESSING DATA (character position 0-7)
This is the date of original creation of the record and will not change even if the record is corrected or exchanged.
- 801 ORIGINATE SOURCE FIELD, subfield \$c
This subfield gives solely year, month and day of modification, transaction and/or issue

Examples

EX 1

005 20020712141236.0

The date of last transaction was 12th July 2002 at 14:12:36 hours (i.e. 2:12:36 p.m.). "July" is entered as "07" not "7", to preserve the format.

035 OTHER SYSTEMS CONTROL NUMBER

Field definition

The field contains the control number of a holdings record or a bibliographic record obtained from other sources

Occurrence

Optional. Repeatable.

Indicators

Indicator 1:

0 Number of a Holdings Record

1 Number of a Bibliographic Record

Indicator 2: blank (not defined)

Subfields

\$a System Control Number

A code for the organization in parentheses followed by the system control number for the record in that organization's database. The full name of the agency or a national code may be used. Not repeatable.

\$z Cancelled or Invalid Control Number
Repeatable

Notes on field contents

The control number is stored in the form contributed.

Related Fields

001 RECORD IDENTIFIER

The control number used as the unique identifier by the agency preparing the record.

Examples

EX 1

035 0#\$a(PTBN)1003263

The original holdings record control number was assigned by the National Library of Portugal.

EX 2

035 1#\$a(OCOLC)1553114\$z(OCOLC)153114

The original bibliographic record control number was assigned by OCLC. The original number assigned was invalid and has been superseded.

070 INVENTORY NUMBER

Field definition

This field contains accession, storage, loan or other numbers and volume and copy identifiers, assigned by the holding institution and considered important for item control.

Occurrence

Repeatable. Optional

Indicators

Indicator 1:

- # Unspecified Number Type
- 1 Accession Number
- 2 Storage Number
- 3 Loan Number
- 8 Other

Indicator 2:

- # No defined relation
- 1 Same as Shelf-Mark

Subfields

\$a Number
\$b Volume Identifier

\$c Copy Identifier

Examples

EX 1

070 1#\$a43278

EX 2

070 1#\$a57823\$b1° v.\$scopy 2

The accession number identifies the second copy of the first volume.

1-- CODED INFORMATION BLOCK

Definition and scope of Fields

This block contains coded fixed length data element related to the item or copy recorded in it.

- 100 General Processing Data
- 170 Coded Data Field : Acquisition Status
- 171 Coded Data Field : Collection Management
- 172 Coded Data Field : Information Service Policy

UNIMARC bibliographic fields valid in UNIMARC holdings records

- 130 Coded Data Field : Microforms
- 135 Coded Data Field : Electronic Resources
- 141 Coded Data Field : Copy Specific Attributes

Occurrence

Field 100 is Mandatory in every record. Other fields are entered as required by the type of the statement of the holding.

Notes on Field Contents

Data in these fields is generally defined in terms of the position of a character in a subfield, counting the first character following the subfield identifier as 0. If a bibliographic agency does not supply any coded information in a given field, the field will be omitted unless mandatory. If some data in a field is supplied but not all, the omitted data element positions will contain fill characters.

100 GENERAL PROCESSING DATA

Field definition

This field contains basic coded data applicable to all types of holdings records.

Occurrence

Mandatory. Not repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a General processing data. Not repeatable.

List of fixed length data elements:

Name of Data Element	Number of Characters	Character Position
Date entered on file (Mandatory)	8	0-7
Language of cataloguing (Mandatory)	3	8-10
Transliteration Code	1	11
Character set (Mandatory)	4	12-15
Additional character set	4	16-19
Script of cataloguing	2	20-21
Direction of script of cataloguing	1	22

Notes on Field Contents

0-7 Date Entered on File (Mandatory)

Eight numeric characters in ISO standard form (ISO 8601-1988) for dates: YYYYMMDD where YYYY represents the year, MM the month with leading 0 if necessary and DD the day of the month with leading 0 if necessary. Data elements not supplied will contain fill characters.

The date will usually be the date when the machine-readable record was created, to give some idea of the age of the record. A record corrected because of errors in keying or editing will not have a change of date. On exchange, the record should also retain its original date.

Example:

20 March 1999: 19990320

8-10 Language of Cataloguing (Mandatory)

A three-character code indicates the language used in cataloguing. The data in 2- Location and access appear as it would in a catalogue based on the language specified here. Also any

qualifiers, notes or other instructional information will be in the language of cataloguing. The UNIMARC Language Codes are used in this position. The codes are listed in Appendix A of the *UNIMARC Manual - Bibliographic Format*.

UNIMARC has no mechanism to denote the language of individual fields throughout the format.

11 Transliteration Code

A one-character code indicates the transliteration system used for the 2-- Location and access in the record.

a = ISO transliteration scheme
 b = other
 c = multiple transliterations: ISO or other schemes.
 d = Transliteration table established by the National Bibliographic Agency
 e = Transliteration without any identified transliteration table
 f = Other identified transliteration scheme(s)
 y = no transliteration scheme used

12-15 Character Set (Mandatory)

These four character positions indicate the principal graphic character sets used in the record. Positions 12-13 designate the G0 set and positions 14-15 designate the G1 set. If a G1 set is not needed, positions 14-15 contain blanks.

01 = ISO 646, IRV version (basic Latin set)
 02 = ISO Registration # 37 (basic Cyrillic set)
 03 = ISO 5426 (extended Latin set)
 04 = ISO DIS 5427 (extended Cyrillic set)
 05 = ISO 5428 (Greek set)
 06 = ISO 6438 (African coded character set)
 07 = ISO 10586 (Georgian set)
 08 = ISO 8957 (Hebrew set) Table 1
 09 = ISO 8957 (Hebrew set) Table 2
 10 = [Reserved]
 11 = ISO 5426-2 (Latin characters used in minor European languages and obsolete typography)
 50 = ISO 10646 Level 3 (Unicode)

Note that ISO 10646, being a 16-bit character set, contains all necessary characters. When positions 12-13 contain '50' this will be used for the C0, C1 and G0 sets. Positions 14-19 will contain blanks.

Examples:

Transmission is an 8-bit code with G0 set of ISO 646 and G1 set of ISO extended Latin: 0103

Transmission in an 8-bit code made up of basic Cyrillic and extended Cyrillic: 0204

Transmission in a 7-bit code using ISO 646 only: 01##

16-19 Additional Character Set

Two two-character codes indicate up to two additional graphic character sets used in communication of the record. The codes are the same as those listed above for character

positions 12-15. Positions 16-17 designate the G2 set and positions 18-19 designate the G3 set. If no additional character sets are needed, the bytes contain blanks. (The *UNIMARC Manual Bibliographic Format*, Appendix J, describes the action required when more than four sets must be accessed.) If no additional sets are involved, the four positions contain blanks.

20-21 Script of Cataloguing

A two-character code indicates the script used in cataloguing. The 2-- record heading appears in this script, as do qualifiers, notes and other instructional information.

ba	= Latin	ha	= Hebrew
ca	= Cyrillic	ia	= Thai
da	= Japanese ? script unspecified	ja	= Devanagari
db	= Japanese ? kanji	ka	= Korean
dc	= Japanese ? kana	la	= Tamil
ea	= Chinese	ma	= Georgian
fa	= Arabic	mb	= Armenian
ga	= Greek	zz	= Other

22 Direction of Script of Cataloguing

A single-character code indicates the direction of the script used in cataloguing, as coded in character positions 100/20-21:

0	= left to right
1	= right to left

Related Fields

302 NOTES PERTAINING TO CODED INFORMATION

Examples

EX 1

100 YYYYMMDDpory0103#####ba0

The language is Portuguese. No transliteration has been used. The character set is ISO 646 (basic Latin set) and ISO 5426, extended Latin. The script is Latin, the direction of the script is from left to right.

130 CODED DATA FIELD: MICROFORMS

Field Definition

This field contains coded data relating to microform reproduction of the copy and may be used both in UNIMARC bibliographic records or in UNIMARC holdings records, according to the usage of the bibliographic agency.

If the document only exists in microform field 130 of UNIMARC bibliographic format must be used.

The use of this field in the UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format

Related Fields

375 NOTES PERTAINING TO COPY AND VERSION IDENTIFICATION

135 CODED DATA FIELD: ELECTRONIC RESOURCES

Field Definition

This field contains coded data relating to electronic resources and may be used both in UNIMARC bibliographic record or in UNIMARC holdings record, according to the usage of the bibliographic agency.

If the document exists only as an electronic resource, field 135 of UNIMARC bibliographic format must be used.

The use of this field in the UNIMARC holdings format is according to the usage of the same field in the UNIMARC bibliographic format.

Related Fields

375 NOTES PERTAINING TO COPY AND VERSION IDENTIFICATION

141 CODED DATA FIELD: COPY SPECIFIC ATTRIBUTES

This field contains data relating to the copy specific attributes and may be used both in the UNIMARC bibliographic record and in the UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in the UNIMARC bibliographic format.

170 CODED DATA FIELD: ACQUISITION STATUS

This field contains coded data applicable to all types of holdings records that indicates whether a bibliographic unit has been or will be acquired for the reporting institution.

Occurrence

Mandatory. Not repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Acquisition status designator. Not repeatable.

Specific acquisition status for the unit at the date of the holdings report that indicates whether a unit has been or will be acquired for the reporting institution.

Notes on Field Contents

\$a/0 Receipt or acquisition status

- # = Information not available
- a = Completed or ceased
Used for received single-part or completed multipart units or for continuing resources that have ceased.
- b = on order
Used for serial or non serial units when the units are on order but have not yet been acquired.
- c = Received regularly
Used for serial units when published pieces are routinely being received.
- d = Not currently received
Used for serial units when newly published pieces are not being received, whatever the reason, by the reporting location.
- u = Unknown
- z = Other

\$a/1 Method of acquisition

- a = Purchase
Acquisition with monetary consideration.
- b = Gift
Acquisition without monetary consideration.
- c = Deposit
Transfer of a document to an organization without change of ownership.
- d = Legal deposit
Deposit in accordance with national or international law.
- e = Exchange
Acquisition by barter or payments in kind.
- f = International exchange
Acquisition by barter or payments in kind at international level.
- g = Free
Acquisition by gift, bequest or donation, without purchase or exchange.
- h = Donation
Document given to an organization to pay a debt.
- i = Incorporated
- j = Bequest (donation)
Document offered to an organization, sometimes with special conditions that the institution can refuse.
- x = Not applicable
- z = Other

\$a/2-9 Intent to cancel date

Eight characters (according to ISO 8601) that indicate an intent to cancel, the effective date of a cancellation or the date of the last expected part of a multipart or continuing resources item. Dates are recorded in the pattern YYYYMMDD. Any unknown portion is recorded as 00.

[YYYYMMDD] Date.
No intent to cancel or not applicable

Examples:

20020707 - 7th July 2002
20010500 - May 2001
00000000 - date unknown

Related Fields

302 NOTES PERTAINING TO CODED INFORMATION

Examples

EX 1

170 ##\$aaj#####

A single part item (\$a/0 = a) acquired by bequest (\$a/1 = j) with “intent to cancel date” not applicable (\$a/2-9 = #####)

EX 2

170 ##\$aba20030000

A multipart item on order (\$a/0 = b), acquired by purchase (\$a/1 = a), whose last volume is expected in 2003 (\$a/2-9 = 20030000)

171 CODED DATA FIELD: COLLECTION MANAGEMENT

This field contains coded data applicable to all types of holdings records, that indicates the extent and the consultation and retention policy of the described unit.

Occurrence

Mandatory. Not repeatable.

Indicators

Indicator 1: blank (not defined)
Indicator 2: blank (not defined)

Subfields

\$a Coded data. Not repeatable.

Notes on Field Contents

\$a/0 General retention policy

- # = Information not available or not applicable
- a = Permanently retained
The holding institution permanently keeps all pieces of the reported unit.
- b = Retained until replaced by other support
- c = Retained until replaced by cumulation, replacement volume or revision
- d = Limited retention (all parts not permanently kept)
Parts of an item are retained for a period of time (for example last three months, current year), or a specific number of units are retained (for example, every third issue, last two volumes). Specific time or part units may be recorded in field position 2-4.
- e = Sample issue retained
- f = Not retained
- z = Other

\$a/1 Availability

- # = Information not available
- a = In process
- b = Available
- c = Available under special conditions
- d = Not available
- u = Unknown
- z = Other

\$a/2-4 Specific retention policy

Three character positions that indicate the specific parts of the item that are retained when field position 1 contains code d.

No specific retention

\$a/2 Policy type

- a = Previous
Indicates that the previous time or part unit is retained (not including the current issue).
- b = Latest
Indicates that the latest time or part unit is retained (including the current issue).

\$a/3 Number of units

Contains a one-character number (1-9) that specifies the number of time or part units that are retained. When the policy retention code in character position 2 is Latest (code b), the number includes the current time or part unit. When the policy retention code is Previous (code a), the number does not include the current time or part unit.

\$a/4 Time or part units

- a = week(s)
- b = month(s)
- c = year(s)
- d = edition(s)
- e = issue(s) or volume(s)
- f = supplement(s)

\$a/5 Completeness designator

Gives information concerning the extent of the institution's holdings. The value used is based on the institution's own estimation of its holdings at the time of recording.

- # = Information not available
If the reporting institution has difficulty in obtaining valid information on the general completeness of its holdings the value “#” would be recorded. For continuing resources units the value “#” is used if retention is limited.
- a = Complete (95%-100% held)
used for continuing resources and multipart units.
- b = Incomplete (50%-94% held)
used for continuing resources and multipart units.
- c = Very incomplete or scattered (less than 50% held)
used for continuing resources and multipart units.
- x = Not applicable
value used for single-part unit.

\$a/6-8 Number of copies reported

Three character positions that indicate the number of copies reported. Right justified with zero fill.

Related Field

302 NOTES PERTAINING TO CODED INFORMATION

Examples**EX 1**

171 ##\$adba3a#001

Item available (\$a/1 = b), with limited retention (\$a/0 = d) that consists of the previous (\$a/2 = a) three (\$a/3 = 3) weeks (\$a/4 = a) being retained. Continuing resources unit with limited retention (\$a/5 = #), the information is reported to 1 copy (\$a/6-8 = 001).

EX 2

171 ##\$afb###x001

Item not retained (\$a/0 = f), available (\$a/1 = b) without specific retention (\$a/2-4 = ###), used for a single-part unit (\$a/5 = x), the information is reported to 1 copy (\$a/6-8 = 001).

172 CODED DATA FIELD: INFORMATION SERVICE POLICY

This field contains coded data applicable to all types of holdings records, that indicates the general policy of consultation, external lending or reproduction for a bibliographic unit in general or for one of its physical units specified in the holdings record.

Occurrence

Mandatory. Not repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Coded data. Not repeatable.

Notes on Field Contents

\$a/0 Consultation policy

- # = Information not available
- a = Available
- b = Available conditionally
- c = Not available
- u = Unknown

\$a/1 Lending policy

- # = Information not available
- a = Will lend
- b = Will not lend
- c = Will lend restricted number of copies
- d = Restricted lending policy (details in field 371)
- u = Unknown

\$a/2 Reproduction policy

- # = Information not available
- a = Will reproduce
- b = Will not reproduce
- c = Will reproduce under special conditions (details in field 371)
- u = Unknown

Related Field

371 NOTES ON INFORMATION SERVICES POLICY

Examples

EX 1

172 ##\$aaaa

Item available for consultation (\$a/0 = a), lending (\$a/1 = a) and reproduction (\$a/2 = a)

EX 2

172 ##\$aabb

Item available only for consultation (\$a/0 = a), neither lending (\$a/1 = b) nor reproduction (\$a/2 = b) allowed.

2-- LOCATION AND ACCESS BLOCK

Definition and Scope of Fields

This block contains the information needed to identify the institution, physical site or collection at which a bibliographic unit is located or from which it may be available.

The following fields are defined:

- 252 Location and Call Number
- 255 Past Location and Call Number
- 256 Electronic Location and Access

Occurrence

A holdings record must contain a field 252 or a field 256 to identify the physical site location that consists of a combination of an institution identifier and identifiers of one or many of its sub locations.

Others fields of 2-- block may be used if necessary.

252 LOCATION AND CALL NUMBER

Field Definition

This field is used to identify the organization holding the item or from which it is available. This field may also contain detailed information about how to locate the item in a collection.

Occurrence

Mandatory for physically located items. Not repeatable.

Indicators

Indicator 1: Shelving scheme

A value that indicates the classification or shelving scheme used.

No information available

No information about the shelving scheme is provided

0 Classification scheme (specified in subfield \$2)

1 Fixed location

Fixed shelving positions not using relative location class marks. This value should be used even if the collection is broadly classified.

The full shelf mark is entered in subfield \$j

2 Sequential number

This value is to be used when a library numbers items sequentially in accession or other order, or makes use of publishers' or distributors' own numbering systems for certain classes of material, for example, microforms, sound recordings, standards.

The full number is entered in subfield \$j.

3 Author, Title or Author/title

Shelving according to alphabetic order of author, title or author/title part

4 Parts shelved separately

This value should be used in the record for a monographic series to indicate that the separate volumes are individually classified and shelved. The record for each volume will contain its own location information.

The bibliographic record for the series as a whole may contain an overall class number, provided as a service for libraries wishing to keep the series together, but this would not be location information for the set in hand.

5 Other

The basis of arrangement is known but not specified.

Indicator 2: Shelving order

A value that indicates whether an item is shelved under a primary or alternative numbering scheme.

No information available

0 No enumeration

The item is not shelved by enumeration.

1 Primary enumeration

This value is also used when only one numbering scheme is applicable.

2 Alternative enumeration

Item carries two numbering schemes and is shelved by the secondary scheme.

Subfields**\$a Institution Identifier**

Identifies the institution or individual holding the item or from which access is given. The subfield contains an organization code or the name of the institution or individual. The codes are to be taken from ISO/CD 15511. National codes may be used or the "MARC Code List for Organizations" <http://www.loc.gov/marc/organizations/orgshome.html>. Institutions using a national code must declare this in any documentation describing their use of the exchange format.

Mandatory. Not repeatable.

\$b Sub-Location Identifier

The specific department, library, collection, or shelving location, within the holding organization in which the item is located or from which it is available. It may indicate the physical location within the collection or sub-location, for example, reference, oversized stacks, and may be given either in full or using standard abbreviations or codes, for example, Ref.

Repeatable only when recording a single hierarchically identified location within an institution.

\$c Address

Street address, city, state/county etc., zip code/post code etc., and country information for the current physical location of the item. Give the address of the sub-location (\$b) when present and different from that of the main building. Not repeatable.

\$d Coded Location Qualifier

A two- or three-character code that identifies the specific issues of the item that are located apart from the main holdings of the same item. Subfield \$d immediately follows the subfield \$a or \$b being qualified. Not repeatable.

Qualifier type

a = previous

The previous, not including the current, time or part unit is housed in a different location.

b = latest

The latest, including the current, time or part unit is housed in a different location.

Number of units

1-9 - Number of units

When a number is not required to identify the specific units, the number of units may be omitted. When Qualifier type is Latest (code b), the number includes the current time or part unit. When Qualifier type is Previous (code a), the number does not include the current time or part unit.

Unit type

Time

a = week(s)

b = month(s)

c = year(s)

Part

d = edition(s)

e = issue(s)

f = supplement(s)

\$e Non-coded Location Qualifier

Free text that is used when the codes in subfield \$d are inadequate for describing the unit that is located apart from the main holdings of the same item. Subfield \$e immediately follows the subfield \$a or \$b being qualified. Not repeatable.

\$g Call Number Prefix

Term preceding a call number. Not repeatable.

\$j Call Number

This subfield contains the Call Number including punctuation, spacing and capitalization as specified by the institution holding the item. The Call Number may also include an implicit or explicit Copy Identifier, or a Copy number, or a volume number, or shelving or custodial location. When these take the form of separable elements, use the appropriate subfields for them. Not repeatable.

\$k Shelving Form of Title, Author, Author/Title

The shelving title part, author's name or author/title of an unclassified item that is shelved by these data. (Indicator 1 = 3). Not repeatable.

\$l Call Number Suffix

Term following the call number.

\$m Item Identifier

The subfield contains identification of a single piece, i.e. a physically separate bibliographic item. The designation may be an identification number like bar code number or an accession number. Not repeatable.

\$n Copy Identifier

A copy number or a range of numbers for copies that have the same location.

If used, the Copy Identifier element shall be reported in conjunction with the Sub-location Identifier or the Institution Identifier or both. In some cases, the Copy Identifier may be explicitly or implicitly present as part of the Call Number. When it takes the form of separable element, use subfield \$n for it; in such cases it is not necessary to repeat the element in the subfield \$j. . A composite holdings statement may be used to record information about two or more copies of a bibliographic unit held at a single location or sub-location. Non-repeatable.

Alternatively, separated copy-specific statements may be used to record holdings for each copy.

\$p Country

Contains the country code for the principal location identified in subfield \$a. The codes are to be taken from the two character codes of ISO 3166 (see Appendix B). Not repeatable.

\$t Copy Number

A copy number or a range of numbers for copies that have the same location.

In some cases, the Copy Number may be explicitly present as part of the Call Number. When it takes the form of separable element, use subfield \$t for it; in such cases it is not necessary to repeat the element in the subfield \$j. A composite holdings statement may be used to record information about two or more copies of a bibliographic unit held at a single location or sub-location. Not repeatable.

Alternatively, separated copy-specific statements may be used to record holdings for each copy.

\$x Non-public Note

Information that is not written in a form suitable for public display. Repeatable.

\$y Public Note

Repeatable.

\$2 System Code

The specific classification or other scheme and edition used for the arrangement of materials. This subfield must be used when Indicator 1 has the value 0. The codes are listed in Appendix G.

Examples**EX 1**

252 41\$a[location identifier]\$bMain, mezzanine stacks

EX 2

252 ##\$aDLC\$bManuscript Division\$cJames Madison Memorial Building, 1st &; Independence Ave., S.E., Washington, DC USA\$f4016

EX 3

252 41\$a[location identifier]\$bRef\$eholographic issue

EX 4

252 1# \$aDLC\$bMicRR\$jMicrofilm 82/528 MicRR

EX 5

252 41\$aFrPALP\$bAnnex, center shelves\$c10, rue du General Camou,75007 Paris

EX 6

252 ##\$a[location identifier]\$bMain, oversize shelving

EX 7

252 11\$pPT\$aBN\$bReservados\$jRES 4562

EX 8

252 01\$pPT\$aBN\$bAcesso\$j330 LAN*RIQ\$2UDC

EX 9

252 11\$pPT\$aBN\$bReservados\$jRES 2678 A

with a past location

255 11\$pPT\$aBN\$bFundo Geral\$jS.A. 1130 A

EX 10

Two copies have the same location, every copy has its own copy identifier (\$n). Also every copy has its own copy number (\$t) within its location. The copy number is included into the call number as an explicit element.

2003-8
----- /1
2905

2003-8
----- /2
2905

Record 1

252 51\$aNLR\$j2003-8/2905\$t1\$n560203

Record 2

252 51\$aNLR\$j2003-8/2905\$t2\$n578374

255 PAST LOCATION AND CALL NUMBER

Field Definition

This field contains detailed information about the past location of the item in a collection.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 252

Subfields

Subfields are as for field 252

Example

EX 1

255 11\$pPT\$aBN\$bFundo Geral\$jS.A. 1130 A

The new location is RES 2678 A (see also 252 EX 9)

256 ELECTRONIC LOCATION AND ACCESS**Field Definition**

This field contains the information required to locate the electronic item described by the bibliographic record. The information identifies the electronic location containing the item or from which it is available. It also contains information to retrieve the item by the access method identified in the first indicator position. The information contained in this field is sufficient to allow for the electronic transfer of a file, subscription to an electronic journal, or logon to an electronic resource. In some cases, only unique data elements are recorded which allow the user to access a locator table on a remote host containing the remaining information needed to access the item.

Occurrence

Optional. Repeatable when the location data elements vary (subfields \$a, \$b, \$d) and when more than one access method may be used. It is also repeatable whenever the electronic filename varies (subfield \$f), except when a single intellectual item is divided into different parts for online storage or retrieval.

Indicators

Indicator 1: Access Method

- # No information provided
- 0 Email
- 1 FTP
- 2 Remote login (Telnet)
- 3 Dial-up
- 4 HTTP
- 7 Method specified in subfield \$y

Indicator 2: Blank (not defined)

Subfields

- \$a** Host name
Repeatable.
- \$b** Access number
The access number associated with a host. It can contain the Internet Protocol (IP) numeric address if the item is an Internet resource, or a telephone number if dial-up access is provided through a telephone line. This data may change frequently and may be generated by the system, rather than statically stored. Subfield \$b may be repeated if all the other information in the field applies. A telephone number is recorded as follows: [country code]-[area code]-[telephone number]. Example: 49-69-15251140 (a number in Frankfurt, Germany); 1-202-7076237 (a number in the U.S., Washington, D.C.). If an extension is applicable, include it after the telephone number preceded by 'x'. Example: 1-703-3589800x515 (telephone number with extension). Repeatable.
- \$c** Compression information
Repeatable.
- \$d** Path
Repeatable.
- \$e** Date and Hour of Consultation and Access
The time, in the form YYYYMMDDHHMM, at which the electronic item was last accessed.
Not repeatable.
- \$f** Electronic name
The electronic name of a file as it exists in the directory/subdirectory indicated in subfield \$d on the host identified in subfield \$a. Subfield \$f may be repeated if a single logical file has been divided into parts and stored under different names. In this case, the separate parts should constitute a single bibliographic item. In all other cases, a file that may be retrieved under different filenames contains multiple occurrences of field 256, each with its corresponding electronic name in subfield \$f. A filename may include wildcard characters (e.g., '*' or '?') if applicable, with a note in subfield \$z explaining how files are named. NOTE: Filenames may be case-sensitive for some systems. This subfield may also contain the name of the electronic publication or conference. Repeatable.
- \$h** Processor of request
The username, or processor of the request; generally the data which precedes the at sign ('@') in the host address. Not repeatable.
- \$i** Instruction
An instruction or command needed for the remote host to process a request. Repeatable.
- \$j** Bits per second
The lowest and highest number of bits (binary units) of data that can be transmitted per second when connected to a host. The syntax for recording the number of bits per second (BPS) should be: [Lowest BPS]-[Highest BPS]. If only lowest given: [Lowest BPS]-. If only highest given: -[Highest BPS]. Not repeatable.
- \$k** Password
Used to record general-use passwords, and should not contain passwords requiring security. Not repeatable.
- \$l** Logon/login

General-use logon/login strings which do not require special security. Not repeatable.

\$m Contact for access assistance
Repeatable.

\$n Name of location of host in subfield \$a.
Not repeatable.

\$o Operating system
For information, the operating system used by the host specified in subfield \$a is indicated in this subfield. Not repeatable.

\$p Port
The portion of the address that identifies a process or service in the host. Not repeatable.

\$q Electronic Format Type
Contains an identification of the electronic format type, which determines how data are transferred through a network. Usually, a text file can be transferred as character data which generally restricts the text to characters in the ASCII (American National Standard Code for Information Interchange) character set (i.e., the basic Latin alphabet, digits 0-9, a few special characters, and most punctuation marks). Text files with characters outside of the ASCII set, or non-textual data (e.g., computer programs, image data) must be transferred using another file transfer mode, usually binary mode. Electronic format type may be taken from lists such as registered Internet Media types (MIME types). Not repeatable.

\$r Settings
The settings used for transferring data. Included in settings are:
1) Number Data Bits (the number of bits per character);
2) Number Stop Bits (the number of bits to signal the end of a byte); and
3) Parity (the parity checking technique used). The syntax of these elements is: [Parity]-[Number of Data Bits]-[Number of Stop Bits]. If only the parity is given, the other elements of settings and their related hyphens are omitted (i.e., [Parity]). If one of the other two elements is given, the hyphen for the missing element is recorded in its proper position (i.e., [Parity]-[Number of Stop Bits] or [Parity]-[Number of Data Bits]-). The values for parity are: O (Odd), E (Even), N (None), S (Space), and M (Mark). Not repeatable.

\$s File size
The size of the file as stored under the filename indicated in subfield \$f. It is generally expressed in terms of 8-bit bytes (octets). It may be repeated in cases where the filename is repeated and directly follows the subfield \$f to which it applies. This information is not given for journals, since field 256 relates to the entire title, not to particular issues. Repeatable.

\$t Terminal emulation
Repeatable.

\$u Uniform Resource Identifier
The URI, which provides standard syntax for locating an object using existing Internet protocols. Field 256 is structured to allow for the creation of a URL from the concatenation of other separate 256 subfields. Subfield \$u may be used instead of those separate subfields or in addition to them. The field is repeated if more than one URL needs to be recorded.
Not repeatable

\$v Hours access method available
The hours that access to an electronic resource is available at the location indicated in this field.
Repeatable

\$w Record control number
Repeatable.

\$x Non-public note
Repeatable.

\$y Access method
The access method when the first indicator position contains value 7 (Method specified in subfield \$y). This subfield may include access methods other than the main TCP/IP protocols specified in the first indicator. The data in this subfield corresponds with the access schemes specified in Uniform Resource Locators (URL) (RFC 1738), a product of the Uniform Resource Identifiers Working Group of the IETF. The Internet Assigned Numbers Authority (IANA) maintains a registry of URL schemes and defines the syntax and use of new schemes. Not repeatable.

\$z Public note
Repeatable.

\$2 Link text
Used for display in place of the URL in subfield \$u (Uniform Resource Identifier). When subfield \$2 is present, applications should use the contents of it as the link instead of subfield \$u linking to the destination in subfield \$u. Repeatable.

Examples

EX 1

256 4#\$uhttp://purl.pt/441

3 -- NOTES BLOCK

Definition and scope of fields

This block contains notes, free text statements that are used to provide additional information dealing with the item or copy in hand. Notes may include such information as restriction on access, physical condition, etc.

The following fields are defined:

- 300 General Notes
- 301 Notes Pertaining to Identification Numbers
- 302 Notes Pertaining to Coded Information
- 371 Notes on Information Services Policy
- 372 Notes on Physical Characteristics of an Item
- 373 Notes Pertaining to Copy History
- 375 Notes Pertaining to Copy and Version Identification

UNIMARC bibliographic fields valid in UNIMARC holdings records

- 310 Notes Pertaining to Binding and Availability
- 316 Notes Relating to the Copy in the Hand
- 317 Provenance Note
- 318 Action Note
- 345 Acquisition Information Note

Occurrence

The fields in 3-- block are optional.

Notes on field content

All information notes are in a textual form suitable for display to the public, for whom they are intended. Information relating to the formal bibliographic description of the item shall not be recorded in the Note Block unless needed to resolve ambiguity. Notes intended primarily to guide cataloguers are carried in the field 830 GENERAL CATALOGUER'S NOTE.

300 GENERAL NOTES

Field Definition

The field contains a note on any aspect of the item or record relating to it.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Text of Note. Not repeatable.

Notes on Field Contents

The data in this field can be in any form. It may be used in place of any of the note fields or, when source formats do not provide the same categorization of notes as UNIMARC, in place of any note that cannot be allocated to a more specific notes field.

Related Fields

See the other notes fields.

301 NOTES PERTAINING TO IDENTIFICATION NUMBERS

Field Definition

This field contains a note on any identification number appearing on the item or in the record.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Text of Note. Not repeatable.

Notes on field Contents

This field may be used for notes relating to any identification number when it appears on the item or when it is known to have been assigned to the item being recorded. It may be used to note the number itself. If this information is contained in the identification block or elsewhere in the holding statement shall not be repeated here.

Related Fields

0-- IDENTIFICATION BLOCK

302 NOTES PERTAINING TO CODED INFORMATION**Field Definition**

The field contained a note on data elements that are coded in the 1-- CODED INFORMATION BLOCK fields.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Text of Note. Not repeatable.

Notes on field Contents

If more than one note is to be recorded, each is entered in a repeated field 302. In most cases a more specific note field may be used. In those instances, prefer the more specific field, e.g. use field 371 rather than 302 for notes on collection management or information service policy, even though information is present in coded form in field 171 or 172.

Related Fields

1-- CODED INFORMATION BLOCK

Data recorded in the CODED INFORMATION BLOCK in coded form may be recorded in field 302 in free text form with or without elaboration.

Example

302 ##\$aAcquired in 2001 at Silva's auction

310 NOTES PERTAINING TO BINDING AND AVAILABILITY

Field Definition

This field contains a note on any aspect of binding and availability.

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

316 NOTE RELATING TO THE COPY IN HAND

Field Definition

This field contains a note relating to the copy in hand for older monographic publications (antiquarian). It corresponds to the ISBD(A) Notes Relating to the Copy in Hand element in the Note area.

This field may be used both in the UNIMARC bibliographic record and in the UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

Related Fields

317 PROVENANCE NOTE

This field contains a note relating to the provenance of the item, e.g. book-plates, author's and/or owner's autographs, seals, etc.

317 PROVENANCE NOTE

This field contains a note relating to the provenance of the item, e.g. book-plates, author's and/or owner's autographs, seals, etc.

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

Related Fields

316 NOTES RELATING TO THE COPY IN THE HAND

This field contains a note relating to characteristics of the copy in hand for older monographic

publications, as for example, wanting leaves, copy characteristics, binding, numbered copies of an edition, etc.

318 ACTION NOTE

Field Definition

This field is used to record preservation information and treatment.

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

Related Fields

141 CODED DATA FIELD: ANTIQUARIAN - COPY SPECIFIC ATTRIBUTES
This field contains fixed-length coded data relating to the copy specific attributes of older monographic publication.

345 ACQUISITION INFORMATION NOTE

Field definition

This field may contain the name and address of the publisher, distributor, or other source for acquisition. It may also include the stock number, the physical medium, and the terms of availability for the catalogued item or a different physical format version of the item.

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

371 NOTES ON INFORMATION SERVICE POLICY

Field definition

This field contains a note on the access, and governing use and reproduction policy.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Terms governing use and reproduction. Not repeatable.

The text of a legal or official statement of restrictions.

\$b Jurisdiction. Not repeatable.

The name of a person, an organization, or a position or function within the organization, by whom or which the terms governing use and reproduction are imposed and enforced and to whom the restriction may be appealed.

\$c Authorization. Not repeatable.

A citation to the specific source that is the authority for the restriction.

\$d Authorized users. Not repeatable.

The class of users or specific individuals to whom the restrictions in subfield \$a do not apply.

\$z Materials specified. Not repeatable.

This subfield provides a means for restricting the scope of a field to part of the bibliographic item described. Not repeatable.

Notes on field Contents

If more than one note is to be recorded, each is entered in a repeated field 371.

Related Fields

172 CODED DATA FIELD: INFORMATION SERVICE POLICY

EX 1

371 ##\$aReproduction only for non-profit projects

EX 2

371 ##\$aReproduction forbidden\$cLei do Direito de Autor

EX 3

371 ##\$aRestricted reproduction\$dresearchers with author's permission

372 NOTES ON PHYSICAL CHARACTERISTICS OF AN ITEM

Field definition

This field contains a note on the physical medium, form or type of material of the item.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Text of note. Not repeatable.

Notes on field Contents

If more than one note is to be recorded, each is entered in a repeated field 372.

Examples

EX 1

372##\$aText, Braille

EX 2

372 ##\$aElectronic resource

373 NOTES PERTAINING TO COPY HISTORY**Field definition**

This field contains a note on the custodial history and ownership of the described materials, since their creation to the time of their accessioning, including their current arrangement or collection.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a History

\$b Chronology

Notes on field Contents

If more than one note is to be recorded, each is entered in a repeated field 373.

Examples

EX 1

373 ##\$aOriginally collected by Duarte de Sousa

EX 2

373 ##\$aOriginally collected by Cordeiro Pereira and bequeathed to Biblioteca Nacional in
2000

375 NOTES PERTAINING TO COPY AND VERSION IDENTIFICATION

Field definition

This field contains information that distinguishes the copy or version of materials, when more than one copy or version exists or could exist.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Identifying markings. Not repeatable

\$b Copy identification
Information that distinguishes one copy of the described materials from other copies.
Not repeatable

\$c Version identification
Information that identifies a version. Not repeatable

\$d Presentation format
The format in which the material was intended to be used, seen or heard. Not repeatable.

\$e Number of copies. Not repeatable.

Notes on Field Contents

Used to describe the specific characteristics of a copy or version of the item described in the bibliographic record.

Related Fields

130 CODED DATA FIELD: MICROFORMS

135 CODED DATA FIELD: ELECTRONIC RESOURCES

EX 1

375 ##\$aManuscripts annotations

EX 2

375 ##\$bAuthor's autograph

EX 3

375 ##\$cASCII version

5 -- EXTENT OF HOLDINGS BLOCK

Definition and scope of fields

The Extent of Holdings Block defines fields for recording information about extent data elements of the items held by the institution identified in 252 field. Data elements are divided into the four groups of fields that describe captions and pattern, enumeration and chronology, textual holdings information and item information. These fields cater for four types of items as defined in the Record Label, i.e. single-part items, multipart items, serial items *and integrating resources*, although the most important application is for serial *and integrating resources* holdings. Within each set of fields, separate fields are defined for three categories, i.e. basic bibliographic unit, supplementary materials and indexes.

The following fields are defined:

- 500 Captions and Pattern- Basic Bibliographic Unit**
- 501 Captions and Pattern - Secondary Bibliographic Unit: Supplementary Materials**
- 502 Captions and Pattern - Secondary Bibliographic Unit : Indexes**
- 510 Enumeration and Chronology - Basic Bibliographic Unit**
- 511 Enumeration and Chronology - Secondary Bibliographic Unit: Supplementary Materials**
- 512 Enumeration and Chronology - Secondary Bibliographic Unit: Indexes**
- 520 Textual Holdings - Basic Bibliographic Unit**
- 521 Textual Holdings - Secondary Bibliographic Unit: Supplementary Materials**
- 522 Textual Holdings - Secondary Bibliographic Unit: Indexes**
- 530 Item Information - Basic Bibliographic Unit**
- 531 Item Information - Secondary Bibliographic Unit: Supplementary Materials**
- 532 Item Information - Secondary Bibliographic Unit: Indexes**

Punctuation

ISO 10324 prescribes the following punctuation for the extent of holding:

Symbol	Name	Purpose	Example
:	Colon	Separates the first and second levels of hierarchical bibliographical units. Blanks are not used before or after the colon.	v. 1:pt.1
,	Comma	Indicates a gap in a range of holdings. Blanks are not used before or after the comma.	v.1,v.3
/	Diagonal (slash)	Indicates combined numbering, combined chronology or non-calendar year chronology data. Blanks are not used before or after the diagonal.	v.1/2 1969/1970
=	Equal sign	Separates alternative numbering schemes. Blanks are not used before or after the equal sign.	v.2:no.5 = fasc. 15
-	Hyphen	Indicates an unbroken range of holdings at the same hierarchical level or open holdings. Blanks are not used before or after the hyphen.	v.1-3

◇	Angle brackets	Encloses the Specific Extent Note. The opening angle bracket is always preceded by a blank; the closing angle bracket is always followed by a blank.	#<Water-damaged>#
;	Semicolon	Separates two levels of hierarchical bibliographic units below the <u>second</u> level. Blanks are not used before or after the semicolon.	v.1:no.3;pt.6
?	Question mark	Indicates an unknown final digit of a date.	1950-197?
“ ”	Quotation marks	Enclose the Name of Unit. The opening quotation mark is always preceded by a blank; the closing quotation mark is always followed by a blank.	#”index”#
??	Square brackets	Enclose supplied enumeration or chronology. The opening square bracket is always preceded by a blank; the closing square bracket is always followed by a blank. Optionally, encloses enumeration for incomplete parts.	#?1981/1982?#
()	Parentheses	Separate enumeration and chronology when data are recorded together. Parentheses are neither preceded nor followed by a blank.	v.1(1983)
+	Plus sign	Optionally, separates a basic bibliographic unit from a subsequent one or from a secondary bibliographic unit. Blanks are used before and after a plus sign.	#1 booklet#+# 1 sound recording
# ⁶	Blank	Used in examples to indicate separation of data elements within an area.	v.1-9#10# <Tables>#11#<Index>

⁶ In ISO 10324 the blank is indicated by the sign “b” with slash superimposed.

500 CAPTIONS AND PATTERN - BASIC BIBLIOGRAPHIC UNIT

Definition

The field contains caption and pattern information for which enumeration and chronology are recorded in 510 ENUMERATION AND CHRONOLOGY - BASIC BIBLIOGRAPHIC UNIT.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: Compressibility and expandability

- # No information available
- 0 Cannot compress or expand
- 1 Can compress but not expand
- 2 Can compress or expand

Indicator 2: Caption evaluation

- # No information available
- 0 Captions unverified: all levels may not be present
- 1 Captions unverified: all levels present
- 2 Captions verified: all levels present
- 3 Captions verified: all levels may not be present

Subfields

- \$a First level of enumeration. Mandatory if applicable. Not repeatable.
Contains caption and pattern associated with enumeration.
- \$b Second level of enumeration. Not repeatable.
- \$c Third level of enumeration. Not repeatable.
- \$d Alternative numbering scheme, first level of enumeration. Mandatory if applicable. Not repeatable.
- \$e Alternative numbering scheme, second level of enumeration. Not repeatable.
- \$f First level of chronology. Mandatory if applicable. Not repeatable.
Contains caption and pattern associated with chronology.
- \$g Second level of chronology. Not repeatable.
- \$h Third level of chronology. Not repeatable.
- \$i Alternative chronological scheme, first level of chronology. Mandatory if applicable. Not repeatable.
- \$j Name of unit
Used when recording the extent of holdings for a basic or secondary bibliographic unit, such as a part of a kit, accompanying material, or supplements when it is necessary to identify the unit being specified. It is used primarily for non-serial units for which the name may be the only designation. Not repeatable.
- \$k Extent of unit
Used for recording items lacking sequential designations. It is used primarily for non-serial units. Serial units usually carry sequential designations (either enumeration or chronology). Extent is reported as total count of the number of parts followed by a term indicating the

specific class of material. For units having a large number of pieces, an estimate of the total may be given. If the unit is a single item, the extent is not necessary if the Name of Unit is given. Not repeatable.

\$1 Specific extent note

Consists of information clarifying or enlarging upon the extent of holdings data element. It may occur after any subfield, and it relates either to the subfield it directly follows or to the entire field. Not repeatable.

\$6 Interfield linking data

Subfield \$6 is used to link the caption and pattern field (500) to enumeration and chronology field (510). Mandatory if applicable. Not repeatable.

Notes on Field Contents

A caption is a word, phrase or abbreviation that describes the type of parts into which a multipart or serial item has been divided, e.g., volume, number, part number or side (for a sound recording disc). A publication pattern consists of terms that describe, for example, the frequency, regularity and numbering scheme of the item.

When enumeration and chronology consist only of the highest level, no caption and pattern subfields are required.

When enumeration and chronology are recorded for each subsequent level caption and pattern are recorded for each level.

Related Fields

510 ENUMERATION AND CHRONOLOGY - BASIC BIBLIOGRAPHIC UNIT

520 TEXTUAL HOLDINGS - BASIC BIBLIOGRAPHIC UNIT

Examples

EX 1

500	23\$av.\$bno.\$f(year)
510	11\$a1-2\$f1998-1999
510	11\$a3\$b1-4\$f2000

Subfields \$a, \$b and \$f, are the captions of successive levels of enumeration described in the field 510. The value 2 (1st indicator) means that the information at field 510-512 can be compressed or expanded by a computer algorithm, and the value 3 (2nd indicator) means that the caption information was verified, but all levels may not be present.

[Display scheme according to ISO 10324: v.1-2(1998-1999) and v.3:n.1-4(2000)]

EX 2

500	22\$a(year)
510	##\$a2000

Item without enumeration. The value 2 (1st indicator) means that the information at field 510-512 can be compressed or expanded by a computer algorithm, and the value 2 (2nd indicator) means that the caption information was verified and all levels are present in the bibliographic unit.

[Display scheme according to ISO 10324: 2000]

EX 3

500 03\$afasc.
510 11\$a1-30

The value 0 (1st indicator) means that the information at field 510-512 cannot be compressed or expanded by a computer algorithm.

[Display scheme according to ISO 10324: fasc.1-30]

EX 4

500 22\$aA.\$bn^o\$f(year)\$g(month)
510 10\$a1\$b1\$f1993\$gJan./Abr.

The value 2 (1st indicator) means that the information at field 510-512 can be compressed or expanded by a computer algorithm, and the value 2 (2nd indicator) means that the caption information was verified and all levels are present in the bibliographic unit.

[Display scheme according to ISO 10324: A.1::n.1(Jan./Abr. 1993)]

EX 5

500 10\$av.\$f(year)
510 11\$a1-12\$f2002

The value 1 (1st indicator) means that the information at field 510-512 can be compressed but not expanded by a computer algorithm, and the value 0 (2nd indicator) means that the caption information was unverified and all levels may not be present in the bibliographic unit.

[Display scheme according to ISO 10324: v.1-12(2002)]

EX 6

500 23\$av.\$bn.\$dv.\$en.\$f(year)\$g(month)
510 10\$a6\$b2\$d13\$e3\$f1969\$gMar.

Enumeration with a alternative numbering scheme. The value 2 (1st indicator) means that the information at field 510-512 can be compressed or expanded by a computer algorithm, and the value 3 (2nd indicator) means that the caption information was verified, but all levels may not be present.

[Display scheme according ISO 10324: v.6:n.2=v.13:n.3(Mar. 1969)]

501 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT: SUPPLEMENTARY MATERIALS

Field Definition

The field contains caption and pattern information for which enumeration and chronology are recorded in 511 ENUMERATION AND CHRONOLOGY – SECONDARY BIBLIOGRAPHIC UNIT : SUPPLEMENTARY MATERIALS.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 500

Subfields

Subfields are as for field 500

502 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT: INDEXES

Field Definition

The field contains caption and pattern information for which enumeration and chronology are recorded in 512 ENUMERATION AND CHRONOLOGY – SECONDARY BIBLIOGRAPHIC UNIT: INDEXES

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 500

Subfields

Subfields are as for field 500

510 ENUMERATION AND CHRONOLOGY - BASIC BIBLIOGRAPHIC UNIT

Definition

The field contains enumeration and chronology for which caption and pattern are recorded in 500 CAPTION AND PATTERN - BASIC BIBLIOGRAPHIC UNIT

Occurrence

Mandatory if applicable. Repeatable.

Indicators

Indicator 1: Holdings Statement

No information available

0 Summary Level

Only the highest level of chronology data, the year, shall be reported for summary holdings.

1 Detailed Level

Levels below the first level may only be used if subsequent levels of enumeration are reported or, when there is no enumeration, for purposes of clarity.

Indicator 2: Compressed statement

No information available

0 No compression

Each field is related to one issue

1 Compression

A readable statement may be generated from compressed data.

2 Uncompressed

It is not possible to produce a reasonable display. A note display is necessary.

Subfields

\$a First level of enumeration. Mandatory if applicable. Not repeatable.

Contains an enumerative sequential designation.

\$b Second level of enumeration. Not repeatable.

\$c Third level of enumeration. Not repeatable.

\$d Alternative numbering scheme, first level of enumeration. Mandatory if applicable. Not repeatable.

\$e Alternative numbering scheme, second level of enumeration. Not repeatable.

\$f First level of chronology. Mandatory if applicable. Not repeatable.

Contains chronological sequential designation. When only a chronological designation is present, the chronology specifies the holdings.

\$g Second level of chronology. Not repeatable.

\$h Third level of chronology. Not repeatable.

\$i Alternative chronological scheme, first level of chronology. Mandatory if applicable. Not repeatable.

\$w Gap indicator

a = Gap break. Not repeatable.

b = Non-gap break. Not repeatable.

\$x Non-public note. Repeatable.

- \$z Public note. Repeatable.
 \$6 Interfield linking data
 Subfield \$6 is used to link the caption and pattern field (500) to enumeration and chronology field (510). Mandatory if applicable. Not repeatable.

Notes on Field Contents

The highest level of enumeration and chronology data should be recorded for multipart and serial units, e.g., earliest and latest date or lowest and highest volume held, or both, with the range of holdings being broken only by the recording of gaps.

Data is recorded and displayed in a positive sense; that is, emphasizing that which is held rather than that which is not.

When both are present, enumeration and chronology data should be recorded and displayed together, enumeration first, with the corresponding chronology enclosed in parentheses. If the preferred form of display is not possible, enumeration and chronology may be displayed separately, with or without parentheses.

Related Fields

500 CAPTIONS AND PATTERN - BASIC BIBLIOGRAPHIC UNIT

520 TEXTUAL HOLDINGS - BASIC BIBLIOGRAPHIC UNIT

Examples

EX 1

510 11\$a1(1950)-10(1959)
 Enumeration and chronology recorded together

EX 2

510 11\$a1-5\$f1970-1975

EX 3

510 11\$6z01\$a1-2\$f1950-1951
 510 11\$6z01\$a4-5\$f1953-1954
 Serial with a gap of one year

EX 4

510 12\$a569; 590; 592; 595\$wa

EX 5

510 10\$a1\$b1\$f2002\$gJan.
 510 10\$a1\$b2\$f2002\$gMar.
 510 10\$a1\$b3\$f2002\$gJun.

EX 6

510 10\$a1996
 510 10\$a1999
 510 10\$a2000
 510 10\$a2001
 520 01\$a1996-2001\$zsome missing

511 ENUMERATION AND CHRONOLOGY - SECONDARY BIBLIOGRAPHIC UNIT: SUPPLEMENTARY MATERIALS

Field Definition

The field contains enumeration and chronology for which caption and pattern are recorded in 501 CAPTION AND PATTERN – SECONDARY BIBLIOGRAPHIC UNIT: SUPPLEMENTARY MATERIALS

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 510

Subfields

Subfields are as for field 510

Related Fields

501 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT : SUPPLEMENTARY MATERIALS

521 TEXTUAL HOLDINGS - SECONDARY BIBLIOGRAPHIC UNIT : SUPPLEMENTARY MATERIALS

512 ENUMERATION AND CHRONOLOGY - SECONDARY BIBLIOGRAPHIC UNIT: INDEXES

Field Definition

The field contains enumeration and chronology for which caption and pattern are recorded in 502 CAPTION AND PATTERN – SECONDARY BIBLIOGRAPHIC UNIT : INDEXES

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 510

Subfields

Subfields are as for field 510

Related Fields

502 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT : INDEXES

522 TEXTUAL HOLDINGS - SECONDARY BIBLIOGRAPHIC UNIT : INDEXES

520 TEXTUAL HOLDINGS - BASIC BIBLIOGRAPHIC UNIT**Definition**

The field is used to record textual description a) for single part items, and b) instead of or in addition to the caption and pattern and enumeration and chronology information for multipart and serial items.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: Field encoding level

No information available

0 Summary Level

Only the highest level of chronology data, the year, shall be reported for summary holdings.

1 Detailed Level

Levels below the first level may only be used if subsequent levels of enumeration are reported or, when there is no enumeration, for purposes of clarity.

Indicator 2: Type of notation

A value that indicates whether the holdings contained in \$a is formulated according to standard or non-standard notation.

No information available

0 Non-standard

1 ISO 10324

2 ANSI Z39.42

Subfields

\$a Textual holdings. Mandatory if applicable. Not repeatable.

\$x Non-public note. Repeatable.

\$z Public note. Repeatable.

\$6 Interfield linking data

Subfield \$6 is used to link the caption and pattern field (500), and enumeration and chronology field (510) to textual holdings field (520). Mandatory if applicable. Not repeatable.

Notes on Field Contents

The field is used to record textual description a) for single part items, and b) instead of or in addition to the caption and pattern and enumeration and chronology information recorded in fields 500 and 510 for multipart and serial items when the data in a compressed form cannot produce a record as required by a standard visual display.

Related Fields

500 CAPTIONS AND PATTERN - BASIC BIBLIOGRAPHIC UNIT

510 ENUMERATION AND CHRONOLOGY - BASIC BIBLIOGRAPHIC UNIT**Examples**

EX 1

520 11\$afasc. 30-40\$zsome missing

EX 2

520 11\$av.1-10\$zv.8 not published

**521 TEXTUAL HOLDINGS - SECONDARY BIBLIOGRAPHIC UNIT:
SUPPLEMENTARY MATERIALS****Definition**

The field contains textual description for single part items, and instead of or in addition to the caption and pattern and enumeration and chronology information for multipart and serial items.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 520

Subfields

Subfields are as for field 520

Related Fields

501 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT : SUPPLEMENTARY MATERIALS

511 ENUMERATION AND CHRONOLOGY - SECONDARY BIBLIOGRAPHIC UNIT : SUPPLEMENTARY MATERIALS

**522 TEXTUAL HOLDINGS - SECONDARY BIBLIOGRAPHIC UNIT:
INDEXES****Definition**

The field contains textual description for single part items, and instead of or in addition to the caption and pattern and enumeration and chronology information for multipart and serial items.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 520

Subfields

Subfields are as for field 520

Related Fields

502 CAPTIONS AND PATTERN - SECONDARY BIBLIOGRAPHIC UNIT: INDEXES
512 ENUMERATION AND CHRONOLOGY - SECONDARY BIBLIOGRAPHIC UNIT:
INDEXES

530 ITEM INFORMATION - BASIC BIBLIOGRAPHIC UNIT

Definition

The field contains item level information about the pieces to the item specified in the holdings record. The specified data elements may be used in acquisition or circulation applications.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: Undefined

Indicator 2: Undefined

Subfields

- \$a Internal item number. Not repeatable.
- \$b Invalid or cancelled internal item number. Not repeatable.
- \$c Cost. Repeatable.
- \$d Date acquired. Repeatable.
- \$e Source of acquisition. Repeatable.
- \$h Use restrictions. Repeatable.
- \$j Item status. Repeatable.
- \$l Temporary location. Repeatable.
- \$p Item identification. Repeatable.
- \$r Invalid or cancelled item identification. Repeatable.
- \$t Copy number. Not repeatable.
- \$x Non-public note. Repeatable.
- \$z Public note. Repeatable.

Related fields

170 CODED DATA FIELD: ACQUISITION STATUS

171 CODED DATA FIELD: COLLECTION MANAGEMENT

172 CODED DATA FIELD: INFORMATION SERVICE POLICY

EX 1

530 ##\$a214537\$c20,50€\$d20041003\$hUse only in the Reading Room

EX 2

530 ##\$a<internal item number>\$IExhibition room

EX 3

530 ##\$a<internal item number>\$jLost

**531 ITEM INFORMATION - SECONDARY BIBLIOGRAPHIC UNIT:
SUPPLEMENTARY MATERIALS****Definition**

The field contains item level information about the pieces of the item specified in the holdings record. The specified data elements may be used in acquisition or circulation applications.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 530

Subfields

Subfields are as for field 530

Related fields

170 CODED DATA FIELD: ACQUISITION STATUS
171 CODED DATA FIELD: COLLECTION MANAGEMENT
172 CODED DATA FIELD: INFORMATION SERVICE POLICY

**532 ITEM INFORMATION - SECONDARY BIBLIOGRAPHIC UNIT:
INDEXES****Definition**

The field contains item level information about the pieces to the item specified in the holdings record. The specified data elements may be used in acquisition or circulation applications.

Occurrence

Optional. Repeatable.

Indicators

Indicators are as for field 530

Subfields

Subfields are as for field 530

Related fields

170 CODED DATA FIELD: ACQUISITION STATUS
171 CODED DATA FIELD: COLLECTION MANAGEMENT
172 CODED DATA FIELD: INFORMATION SERVICE POLICY

7-- RESPONSIBILITY BLOCK

Definition and scope of fields

This block contains names of persons and corporate bodies having a specific responsibility for custodial history and ownership.

UNIMARC bibliographic fields valid in UNIMARC holdings records

702 Personal Name - Secondary Responsibility (Related to Copy)

712 Corporate Body Name - Secondary Responsibility (Related to Copy)

722 Family Name - Secondary Responsibility (Related to Copy)

702 PERSONAL NAME - SECONDARY RESPONSIBILITY (RELATED TO COPY)

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

712 CORPORATE BODY NAME - SECONDARY RESPONSIBILITY (Related to Copy)

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

722 FAMILY NAME - SECONDARY RESPONSIBILITY (Related to Copy)

This field may be used both in UNIMARC bibliographic record and in UNIMARC holdings record, according to the usage of the bibliographic agency.

The use of this field in UNIMARC holdings format is according to the usage of the same field in UNIMARC bibliographic format.

8-- SOURCE INFORMATION BLOCK

Definition and scope of fields

This block contains internationally agreed fields that do not fit in the preceding blocks.

The following fields are defined:

801 Originating source

830 General Cataloguer's Note

801 ORIGINATING SOURCE

This field contains an indication of the origin of the record, including one of the following: the agency that created the data, the agency that transcribed the data into machine-readable form, any agency that has modified the original record/data, and the agency issuing the present record.

Occurrence

Mandatory. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: Function indicator

- 0 Original cataloguing agency
- 1 Transcribing agency
- 2 Modifying agency
- 3 Issuing agency

Subfields

- \$a** Country
The country of the issuing agency in two-character coded form. See Appendix B for details.
Not repeatable. Not repeatable
- \$b** Agency
Since there are no internationally accepted codes, the codes from *USMARC Code List for Organizations* are recommended. Otherwise, the full name of the agency or a national code may be used. Not repeatable
- \$c** Date of transaction
This subfield is used when possible to indicate when a modification was made or a record was issued. The data should be recorded according to ISO 8601-1989 in all-numeric form without separators between year, month, and day, i.e. YYYYMMDD. Not repeatable

Notes on Field Contents

In many cases the same agency will have carried out some or all indicated functions; however, the field should be repeated only when there are changes to transaction dates, cataloguing rules or formats; where there are no changes only the earliest occurrence of the field should be included.

Related Fields

005 VERSION IDENTIFIER

100 GENERAL PROCESSING DATA, Date Entered on File (character positions 0-7)

The date in Field 100 may be the same as the transcription date but it should be repeated in field 801.

830 GENERAL CATALOGUER'S NOTE

Field Definition

This field is used to record biographical, historical, or other information about the record.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1:blank (not defined)

Indicator 2:blank (not defined)

Subfields

\$a Text of note. Not repeatable.

Notes on Field Contents

This field may include cataloguers' working notes on sources of information, questionable data, references to specific rules applied, notes justifying the choice of particular data, etc.

Related Fields

None

9-- NATIONAL USE BLOCK

Definition and Scope of Fields

This block is reserved for national use by agencies where UNIMARC is the basis of the domestic format. It is recommended that fields in this block be excluded from international exchange.

Agencies using this block may if they wish come to an agreement over common use of fields, but this is optional.

Notes on Field Contents

These fields may contain any information that is of local, as opposed to international, importance.

Related Fields, Indicators, and Subfields

All -9- and --9 fields throughout the format are reserved for national and local use; their definitions and indicator and subfield values remain undefined by the Permanent UNIMARC Committee. This is true also of indicator value 9 and subfield \$9.

APPENDIX L: COMPLETE EXAMPLES

In this Manual examples of individual data elements are provided with each field.

1. Single -part item holdings

Example 1

RECORD LABEL

Characters positions	5	6	7	8	10	11	17	18	20	21	22
Values	n	a	a	a	2	2	1	0	4	5	0

```

001 0021764
004 (PTBN)0007291
005 20030320161200.0
070 1#$a4523
100 ##$a20020104pory0103####ba0
170 ##$aaj#####
171 ##$afb###x001
172 ##$aaaa
252 11$pPT$aBN$bFundo Geral$jL. 574397 V.$mEFG0914567028
373 ##$aOriginal collected by Cordeiro Pereira and bequested to Biblioteca Nacional in
2000
702 #1$aPereira$bCordeiro$4390
801 #0$aPT$bBN

```

Example 2

A bibliographic record with two individual holdings records, one copy is for access and the other copy for preservation purposes [different codes in bold].

RECORD LABEL

Characters positions	5	6	7	8	10	11	17	18	20	21	22
Values	n	a	a	b	2	2	1	0	4	5	0

```

001 0967364
004 (PTBN)06010557
005 20030320161200.0
070 1#$a128351
101 ##$a20020104pory0103####ba0
171 ##$aad#####
171 ##$afb###x001
172 ##$aaac
252 11$pPT$aBN$bFundo Geral$jL. 53113V.$mEFG0000037794
371 ##$aRestricted reproduction: only 1/3$Author's Code
801 #0$aPT$bBN

```

RECORD LABEL

Characters positions	5	6	7	8	10	11	17	18	20	21	22
Values	n	a	a	b	2	2	1	1	4	5	0

```

001   0967365
004   (PTBN)06010557
005   20030320161200.0
070   1#a128351
100   ##a20020104pory0103####ba0
170   ##aad#####
171   ##aadb###x001
172   ##acba
252   11$pPT$aBN$bFundo Geral$jL. 53113 V.$mmq00009673652
530  ##a128351$pmq00009673652$hPreservation copy
801   #0$aPT$bBN

```

2. Multipart item holdings**Example 1**

RECORD LABEL

Characters positions	5	6	7	8	10	11	17	18	20	21	22
Values	n	b	a	a	2	2	1	0	4	5	0

```

001   0147252
004   (PTBN) 0009528
005   20030320161300.0
070   1#a7827$b1 v.
100   ##a20020104pory0103####ba0
170   ##aaaa#####
171   ##afb###a001
172   ##aaaa
252   11$pPT$aBN$bFundo Geral$jC.G. 781397 V.$mEFG7810034817
801   #0$aPT$bBN

```

3. Serial item holdings**Example 1**

RECORD LABEL

Characters positions	5	6	7	8	10	11	17	18	20	21	22
Values	n	c	a	a	2	2	1	0	4	5	0

```

001   0312187
004   (PTBN)0017631

```

005 20030320161400.0
070 1#7827
100 ##20000804pory0103####ba0
170 ##\$acd#####
171 ##\$afb###a001
172 ##\$aaba
252 11\$pPT\$aBN\$bSérie Geral\$jP.P. 17611 V.
500 23\$aV.\$f(Month year)
510 11\$6z01\$a1-11\$fJan/Maio 1985-Jul./Dez. 1995
510 11\$6z01\$a12\$fJan. 1999- Jun. 1999
520 11\$aV. 10, n°2 (Jul./Dez. 1994)\$zmissing
801 #0\$aPT\$bBN