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

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Label (all 24 positions)</td>
<td>M</td>
</tr>
<tr>
<td>Directory</td>
<td>M</td>
</tr>
<tr>
<td>001 Record Identifier</td>
<td>M</td>
</tr>
</tbody>
</table>
005 Version Identifier
801 Originating Source
   $a Country
   $b Agency
   $c Date of Transaction

Standard Numbers

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

Coded Data

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

Title Page Information

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

Series Information

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

**Titles**

500 Uniform Title  
$a Uniform title  
$b General Material Designation  
$h Number of part  
$i Name of part  
$k Date of Publication  
$l Form subheading  
$m Language  
$n Miscellaneous information  
$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 Entry element  
$b Part of name other than entry element  
$c Additions to names other than dates  
$d Roman numerals  
$f Dates

710 Corporate Body Name - Primary Intellectual Responsibility  
$a Entry element  
$b Subdivisions  
$c Additions to name or qualifier  
$d Number of meeting  
$e Location of meeting  
$f Date of meeting

720 Family Name - Primary Intellectual Responsibility  
$a Entry element  
$f Dates

**PART 2: SPECIAL FORMS OF MATERIAL**

**Serially Issued Items**

011 International Standard Serial Number (ISSN)  
$a Number (ISSN)  
$y Cancelled ISSN  
$z Erroneous ISSN

110 Coded Data Fields: Serials  
$s/a Serial coded data/Type of serial designator

207 Material Specific Area: Serials - Numbering  
$a Numbering: dates and volume designations

430 Continues  
431 Continues in Part  
434 Absorbed
Projected Material

101 Language of the Work

   additional subfield:
   $j Language of subtitles [Moving Image items]

115 Coded Data Fields: Visual Projections, Video-recordings, and Motion Pictures

   $a/0 Coded data - general / Type of material

Graphics

116 Coded Data Field: Graphics

   $a/0 Coded data for graphics / Specific Material Designation

Three-Dimensional Artifacts and Realia

117 Coded Data Field: Three-Dimensional Artifacts and Realia

   $a/0 Coded data for three-dimensional artifacts and realia / SMD

Cartographic Material

120 Coded Data Field: Cartographic Materials - General

23 Coded Data Field: Cartographic Materials - Scale and Coordinates

   $a Type of scale
   $b Constant ratio linear horizontal scale
   $c Constant ratio linear vertical scale

24 Coded Data Field: Cartographic Materials - Special Material Designation Analysis

   $b Form of cartographic item

206 Material Specific Area: Cartographic Materials - Mathematical Data

   $a Mathematical data statement

Sound Recordings and Music
071 Publisher's Number for Music [Sound Recordings and Printed Music]
   $a Publisher's number
   $b Source

125 Coded Data Field: Sound Recordings and Printed Music
   $a/0 Format of printed music / Type of score

208 Material Specific Area: Printed Music
   $a Printed music specific statement

500 Uniform Title
   additional subfields:
   $r Medium of performance
   $s Numeric designation for music
   $u Key for music
   $w Arranged statement for music

Computer Files

135 Coded Data Field: Computer Files
   $a/0 Coded data for computer files / Type of computer file

Microform Reproductions

130 Coded Data Field: Microforms - Physical Attributes
   $a/0 Microform coded data - physical attributes / Specific Material Designation

Component Parts

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

Older Monographic Publications

012 Fingerprint Identifier
140 Coded Data Field: Antiquarian - General [All character positions]
141 Coded Data Field: Antiquarian - Copy specific Attributes [All character positions]
316 Note Relating to the Copy in Hand
317 Provenance Note
481 Also Bound in this Volume
482 Bound with
$t or $1200$a Title
$v or $1200$v Volume designation
$a or $17-- Intellectual Responsibility

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