

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

*UNIMARC Guidelines no. 5*

## **Multi-level Description: Encoding Options for UNIMARC**

1999-02-02

### **1 Introduction**

#### **2 UNIMARC Models for Multipart Item Records**

*Option 1 - Significant individual titles*

*Option 2 - Dependent individual titles*

*Option 3 - Single record for set and individual titles*

*Mixture of Options*

#### **3 Brief Record Examples**

*Example 1: Multivolume monograph*

*Example 2: Part contained in a series*

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## **1 INTRODUCTION**

This guideline illustrates how an agency may encode multi-level description using the UNIMARC format. Many bibliographic items, both print and non-print, are issued in multiple parts. The individual items in the set may or may not have sequential designations and/or significant titles. The characteristics of the individual volume often determine the possibilities for the cataloguing agency for cataloguing and shelving the items in the set, and, in turn, the cataloguing treatment will influence the encoding of the cataloguing in a MARC record. Thus there are several options for encoding, all valid in UNIMARC. These options give agencies the flexibility to describe multipart items to the degree the characteristics, cataloguing rules, and agency policies will permit.

A multipart item is a group of physically separate bibliographic items identified by a common title. It includes series, serials, made-up collections, and multivolume monographs. In UNIMARC the term SET is used for these items and in the following discussion SET will be used to stand for any type of multipart item.

## **2 UNIMARC MODELS FOR MULTIPART ITEM RECORDS**

In the schematic options for records describing multipart items, the following conventions are used. While the bibliographic items are expressed in terms of volumes, the individual items in the set could be in any format. The parts of the model multipart item are designated as follows:

Collective title - represents the general title for the set

Vol. n - represents the sequential designation of an individual item in the set

Title of nth volume - represents the title of an individual item in the set

RID - represents Record Identifier, contained in the 001 field of the record referenced

< > - encloses references to a type of data rather than data itself

Examples containing 4-- fields have alternative versions - one using \$1 (one), the other with standard subfields. e.g.

461 #0 \$0N34900

OR  
\$1001N34900

Either method may be used.

Note that a 4-- field containing only a RID is not acceptable for exchange purposes.

### Option 1

Under this option a record is made for the set, with no references in it to the names or sequential designations of the individual items in the set (Record 1). The number of items in the set is indicated in field 215 (Physical Description) if the set is complete. Separate records (Records 2-n) are made for each item in the set, with the title of each item carried in field 200, subfield \$a, of each record. Either field 225 (Series) and/or field 410 (Series) for series or field 461 (Set Level) for monographs must be in the records for the individual titles to carry the information about the collective title. Inclusion of the RID of Record 1 in the records for the individual volumes is optional.

Option 1 is primarily used when the volumes have individual titles and the titles are significant thus stand alone well.

Record 1	200	\$a <Collective title>
	215	\$a <indicates the item consists of n volumes>
Record 2	200	\$a <Title of first volume>
	225	\$a <Collective title> \$v Vol. 1
	410 or 461	\$0 <RID of Record 1> (optional) \$a <Collective title> \$v Vol. 1
		OR
		\$1001<RID of Record 1> (optional) \$12001# \$a <Collective title> \$v Vol. 1

[and so on]

Record n	200	\$a <Title of nth volume>
	225	\$a <Collective title> \$v <Vol. n>
	410 or 461	\$0 <RID of Record 1> (optional) \$a <Collective title>\$v <Vol.n>
		OR
		\$1001<RID of Record 1> (optional) \$12001#\$a <Collective title>\$v<Vol.n>

### Option 2

Under this option a record is made for the set, with no references in it to the names or sequential designations of the individual items in the set (Record 1). The number of items in the set is indicated in field 215 (Physical Description) if the set is complete. Separate records (Records 2-n) are made for each item in the set, with the collective title carried in field 200, subfield \$a, of the record and the sequential designation and title of individual items carried in the \$h and \$i subfields, respectively. An agency, however, may not require that a separate record be created for the collective title in Option 2 if links are not needed for individual items in the set. Inclusion of the RID of Record 1 in the records for the individual volumes is optional.

Option 2 is primarily used when the volumes have individual titles but the titles are *not* significant thus do not stand alone well.

Record 1	200	\$a <Collective title>
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## Record 2

200 1# \$aThe fellowship of the ring\$ebeing the first part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1965  
 215 ## \$a527 p.\$cill., maps\$d18 cm  
 461 #0 \$aTolkien, J.R.R.\$t%NSB%The %NSE%lord of the rings  
 OR  
 \$12001#\$a%NSB%The %NSE%lord of the rings\$1700#1\$aTolkien\$bJ.R.R.

## Record 3

200 1# \$a%NSB%The %NSE%two towers\$ebeing the second part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1965  
 215 ## \$a447 p.\$cmap\$d18 cm  
 461 #0 \$aTolkien, J.R.R.\$t%NSB%The %NSE%lord of the rings  
 OR  
 \$12001#\$a%NSB%The %NSE%lord of the rings\$1700#1\$aTolkien\$bJ.R.R.

## Record 4

010 ## \$a0-345-25345-0\$d\$1.95  
 200 1# \$a%NSB%The %NSE%return of the king\$ebeing the third part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1973  
 215 ## \$a544 p.\$cill., maps\$d18 cm  
 461 #0 \$aTolkien, J.R.R.\$t%NSB%The %NSE%lord of the rings  
 OR  
 \$12001#\$a%NSB%The %NSE%lord of the rings\$1700#1\$aTolkien\$bJ.R.R.

*Sample Display (of data selected from above records):*

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author - New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback)

The fellowship of the ring : being the first part of The lord of the rings - 1965 - 527 p. : ill., maps ; 18 cm

The two towers : being the second part of The lord of the rings - 1965 - 447 p. : map; 18 cm

The return of the king : being the third part of The lord of the rings - 1973 - 544 p. : ill., maps ; 18 cm - ISBN 0-345-25345-0 : \$1.95

*Option 2*

## Record 1

001 N34900  
 010 ## \$b(Paperback)  
 200 1# \$a%NSB%The %NSE%lord of the rings\$fJ.R.R. Tolkien  
 205 ## \$a[Authorised ed.]\$fwith a new foreword by the author  
 210 ## \$aNew York\$cBallantine Books\$d1965-1973  
 215 ## \$a3 vols.\$cill., maps\$d18 cm

## Record 2

200 1# \$a%NSB%The %NSE%lord of the rings\$hPt.1\$i%NSB%The %NSE%fellowship of the ring\$ebeing the first part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1965  
 215 ## \$a527 p.\$cill., maps\$d18 cm  
 461 #0 \$0N34900 [*Optional field*]  
 OR  
 \$1001N34900 [*Optional field*]

## Record 3

200 1# \$a%NSB%The %NSE%lord of the rings\$hPt.2\$i%NSB%The %NSE%two towers\$ebeing the second part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1965  
 215 ## \$a447 p.\$cmap\$d18 cm  
 461 #0 \$0N34900 [Optional field]  
 OR  
 \$1001N34900 [Optional field]

## Record 4

010 ## \$a0-345-25345-0\$d\$1.95  
 200 1# \$a%NSB%The %NSE%lord of the rings\$hPt.3\$iThe return of the king\$ebeing the third part of The lord of the rings\$fJ.R.R. Tolkien  
 210 ## \$aNew York\$cBallantine Books\$d1973  
 215 ## \$a544 p.\$cill., maps\$d18 cm  
 461 #0 \$0N34900 [Optional field]  
 OR  
 \$1001N34900 [Optional field]

*Sample display:*

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author - New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback)  
 Pt. 1. The fellowship of the ring : being the first part of The lord of the rings - 1965 - 527 p. : ill., maps ; 18 cm  
 Pt. 2. The two towers : being the second part of The lord of the rings - 1965 - 447 p. : map; 18 cm  
 Pt. 3. The return of the king : being the third part of The lord of the rings - 1973 - 544 p. : ill., maps ; 18 cm - ISBN 0-345-25345-0 : \$1.95

*Option 3*

001 N34900  
 010 ## \$b(Paperback)  
 200 1# \$a%NSB%The %NSE%lord of the rings\$fJ.R.R. Tolkien  
 205 ## \$a[Authorised ed.]\$fwith a new foreword by the author  
 210 ## \$aNew York\$cBallantine Books\$d1965-1973  
 215 ## \$a3 vols.\$cill., maps\$d18 cm  
 327 ## \$aPt. 1. The fellowship of the ring.\$aPt. 2. The two towers.\$aPt. 3. The return of the king

*Sample Display:*

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author - New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback)  
 Contents: Pt. 1. The fellowship of the ring. Pt. 2. The two towers. Pt. 3. The return of the king

**EXAMPLE 2: Part contained in a series**

*Collective set:* Zarnea G. Tractat de microbiologie generala.--Bucuresti, 1987-  
 Volume in set: Vol. 3: Genetica moleculara, ingineria genelor.--1989.--639p.

*Option 1*

## Record 1

001 295007  
 200 1# \$aTractat de microbiologie generala\$fG. Zarnea  
 210 ## \$aBucuresti [S.A.]\$d1987-

215 ## \$a vols  
700 #1 \$aZarnea\$bG.

## Record 4

001 484490  
200 1# \$aGenetica moleculara, ingineria genelor  
210 ## \$aBucuresti [S.A.]\$d1989  
215 ## \$a639 p.  
225 0# \$aTractat de microbiologie generala\$vVol. 3  
461 #0 \$0295007\$aZarnea, G.\$tTractat de microbiologie generala\$vVol. 3  
OR  
\$1001295007\$12001# \$aTractat de microbiologie generala\$vVol. 3\$1700#1\$aZarnea\$bG.

*Option 2*

## Record 1

001 295007  
200 1# \$aTractat de microbiologie generala\$fG. Zarnea  
210 ## \$aBucuresti [S.A.]\$d1987-  
215 ## \$a vols.  
700 #1 \$aZarnea\$bG

## Record 4

001 395502  
200 1# \$aTractat de microbiologie generala\$fG. Zarnea\$hVol. 3\$iGenetica moleculara, ingineria genelor  
210 ## \$aBucuresti [S.A.]\$d1989  
215 ## \$a639 p.  
517 1# \$aGenetica moleculara, ingineria genelor [*not needed if 200\$i is indexed*]  
461 #0 \$0295007  
OR  
\$1001295007

*Option 3*

001 100598  
200 1# \$aTractat de microbiologie generala\$fG. Zarnea  
210 ## \$aBucuresti\$d1987-  
215 ## \$a vols  
327 ## \$aVol. 3. Genetica moleculara, Ingineria genelor

**EXAMPLE 3: Part contained in a subseries of a series**

*Collective set:* World animal health/Office international des epizooties -- Paris, 1991-

*Subcollective set:* Pt. 6: Animal health status -- 1991-

*Volume in set:* Vol. 1: Disease control methods -- 1991 -- 301p

*Option 1*

## Record 1

200 1# \$aWorld animal health\$fOffice international des epizooties  
210 ## \$aParis\$d1991-  
215 ## \$a vols

## Record 7

200 1# \$aAnimal health status  
210 ## \$aParis\$d1991-  
215 ## \$a vols  
225 2# \$aWorld animal health\$vPt. 6

410 #0 \$tWorld animal health\$vPt. 6  
OR  
\$12001#\$aWorld animal health\$vPt. 6

Record 25

200 #1 Disease control methods  
210 ## \$aParis\$d1991  
215 ## \$a301 p  
225 0# \$aWorld animal health\$hPt. 6\$iAnimal health status\$vVol. 1  
410 #0 \$tWorld animal health\$vPt. 6  
OR  
\$12001#\$aWorld animal health\$vPt. 6  
410 #0 \$tAnimal health status\$vVol. 1  
OR  
\$12001#\$aAnimal health status\$vVol. 1

*Option 2*

Records 1 and 7 are as in Option 1

200 1# \$aWorld animal health\$fOffice international des epizooties\$hPt. 6\$iAnimal health status\$hVol. 1\$iDisease control methods  
210 ## \$aParis\$d1991  
215 ## \$a301 p  
[include 517s for titles in 200\$i, if needed]

*Option 3*

200 1# \$aWorld animal health\$fOffice international des epizooties  
210 ## \$aParis\$d1991-  
215 ## \$a vols  
327 ## \$aPt. 6. Animal health status. Vol. 1. Disease control methods

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