

IFLA Universal Bibliographic Control and International MARC Core Programme (UBCIM)

UNIMARC Guidelines no. 4

UNIMARC Minimal Level Record

1999-02-10

INTRODUCTION

This Guideline specifies a Minimal Level Record for use with the UNIMARC Bibliographic Format. UNIMARC specifies very few data elements as MANDATORY in a UNIMARC record. A record with only those data elements is marginally useful for bibliographic control purposes. The Minimal Level content specified in this Guideline is targeted at creating a record that can be used for general bibliographic control. In addition to these data elements, others can always be included in a record that is considered less-than-full, depending on the type of material and the use of the record. The MANDATORY data elements specified by UNIMARC are the following:

- 001 Record Identifier
- 100 General Processing Data (Character positions 0-7, 22-24, 26-29)
- 101 Language of the work (when applicable)
- 120 Coded Data Field: Cartographic Materials - General (cartographic items only)
- 123 Coded Data Field: Cartographic Materials - Scale and Co-ordinates (cartographic items only)
- 200\$a Title and Statement of Responsibility, Title proper
- 206 Material Specific Area: Cartographic Materials Mathematical Data (cartographic items only)
- 801 Originating Source Field

Conventions used in the following lists

The listing is divided into two parts. Part 1 contains the basic fields that are generally common to all forms of material. Part 2 contains minimal requirements for fields used for special forms of material, such as serial, projected, and cartographic items.

The following codes are used to indicate the requirements for each data element:

- M = Mandatory (for all minimal level records)
- A = mandatory if Applicable (to the item being catalogued)

All indicator positions are mandatory if the field occurs. All character positions in fixed length fields must have values. Where the character position is not mandatory, the value may be the fill character. Many data elements usually occur with only one special form of material, e.g. map scale coordinates with cartographic material, thus many data elements are marked as mandatory if applicable. Code A means both if applicable to the item being catalogued and if available when the source document (e.g. catalogue card) has limited information.

PART 1: ALL MATERIAL

Record Information

Record Label (all 24 positions)	M
Directory	M
001 Record Identifier	M
	M

005 Version Identifier	M
801 Originating Source	M
	M
\$a Country	M
\$b Agency	
\$c Date of Transaction	

Standard Numbers

010 International Standard Book Number (ISBN) [<i>Monographic items</i>]	A
\$a ISBN	M
\$z Erroneous ISBN	A
020 National Bibliography Number	
<i>Note: Required if record is distributed by a national bibliographic agency</i>	M
\$a Count	M
\$b Number	A
\$x Erroneous number	

Coded Data

100 General Processing Data	M
\$a General processing data	M
0-7 Date entered on file	M
8 Type of Date	M
9-12 Publication Date 1	M
22-24 Language of Cataloguing	M
26-29 Character Set	M
34-35 Script of Title	A
101 Language of the Work	A
\$a Language of text, soundtrack, etc	M
102 Country of Publication or Production	M
\$a Country of publication	

Title Page Information

200 Title and Statement of Responsibility	M
\$a Title proper	M
\$b General Material Designation [<i>non-textual material only</i>]	A
\$f First statement of responsibility	A
\$h Number of part	A
\$i Name of part	A
205 Edition statement	A
\$a Edition statement	M
210 Publication, Distribution, etc	A
\$a Place of publication, distribution, etc	A
\$c Name of publisher, distributor, etc	A
\$d Date of publication, distribution, etc	A
215 Physical Description	M
\$a Specific Material Designation and extent of item	

Series Information

225 Series	A
	M

\$a Series title	A
\$h Number of part	A
\$i Name of part	A
\$v Volume designation	A
\$x ISSN	

Titles

500 Uniform Title	A
	M
\$a Uniform title	A
\$b General Material Designation	A
\$h Number of part	A
\$i Name of part	A
\$k Date of Publication	A
\$l Form subheading	A
\$m Language	A
\$n Miscellaneous information	A
\$q Version	

Responsibility Information

[If an agency does not have a concept of main entry, then use 701, 711, or 721]

700 Personal Name - Primary Intellectual Responsibility	A
	M
	A
\$a Entry element	A
\$b Part of name other than entry element	A
\$c Additions to names other than dates	A
\$d Roman numerals	A
\$f Dates	M
710 Corporate Body Name - Primary Intellectual Responsibility	A
\$a Entry element	A
\$b Subdivisions	A
\$c Additions to name or qualifier	A
\$d Number of meeting	A
\$e Location of meeting	A
\$f Date of meeting	M
720 Family Name - Primary Intellectual Responsibility	A
\$a Entry element	
\$f Dates	

PART 2: SPECIAL FORMS OF MATERIAL

Serially Issued Items

011 International Standard Serial Number (ISSN)	A
	M
\$a Number (ISSN)	A
\$y Cancelled ISSN	A
\$z Erroneous ISSN	A
110 Coded Data Fields: Serials	M
\$a/0 Serial coded data/Type of serial designator	A
207 Material Specific Area: Serials - Numbering	M
\$a Numbering: dates and volume designations	A
430 Continues	A
431 Continues in Part	A
434 Absorbed	A
	A

435 Absorbed in Part	A
436 Formed by the Merger of	A
\$x or \$1011\$a ISSN	A
\$t or \$1200\$a Title	A
\$a or \$17-- Intellectual Responsibility	A
440 Continued by	A
441 Continued in Part by	A
444 Absorbed by	A
445 Absorbed in Part by	A
446 Split into	A
447 Merged with XXX to Form	A
448 Changed Back to	A
\$x or \$1011\$a ISSN	A
\$t or \$1200\$a Title	M
\$a or \$17-- Intellectual Responsibility	M
530 Key title	A
\$a Key title	
\$b Qualifier	

Projected Material

101 Language of the Work	A
<i>additional subfield:</i>	A
\$j Language of subtitles [<i>Moving Image items</i>]	A
115 Coded Data Fields: Visual Projections, Video-recordings, and Motion Pictures	M
\$a/0 Coded data - general / Type of material	

Graphics

116 Coded Data Field: Graphics	A
\$a/0 Coded data for graphics / Specific Material Designation	M

Three-Dimensional Artifacts and Realia

117 Coded Data Field: Three-Dimensional Artifacts and Realia	A
\$a/0 Coded data for three-dimensional artifacts and realia / SMD	M

Cartographic Material

120 Coded Data Field: Cartographic Materials - General	M
23 Coded Data Field: Cartographic Materials - Scale and Coordinates	A
\$a Type of scale	M
\$b Constant ratio linear horizontal scale	A
\$c Constant ratio linear vertical scale	A
24 Coded Data Field: Cartographic Materials - Special Material Designation Analysis	M
\$b Form of cartographic item	A
206 Material Specific Area: Cartographic Materials - Mathematical Data	M
\$a Mathematical data statement	

Sound Recordings and Music

071 Publisher's Number for Music [<i>Sound Recordings and Printed Music</i>]	A
	M
	M
\$a Publisher's number	A
\$b Source	M
125 Coded Data Field: Sound Recordings and Printed Music	A
\$a/0 Format of printed music / Type of score	M
208 Material Specific Area: Printed Music	A
\$a Printed music specific statement	
500 Uniform Title	
<i>additional subfields:</i>	
\$r Medium of performance	A
\$s Numeric designation for music	A
\$u Key for music	A
\$w Arranged statement for music	A

Computer Files

135 Coded Data Field: Computer Files	A
	M
\$a/0 Coded data for computer files / Type of computer file	A
230 Material Specific Area: Computer Files	M
\$a Designation and extent of file	

Microform Reproductions

130 Coded Data Field: Microforms - Physical Attributes	A
	M
\$a/0 Microform coded data - physical attributes / Specific Material Designation	A
Material Designation	M
324 Original Version Note	A
\$a Text of note	M
325 Reproduction Note	
\$a Text of note	

Component Parts

461 Set Level [<i>Component Part</i>]	A
463 Piece Level [<i>Component Part</i>]	A
	A
\$y or \$1010\$a ISBN	A
\$x or \$1011\$a ISSN	A
\$t or \$1200\$a Title	A
\$v or \$1200\$v Volume designation	A
\$a or \$17-- Intellectual Responsibility	

Older Monographic Publications

012 Fingerprint Identifier	A
140 Coded Data Field: Antiquarian - General [<i>All character positions</i>]	A
141 Coded Data Field: Antiquarian - Copy specific Attributes [<i>All character positions</i>]	A
	A
316 Note Relating to the Copy in Hand	A
317 Provenance Note	A
481 Also Bound in this Volume	A
482 Bound with	A
	A
	A

\$t or \$1200\$a Title

\$v or \$1200\$v Volume designation

\$a or \$17-- Intellectual Responsibility

Latest Revision: *August 17, 1999*

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