COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

DIRECTORATE GENERAL OF ADMINISTRATION

DIRECTORATE OF INFORMATION TECHNOLOGY

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Webcat

Cataloguing Manual

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1. Advice to Read before Starting to Catalogue

This manual combines the « Anglo-American Cataloguing Rules (AACR2) » and the most frequently used MARC 21 standards. To resolve specific cases, consult the Bibliographic Resources and in particular MARC 21 Concise Format for Bibliographic Data. LC, 1999 English edition.

- Fixed Fields

Apart from the obligatory fixed fields, other fields have to be filled in according to the type and content of the item. To simplify data entry, some values have been defined by default but must be modified or added if they do not correspond to the item being catalogued.

Examples of values:

24-27: Cont, can be l, m, r, s, w, etc.
See detailed explanations under LEADER – FIXED FIELDS
28: GovtPubl, can be f for an item produced by a federal or national body or i for a COE item or an item produced by another IGO
29: ConfPubl, default value 0 (is not a conference publication) but it must be changed to 1 if it is a conference publication.

- Bibliographic (bibliographic record): default values

Some fields in the templates/ data grids contain default values added by the system manager. These values facilitate data entry but they must be either modified or completed in each specific case.

- Note Controller and Display Constant Controller

These two expressions found in the definition of some notes (5XX) and in the linking entry fields (76X-78X), mean that by choosing specific indicators, the system can automatically generate specific information at |a.
Example: 780 00|a Follows : Trans European

- General Advice

To register an item, first fill in the Control, Bibliographic and Call Number/Item tabs separately before validating everything with Save.

Do not use a record already in the system as a template, as many records contain errors. If a new record is based on an existing one, any errors will be reproduced. This applies in particular if the "duplicate" function is used to copy an existing record.

The indicators and sub-fields mentioned in this manual are the ones most often used, but it is advisable to consult the MARC 21 internet site for all other cases.

Not all fields have indicators but for those that do there are several options. Only the most common options are presented in this manual.

Indicators recommended for one field cannot be used in a different field.

The choice of indicator or sub-field code may have a direct impact on the display or the failure to display some information in the WebCAT bibliographic records. For example, if |u is omitted in field 856, then this field cannot be used as a hypertext link.

When pipe a (|a) comes first in a field, it is mentioned in this manual for information, but it must not be typed.

A non-defined indicator is usually represented on the MARC 21 site by a hash sign (#) but this character must not be typed. Be careful not to mix it up with the 0 (zero), which is a value of the same type as 1, 2, etc.

Sub-field codes are presented in alphabetical order but the cataloguing rules do not respect this order.

Punctuation precedes a sub-field. It varies according to the preceding sub-field and it is different for each field. (Consult the rules recommended by AACR2).

All labels (tags or field numbers) that include a « 9 » contain information for local use.

- Special Characters

§: prefer the abbreviation « para. »
The German « ß » may be entered by using the Tools/Symbol table function or ALT 225. To facilitate searching, also add the word with « ss » in square brackets just after the word containing ß.

- Inaccuracies

Type inaccuracies or incorrect spellings as they appear in the item, and then type [sic] or [i.e. …] followed by the correct word in square brackets. This rule applies mainly to external documentation.

Example: european union [sic] [European Union]

- Punctuation

There are a great many punctuation rules, both in AACR2 and MARC 21. Some are presented in this manual but it is impossible to mention all of them, especially as they vary according to the sub-fields used. Please consult AACR2 and the MARC 21 examples.

Local rule: do not put a full stop at the end of a field. Only use punctuation inside fields.

- List of Abbreviations

NR: non-repeatable field. Single-use field. For example, the title
R: field that can be repeated as many times as necessary. For example, the author.

2. Starting a Cataloguing Session

- Select the « Cataloguing » or « CAT » tab at the top of the screen, then open the option « Titles » in the contents table at the left of the screen.

- With a right click, define the « properties » (default values) of the item to be catalogued. These values will then be displayed automatically in the different record tabs.

- It is recommended to check the « properties » during each cataloguing session, especially when the functions « Add Title » and « Duplicate Title » are used.

- Choice of « properties » for the functions 'Add Title' and 'Duplicate Title'

Title default values

- Format: choose the appropriate format for the item being catalogued

- Entries template: displays the fields most often used for a specific format

This is the most common option. Cataloguers may modify this entry form at any time (see 'How to Modify an Existing Template') or create a new one based on their needs (see 'How to Create your Own Template').

  Brief – the minimum number of appropriate fields for a specific format.
  Full – all fields defined in the system for a specific format.

- Shadow title: to be ticked so that the title does not appear in WebCAT

Editor display options:

Display descriptive labels: if this option is ticked, the field names are displayed in full in the record.

Call number default values: for more information, read the paragraph entitled « Call number/Item »

- Library: select the library in which the item has to be registered

- Class scheme: always use *alphanum* (alphanumeric: combination of figures and letters)

- Shadow call number: to be ticked so that the item is not displayed in WebCAT (item on which you are working or an item that must not be distributed outside the Organisation).

Item required default values

- Type: select the item type

- Home location: select the location

- Permanent: if this option is ticked, it means that the item is part of the selected library's permanent collection (this is generally the case).

- Circulate: to be ticked if loans are authorised.

- Shadow item: tick if this copy should not be displayed in WebCAT

Item optional default values

- Price: purchase price

How to Modify an Existing Template

To add a field to the template while you are cataloguing, use the option « Insert a field before the current one » or « Append a field at the end of the record » at the top of the screen, then enter the number of the field you wish to add (field label/ tag) in the window created. The field's tag and its name (label) will be displayed automatically when the record has been validated.

To delete a field, use the function marked with a red cross ('Delete the current field').
Careful: simply erasing the data in a field will not delete that field. The field with a red cross has to be completely deleted, otherwise an error message will be generated « Error, minimum size » when you try to validate the record.

How to Create your Own Template

Cataloguers can define their own templates according to their needs.

In Add titles, select a format then in the field « Entries template » choose « Select_entries » and list the desired fields in the « Entries » field, with a comma between each of them.

Templates are Available for the Following Formats:

ANALYTICAL (part of an item): this format is no longer used. Use the Document format instead. [Decision made in July 2010].

ARCHIVE: used to register entities' administrative archives (transfers and deposits)

ARTICLE: to register an article from a periodical

BOOK: to register a book (external) or a Council of Europe publication with an ISBN number

CHAPTER: to register the chapter of a book

DOCUMENT: to register a document

MEMO: format reserved for the database administrator

SERIAL: to register a serial publication (periodical)

VISUAL: to register visual material: a film, microfilm, microfiche, videocassette, etc.

WEBSITES: to register a website.

3. Bibliographic Record « Bibliographic »

AACR2 rules and MARC 21 format.

3.1 Leader – Fixed Fields

Leader - Fixed Fields

The information given in the Leader and Fixed Fields is partly repeated in the body of the record. This information is not superfluous, it concerns independent functions. The values in the fixed fields are used when importing and exporting data in MARC format. The metadata values in the bibliographic records are used for research purposes.

There is no exchange of information for the article, chapter and analytical formats. It is therefore not necessary to fill in the Leader and Fixed Fields for those formats, or to determine a main entry in 1XX. The YEAR field should nonetheless be filled in so that the item date will appear in the WebCAT list of results.

Some fields contain default values, which were put in to simplify data entry. These are general values but they must/ may be changed according to the characteristics of the item being catalogued.

000 LEADERS (NR)

A « fixed field » containing 24 numbered positions from 00- 23.

Rec_type: type of record
a: textual material (not manuscript) (also valid for microforms and electronic items which are mainly textual, whether they are copies of printed items or originals). The code « t » must be used for manuscripts.
m: computer file: software, digital data, computer-oriented multimedia, online systems or services.

Bib_Lvl: bibliographic level
a: monographic component part: article in a periodical, chapter of a book
m: monograph
s: serial publication.

Type ctrl: type of control
#: no specified type.

17 Enc_Lvl: encoding level
z: not applicable.

Desc: descriptive cataloguing form used
a: AACR2.
Migrated data has the default value « u » unknown.

008/00-39 FIXED-LENGTH DATA ELEMENTS / FIXED FIELDS

This field contains 40 character positions numbered 00 to 39 which provide coded information about the record as a whole and about special bibliographic aspects of the item being catalogued. These coded data elements are potentially useful for retrieval and data management purposes.

Character positions 00-17 and 35-39 are defined in the same way for all item types. Field 008 has no indicators or sub-field codes.

Several fields must be filled in. They are the ones preceded by an asterisk *. Others contain "default" values which can or must be modified according to the characteristics of the item being catalogued (Freqn, GovtPubl, ConfPub, Fest, Biog, etc.).

00-05 Entrd: Date entered (on file)
6 numerical characters in the form YYMMDD
Example: 000318 for 18 March 2000. It is generated automatically.

06 Dat_Tp: Type of date/ status of publication
e: detailed date: when the month is indicated (and possibly the day) in addition to the year (e.g. Council of Europe documents and publications).

s: unique known or probable date of publication (books, visual material).

k: range of years covered by the bulk of the collection (serial publications).

The other values should be consulted in MARC 21
q: uncertain date
n: unknown date,
etc.

obligatory
*07-10 Date1: 4 characters, e.g.: 2000 for the date of a book

obligatory

*11-14 Date2: date of end of publication for serial publications or to indicate the precise date of a COE item in the form mmdd
Example: 0117 for 17 January (COE item).

If part of date 1 or 2 is unknown, the missing figures should be shown with the letter u (e.g. to enter 19 ??, type 19uu). If active serial publications (i.e. still being published) are being registered, or incomplete items in several parts which are not serial publications, use 9999 for the date to show that the year is not yet known.

obligatory

* 15-17 Ctry: Place of publication: alphabetic code containing two or three small letters.

18-21 Illus: illustrations (books)
#: no illustration
a: illustrations
b: maps
c: portraits
o: photographs, etc.

18 Frequn: frequency (for serial publications)
u: unknown (by default)
or known values to be defined:
a: yearly
b: fortnightly, etc.

19 Regulr: regularity (for serial publications)
u: unknown (by default), etc.

21 Ser-Type: type of serial publication
#: by default
Other available coded values.

22 Audience: target audience (books)
Intellectual level of the target audience for whom the item is intended
#: unknown or not specified.

22 Phys-Me: medium of original item (serial publications)
#: non-coded value
Other available coded values.

23 Repr: medium
#: not specified.

24-27 Cont: nature of contents (books and documents)
l: when the item contains complete or partial texts in the form of a law or code
m: thesis
r: directories
s: statistics
w: compendium of precedents, laws and compilations
z: treaties, etc.

25-27 Cont: nature of contents (serial publications)
#: nature of contents not specified, etc.

28 GovtPubl: government publication
#: not a government publication
f: published or produced by a federal or national body or for the governments of England, Wales, Scotland or Northern Ireland, e.g. National Centre for Research Methods (England)
i: item published or produced by or for an international intergovernmental body
Example: Council of Europe
o: (letter o) government publication – level undetermined, etc.

29 ConfPub: conference publication
0: not a conference publication (default value)
1: conference publication (proceedings, report, summary, etc.).

30 Festschrift
0: not a festschrift (default value)
1: festschrift.

31 Indx: Index
0: no index (default value)
1: index present.

33 Fiction: Literary form
0: not fiction (default value)
s: speeches, etc.

34 Biog: Biography
#: no biographical material
a: autobiography
b: individual biography
c: collective biography
d: contains biographical information.

obligatory

* 35-37 Lang: language
code with three small letters
If there are several languages, enter the code of the predominant language (all language codes will be found in field 041).

* 38 Mod-Rec: modified record
#: complete record.

* 39 Source: original source of the cataloguing record
d: other source (default value) corresponds to 040 |aFrSbCOE. It is generated automatically.

3.2 Bibliographic Record Fields

Some fields contain different default values according to the formats used. If a field already contains a default value and the field must not appear in the record, delete it by using the function represented by a red cross at the top of the screen ('Delete the current field'). Deleting the data in the field is not sufficient.

These values can/ must also be selected and modified by the cataloguer according to the specific characteristics of the item being handled.

00X - 04X CONTROL FIELDS / CONTROL INFO NUMBERS, CODES

001 Control Number (NR)

Indicators and sub-field codes
This field has no indicators or sub-field codes.

- Field Definition and Scope

This field contains the control number assigned by the body that created, used or distributed the record. It can be a control number, an ISBN number or another type of number.

This field was used when migration of data took place. No new data needs to be entered. The ITEM ID at Vol/Copy level is used as the item identifier.

003 Control Number Identifier (source of data) (NR)

Indicators and sub-field codes
This field has no indicators or sub-field codes.

- Field Definition and Scope

This field contains the MARC code of the body whose system control number has been entered in field 001 (Control Number).

Field 003 is generated by the system, default value |aFrSbCOE

009 Cataloguing Level (local field)

- Sub-field Code

|aF: full: complete, finished catalogue
|aO: order: work ordered.

019 Bibliographical Level (local field)

am: analytical in a monograph (chapter)
as: analytical in a series (article)
m: monograph
mc: monograph in a collection (e.g. work due to be published in X volumes during a predetermined period)
ms: serial monograph
s: serial publication.

020 ISBN International Standard Book Number (R)

Book format: see AACR2 1.8 and 2.8
Information source: the whole publication.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: International Standard Book Number (NR)
|z: cancelled/invalid ISBN (R),
etc.

- Field Definition and Scope

This field contains the International Standard Book Number (ISBN), the acquisition methods and any cancelled or invalid ISBN numbers.

Field 020 is repeated if there are several numbers relating to different editions of a work (e.g. different ISBN numbers for hardback and paperback editions, or else different ISBN numbers for a series considered as a whole and for each of its separate parts).

The same ISBN number can only be used once.

In « chapter » format, do not mention the book's ISBN number in 020. (If necessary, it can be mentioned in 773).

An ISBN is a unique number that a publisher gives to a publication. Each ISBN number comprises 10 figures divided into 4 groups (including either spaces or hyphens between the figures). It identifies the language of the country where the book is published, the publisher, the title and a numerical control code 0-9 or X. If « x » is a small letter, enter it as a capital letter « X ». (It represents the Arabic numeral 10).

Standardised book numbering: ISBN with 13 digits

Since 1 January 2007, ISBN numbers have been composed of 13 digits instead of 10. This new structure takes account of the increasing number of publishers and publications throughout the world.

The ISBN number is now preceded by the prefix « 978 » and the control code (the last digit) is recalculated. The prefix « 979 » will be introduced when the existing ISBN segments have all been used.

Example for a Council of Europe publication: former ISBN number: 92-871-5863-0 / new ISBN number: 978-92-871-5863-5 (978: new prefix for books, 92-871: publisher identification, 5863: identification of the work and 5: control code).

During the transition period, from 1 January to 31 December 2006, the two ISBN numbers both appeared on books. Enter each ISBN number in a separate field 020.
0-333-55432-1 (MacMillan)
0-3126-5432-1 (St. Martin's Press)

If there are several ISBN numbers relating to different editions (1st, 2nd, etc.) or if there is a different publisher, only use the ISBN number of the book being catalogued.

In the case of a publication with several volumes, specify whether the ISBN number relates to all volumes or a single volume.
Examples: 0-379-00550-6 (set) ; 0-379-00551-4 (v. 1)

If a book has one ISBN number for a hardback edition and another for a paperback edition, and the publisher is the same, enter the ISBN numbers in separate fields 020. Use an abbreviation to show the type of binding in brackets, preceded by a space.
0-521-80512-0 (pbk.) for paperback edition
0-521-80563-0 (hbk.) for hardback edition

If you know that the ISBN number contains an error, give the correct ISBN number and specify that it has been corrected.
E*xample*: 0-340-16427-1 (corrected)

022 ISSN International Standard Serial Number (R)

Serial format: see AACR2 12.8B
Source of information: the whole publication.

- First Indicator

#: no level specified,
etc.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: International Standard Serial Number (NR)
|y: incorrect ISSN (R)
|z: cancelled ISSN (R),
etc.

- Field Definition and Scope

This field contains the International Standard Serial Number (ISSN), a unique identification number assigned to a continuing resource/ serial publication and/or any incorrect or cancelled ISSN numbers.

The ISSN number can only be entered once in this field, when registering the title of a periodical. See also |x in fields 440 and 773 to repeat this information if necessary.

The standard structure of an ISSN number is two groups of four figures separated by a hyphen 8765-4582. If the number ends with a small letter x, enter a capital « X » (it represents the Arabic numeral 10).

0044-8399
0090-001X

024 Other Standard Identifier (R)

- First Indicator

8: unspecified type of standard number or code,
etc.

- Second Indicator
#: no information provided.

- Sub-field Codes

|a: standard number or code (NR),
etc.

- Field Definition and Scope

This field contains a standard number or code on an item which cannot be accommodated in another field (e.g. fields 020, 022, 027, etc.). The type of standard number or code is identified in the 1st indicator position or in sub-field |2 (source of number or code).

Classification number used by the Archives Division.

030 CODEN Designation (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Field Definition and Scope

This field contains the abbreviation CODEN, a unique indicator for titles of scientific and technical periodicals. This code includes six characters.

039 Stock Number (local)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: year (yy)
|b: sequential number.

- Field Definition and Scope

Stock number of Council of Europe documents in Distribution.
This number is only used for a small number of documents kept in Distribution in the Human Rights Building.

|a97|b3728

040 Cataloguing Source (NR)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: FrSbCOE: body that carried out the original cataloguing (NR).
FrSbCOE corresponds to France Strasbourg Council of Europe.
|c: body that transcribed the item in MARC format (NR) (|a and |c are always identical if the same library does both).
|d: the library that makes changes to a MARC record already created. (R),
etc.

- Field Definition and Scope

This field includes the MARC code or the name of the body or bodies which created the original record, assigned the MARC content designation and transcribed the record into machine-readable form, or else modified an existing MARC record. It is indexed in MARC Code List for Organizations managed by the Library of Congress.

The |a value appears by default for the BOOK and ITEM formats (id for 008/38 (d) and 003).

Consult: Fritz, D. Cataloguing with AACR2R and USMARC p.299.

008/39 other sources
040 ##: |aFrSbCOE|cFrSbCOE

041 Language Codes (R)

On 1 September 2010, MARC language codes were replaced by ISO639-2 language codes.

See also 008/35-37- Fixed Fields and 546 - Language Note – to record information about the language of the text.

All formats

- First Indicator: translation indication.

0: item is not a translation/ does not include a translation
1: item is or includes a translation.

Second Indicator: source of code
#: MARC language code.

- Sub-field Codes

|a: sub-field includes language codes associated with the item. The first code mentioned must correspond to the code entered into fixed fields 008/35-37
|b: language code of summary or of abstract written in a different language to the one identified in the fixed fields
|g: language code of accompanying material
|h: language code of original work or intermediate translations of the work,
etc.

- Field Definition and Scope

This field contains the language codes associated with a work when the language code in fields 008/35-37 (language) does not adequately represent a multilingual work or a translation.

The language may also be recorded in textual form in field 546 (Language Note).

Languages are identified by three-letter codes separated by |a. They are entered in the order of their predominance in the text. If there is no predominant language, the codes are entered in English alphabetical order.

Only mention a 2nd (or 3rd) language if there are a substantial number of pages in that language.

For Council of Europe documentation, the 2nd language version (French or English) must not be considered as a translation. Therefore, the indicator is « 0 ».

|b: Language code of summary or abstract of the sub-title or over-printed title.
Sub-field |b contains the language codes of abstracts when they are in a different language to that of the text. The languages of abstracts are registered in alphabetical order of the language codes.

|g: Language code of accompanying material other than librettos R)
Sub-field |g contains the language code or codes of accompanying material, except those of abstracts (sub-field |b) and librettos (sub-field |e).
Example: |alit|gger (Lithuanian manual for learning German in which the exercises and all grammatical explanations are in Lithuanian but the target language is German).

|h: Language code of original work or of intermediate translations
Sub-field |h contains the language code(s) of the original work or of the intermediate translations of that work. The intermediate translation codes are entered before the language codes of the original work.

For electronic resources, field 041 is used to enter the language codes associated with the data and/or with the user interface (e.g. screen pages). Field 041 does not indicate machine languages (e.g. COBOL) or character sets (e.g. ASCII) of electronic resources. The machine language codes are entered in field 538 (System Details Note).

Examples:

|aeng|afre|aspa (means that the text is available in 3 languages)
|aeng|bfre|bger|bspa (means that the text is in English and that there are abstracts in French, German and Spanish)
|aeng|hrus (means that the text is in English, translated from Russian)
|alit|gger (Lithuanian manual for learning German in which the exercises and all grammatical explanations are in Lithuanian)

008/35-37 eng
041 1#|aeng|hfre [means that the text is in English, translated from French]
use field 500 General Note to give the original title
500 ##|aTranslation of : [original title]
and 546 Language Note to give additional information on languages, if necessary.

05X – 08X CLASSIFICATION AND CALL NUMBER FIELDS

059 Author Department Code (local)

- Sub-field Code

|a: code of the author department responsible for an item.

Code identifying the Council of Europe department responsible for publishing an item.

080 Universal Decimal Classification Number (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: Universal Decimal Classification Number (NR),
etc.

- Field Definition and Scope

This field contains a Universal Decimal Classification number (UDC) in which the item is classified. Only put the number here. The whole call number must be entered at Call number information (Vol/Copy tab). Field 080 has to be repeated to enter several UDC numbers attributed to an item.

At present there are many classification numbers preceded by the acronym UDC. These are books from the former Central Library which were once classified according to the UDC system but which must be reclassified using the Dewey classification system.

082 Dewey Class Mark (R)

- First Indicator: type of edition

0: specifies that the classification number is taken from the complete edition (20th, 21st)
1: indicates that the classification number comes from the abridged edition (12th).

- Second Indicator: source of the classification number

#: no information provided
0: assigned by the Library of Congress (LC) (and found in the book)
4: assigned by an agency other than the LC (in this case, us).

- Sub-field Codes

|a: classification number (R)
|2: edition number (NR),
etc.

- Field Definition and Scope

This field contains a complete classification number assigned by the Library of Congress (LC) or by other bodies using Dewey Universal Decimal Classification general tables. The second Indicator values make it possible to determine whether the content has been assigned by the Library of Congress or by another body.

The complete call number should not be entered here, but at the level of the Call number/Item tab.

The Dewey system is used for the general collection from the former Central Library and for the Vedovato library.

Sub-field |2 contains the edition number of the Dewey Classification general tables used to assign the classification number.
00.|a388/.0919|221, 21st complete ed. by LC
10.|a914.3|212, 12th abridged ed.by LC
14.|a340|212, 12th abridged ed. in English by FrSbCOE

084 Other Classification Number (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: classification number (R),
etc.

- Field Definition and Scope

This field includes a classification number assigned by a cataloguing body which uses classification systems other than LC, UDC, Dewey, etc. It should only be used for local or non-defined classification schemes. When attributing more than one classification number, repeat field 084.

088 Report Number (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: report number (NR)
|z: cancelled/invalid report number (R),
etc.

- Field Definition and Scope

This field contains the report numbers or references of COE items. The field is repeated if there are several report numbers or in the case of global cataloguing, every time there is an item missing in the series.

Documents:

Enter the reference as it is on the document (abbreviated or complete reference).
Example: PROV ADDENDUM or PROVISIONAL ADDENDUM

Enter the reference in capital letters and the textual parts in small letters.
If it is really necessary, add a full stop after each section of additional information to avoid confusion, but it is better to avoid doing so if possible.

Do not add a space between the different parts of a reference as this would make searching difficult.

Use only Arabic numerals:
Example: CM/INF(98)41 ADDENDUMIV becomes CM/INF(98)41Addendum4

Do not use a full stop at the end, even if there is one on the document

Existing abbreviations in the database (migrated data or as on the document):

ADD: addendum
AMDT: amendment
ANN: appendix
CORR: corrigendum
DEF: final (abbreviation of definitive)
PROV: provisional
REV: revised
SOUS-AMDT: sub-amendment.

If the document is bilingual and the reference is different for each of the languages, repeat field 088.

Examples:

088.##|aCM/DEL/DEC(2000)695VOLUME1SECTIONC
088.##|aCM/DEL/DEC(2000)695VOLUME1RUBRIQUEC

COE Publications:

Enter the PREMS (Prepress Management System - DLOG production system) printing number which appears in small characters on the front cover page or at the back of the publication.
Example: PREMS238312

09X CLASSIFICATION NUMBERS - LOCAL CLASS MARKS / OTHER CLASSIFICATION SCHEME

090 COE Class Marks (local)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes
|a: class mark in the classification scheme for the collection of Council of Europe publications.

- Field Definition and Scope

This field contains the class marks of the Council of Europe collection
090.##|aC.1.2

091 CP Class Marks (local field)

- Field Definition and Scope

This field contains the class marks of the Cultural Policy Collection (DG-IV)
This field is no longer used

092 EET Class Marks – Centre for Education in Europe (local field)
This field is no longer used

093 EU (European Union) Class Marks (local field)
This field is no longer used

094 Naturopa Bulletin (local field)
This field is no longer used

095 Political Bulletin (local field)
This field is no longer used

096 Judicial Bulletin (local field)
This field is no longer used

097 UN (United Nations) Class Mark (local field)
This field is no longer used

098 HR Bibliography (local field)
This field is no longer used

099 Ceres 1 Shelf Marks (local field)

This field was only used temporarily during migration of the data from the TechliPlus libraries' catalogue (former database) to Unicorn (new database) in 2000. The shelf marks should be entered at Call Number/Item level.

1XX MAIN ENTRY FIELDS (NR)

There can only be one main entry field (100, 110, 111 or 130) because field 1XX is not repeatable, but as many added entry fields as necessary may be added (700, 710, 711, 730).

100 Main Entry Field – Personal Author (NR)

See also 600 and 700.

There can only be one main entry field 100 because this field is not repeatable, but as many added entry fields as necessary may be added (700, 710, 711, 730).

Book format: AACR2 21.1A, 22.1-22.3D1
Linked to the authority index.

- First Indicator

0: first name. *Example*: 100.|0#John Paul|bII,|cPope
1: surname (single or double-barrelled)
3: family name (noble family, dynasty, clan etc.).

- Second Indicator
#: undefined.

- Sub-field Codes

|a: personal name (NR)
|b: numbering (NR)
|c: title and words associated with the name (R)
|d: dates associated with the name (NR)
|e: relator term (R),
etc.

- Field Definition and Scope

This field contains a personal name used as a main entry, i.e. the person mainly responsible for the intellectual or artistic content of the work.

Do not use for articles, chapters or COE documents. Use 700 and do not distinguish between main and added entry.

Assembly rapporteurs are entered in field 700, followed by |e(rapp.) [Decision of 11.03.2004]
Example: Valence, John|e(rapp.)

Authors followed by a function are entered in field 700, preceded by |e and followed by their function (ed., rapp., comp., trad., aui (author of the introduction), etc.).

For books, if there are two or three authors, enter the first author in field 100 and the others in field 700. If there are more than three authors, use field 245 to enter the title as the main entry; use 0 as the first indicator and make an added entry in 7XX with the first author's name or the corporate author mentioned.

For Council of Europe documentation:
Type all names in field 700, using the same rules.
An exception to this rule is made for the minutes of Assembly meetings. Do not mention all speakers systematically.

Follow the order Surname, First Name

The first letter of the surname (including the particle) and the first letter of the first name are in capitals. The other letters are small letters.
Examples:
Gordon, C.
Smith, John
La Fayette, Jean de
Diderot, Denis,|d1713-1784

If an initial is used on the item for a first name, but the cataloguer knows that name, the whole first name should be entered.

If there are several initials, do not leave a space between them.

If there are several surnames, use the last surname (except in the case of Italian, Portuguese and Spanish names).
Example: Richard Newbold Adams becomes Adams, Richard Newbold

Do not keep nobiliary or social rank titles unless their omission would leave a surname or first name on its own. See AACR2, sections 22.6 and 22.12
Examples:
Lord Newall becomes Newall, Lord
L.E. Hinkle Jr. becomes Hinkle, L.E.
Sir G. Finsberg becomes Finsberg, G.

If it is not possible to identify the surname, use the name as it appears
Example: Nzongola-Ntalaja is retranscribed as it is.

Double-barrelled names: see AACR2-88 Chapter 22.5
Double-barrelled, hyphenated or non-hyphenated surnames: see the rules for each language.

Surnames with prefixes: consult the following table « Surnames with prefixes ISBD(M):

Prefix part of the surname	Prefix	Prefix part of the first name
Arab	Abd-al	
Arab	Abd-ar	
Arab	Abd-as	
Arab	Abdel	
Arab	Abdul	
Arab	Abou	
Arab	Abou'l	
Arab	Abu	
Arab	Abu'l	
	Ac	Arab
	Ad	Arab
	Af	Scandinavian
	Al	Arab
Breton	Al	
German	Am	
	An	Arab
	Ar	Arab
	As	Arab
	At	Arab
German	Auf'm	
German	Aus'm	
	Av	
	Bar	Jewish
Arab	Ben	
Anglo American	D' / De	

Dutch	D' / De	
	D' / De	Spanish
	D' / De	French
Italian	D' / De	
	D' / De	Portuguese
Italian	Da	
	Da / Das	Portuguese
Italian	Dall	
	De las	Spanish
	De les	Spanish
Italian	De li	
	De los	Spanish
Italian	Degli	
	Del	Spanish
Italian	Della	
Dutch	Den	
Dutch	Der	
French	Des	
Italian	Di	
	Do / Dos	Portuguese
French	Du	
	El	Arab
Arab	Ibn	
German	Im	
African	K'	
African	Ki	
Anglo / American / Dutch / French / Italian	L' / La	
	L' / La	Spanish
	Las	Spanish
Anglo / American / Dutch / French / Italian	Le / Les	
	Le / Les	Spanish
	Los	Spanish
Italian	Lo	
African	M' / Ma / Mi / Mwa	
Celtic	Mac / Mc	
African	N'	
Celtic	Ni	
Celtic	O'	
Dutch	O / Op de / Op den	
Dutch	Op't / Opde / Opden	
Dutch	'S / S'	
Dutch	'T / T'	
Dutch	Te / Ten	
Dutch	Uit den / Uut den / Uut't	
Dutch / Anglo American	Van	
	Van	German
Dutch	Van de	
Dutch	Van den / Van der	
Dutch	Van het	
German	Vom	
Anglo American	Von	

	Von	German / Scandinavian
	Von dem	German
	Von der	German
	Von und zu	German
Dutch	Voor	
	Zu	German
German	Zum	
German	Zur	

110 Main Entry Field - Corporate Author (NR)

See also 610 and 710.

There can only be one main entry field 110, as this field is not repeatable, but as many added entry fields as necessary may be added (700, 710, 711, 730).

Book format
AACR2 21.1B, 24.15A
Linked to the authority index.

- First Indicator

0: inverted name: personal name presented in reverse order: surname, first name.
Jean and Dorothy Newman Industrial Relations Library becomes Newman (Jean and Dorothy) Industrial Relations Library

1: jurisdiction name
1#|aUnited Kingdom.|bMinistry of Finance
1#|aUnited Kingdom.|bMinistry of Culture and Communication.|bDepartment of Studies and Future Trends

2: name in correct order, as shown. The entry field may contain a descriptor in brackets or be an acronym or an abbreviation.
2#|aCouncil of Europe
2#|aSchool of Higher Commercial Studies (Montreal, Quebec)

- Second Indicator
#: undefined.

- Sub-field Codes

|a: corporate author or jurisdiction name as entry element (NR)
|b: subordinate unit (R)
|c: place of meeting (NR)
|d: date of meeting of signing of treaty (R)
|g: miscellaneous information (NR)
|k: form sub-heading (R)
|n: number of part/section/meeting (R),
etc.

- Field Definition and Scope

This field contains a corporate author used as a main entry. According to various cataloguing rules, the main entry under corporate author is assigned to works that represent the collective thought of an organisation.

Corporate authors are associations, institutions, companies, commercial or non-commercial bodies, governments, etc.

Names of conferences and meetings entered subordinately to a corporate author are entered in this field instead of field 111 (see modification in the paragraph entitled Council of Europe Documents … and Other Documents, below).

For articles and chapters, do not use this field. Prefer field 710 and do not distinguish between main entry and added entry.

If possible, use the full name of the corporate author followed by its acronym in brackets, except for some international organisations (UNO, UNESCO, UNICEF, etc. See the authority index CORP-NAMES) which are better known by their acronyms than their full names. These acronyms are used in capital letters.

If the name of the corporate author includes initials, keep or omit the full stops between the initials according to the way the corporate author name is generally used. If in doubt, do not use full stops and do not insert spaces between initials (e.g. UNO). If full stops are used, do not leave spaces between the full stops and the initials.

Goverment: use the word generally used to describe it
France and not French Republic.

Jurisdiction: use the full country name and not the country code
United Kingdom.|bMinistry of Work

Leave out the article which precedes the corporate author name (unless the corporate author is a proper noun or a place)
Library Association and not The Library Association.

The names of corporate authors containing a place name which is an integral part of the name, or qualified by a place name, are identified by value « 2 » as the first Indicator.
110.2#|aUniversity of Quebec in Montreal.|bDepartment of Kinanthropology

- Council of Europe Documents … and Other Documents

|a must always be « Council of Europe » or « Conseil de l'Europe », according to the document language.

Information about meetings such as « meeting, meeting n°, date, and place » is not always relevant. Therefore it must no longer be mentioned in field 110 [implementation August 2002]. This information should be placed in field 245 (title statement) when it appears explicitly in the title or in the case of the minutes, annotated agenda, report or proceedings of the meeting in question.

This rule can also be applied to other formats.

111 Main Entry Field - Conference Author (NR)

See also 110 and 711.

There can only be one main entry field 111, as this field is not repeatable, but as many added entry fields as necessary may be added (700, 710, 711, 730).

Book format
AACR2 21.1B1, 21.1B2d
Linked to the authority index.

- First Indicator

0: when the name of the meeting starts with a proper noun presented in inverted order (surname, first name)

0#|aSmith (David Nichol) Memorial Seminar

1: when the meeting is entered under a place name

2: name in correct order, as it appears in the item.

- Second Indicator
#: undefined.

- Sub-field Codes: cf. 110
|a |b |n :|d :|c, etc.

- Field Definition and Scope

This field contains a meeting or conference name designated as a main entry. According to various cataloguing rules, main entry under a meeting name is assigned to works that contain minutes, reports, etc.

Meetings entered subordinately to a corporate body that are used as main entries are recorded in field 110.

For articles and chapters, do not use this field. Use instead field 711 and do not distinguish between main entry and added entry.

In the conference name, leave out the order number, its frequency and the year.
 (Idem for exhibitions)
Second Conference on… becomes Conference on…
1996 Conference on… becomes Conference on…
and the order number, year, etc. are mentioned in sub-fields |n |d |c

Examples:

1#|aBayreuth, Germany(Town).|qFestspiele
2#|aStrasbourg Conference on Parliamentary Democracy|n(2nd :|d1987)
2#|aInternational Jazz Festival|d(1998 :|cMontreux, Switzerland)
2#|aOlympic Games|d(2000 :|cSydney)

130 Main Entry - Uniform Title (NR)

There can only be one main entry field 130, as this field is not repeatable, but as many added entry fields as necessary may be added (700, 710, 711, 730).

- First Indicator: number of non-filing characters.

- Second Indicator
#: undefined.

- Sub-field Codes: cf. 110, 11

|a: uniform title (NR),
etc.

- Field Definition and Scope

This field contains a uniform title designated as a main entry. A uniform title as a main entry is used when a work is entered directly under the title and the work has already appeared under other titles, which makes it necessary for this specific title to be used to represent the work. Cataloguing rules also require this field to be used when the work is entered directly under the title and additions or deletions to the title must be accommodated. In the case of additions or deletions, the title may not actually vary

from one version to another. The title that appears on the work being catalogued is contained in field 245. There will be no 100, 110 or 111 fields in records with field 130.
Example: 0#|aConvention for the Protection of Human Rights and Fundamental Freedoms|d(1950).|kProtocols, etc.,|d1963 Sept. 16

HOWEVER, if the cataloguer wishes to enter a uniform title and another main entry (fields 100, 110 or 111), field 240 must be used for the uniform title.

20X-24X TITLE AND TITLE- RELATED FIELDS, EDITION, IMPRINT, ETC. FIELDS

These fields contain the title of the item described in the record and variant and former titles that also apply to the item. Field 245 (title statement) contains the title as it appears on the main title source for an item. The uniform title is the main title for bringing together items appearing under multiple titles.

240 Uniform Title (NR)

Book or Document format: AACR2 25.1, 25.3, 25.5.

- First Indicator

0: not printed or displayed
1: printed or displayed.

- Second Indicator: number of non-filing characters.

- Sub-field Codes

|a: uniform title (NR)
|l: language of a work (NR)
|d: date of signature of treaty (R)
|f: date of a work (NR),
etc.

- Field Definition and Scope

This field contains the uniform title for a work when a field 100, 110 or 111 also appears in the bibliographic record. A uniform title is used when a work has been published with different titles, hence the need to choose a specific title to represent the work---Field 240 is not used when field 130 is present.

1 Council of Europe
1 European Convention on Human Rights|d1950
245.10|aConvention for the Protection of Human Rights and Fundamental Freedoms

Use field 240 for uniform titles that are not a main entry. To be used for legal texts, individual national constitutions and bilateral treaties.

To create a uniform title, do not use an initial article
110.1.|aUnited Kingdom
240.1.|aTreaties, etc.
245.10|aCollection of British treaties and agreements

Do not use for articles or chapters. Use 710|a and |t instead.

242 Translation of Title by Cataloguing Agency (R)

See also 245

- First Indicator

0: no added entry
1: added entry.

- Second Indicator: number of non-filing characters (cf. 245 title statement).

- Sub-field Codes

|a: title
|b: remainder of title
|y: language code of translated title,
etc.

- Field Definition and Scope

This field contains the translation of the title proper. The translation is carried out by the cataloguing body. Only use this field if the translated title does not appear as a parallel title on the item. Translated titles appearing as parallel titles on items are entered in field 245 (title statement).

Examples:

242.00|aLand surveying and agricultural equipment.|yeng
245.00|aGeodezja i urzadzenia roline

245 Title Statement (NR)

Obligatory in all formats
AACR2 1.1B.

- First Indicator: title added entry

0: no added entry, e.g. when the title is the main entry
1: added entry, e.g. when the title is not the main entry.

- Second Indicator: number of non-filing characters

The position of the second indicator contains a value which specifies the number of character positions associated with a definite or indefinite article at the beginning of a title that are disregarded when sorting and filing.

0-9: number of non-filing characters
0: title without definite or indefinite article
2: title preceded by an article with 1 letter, e.g. A (English indefinite article), L', etc.
3: title preceded by an article with 2 letters, e.g. An, La, Le, etc.
4: title preceded by an article with 3 letters, e.g. The, Les, Der, Die, Das, Ein, etc.

Diacritic or special character associated with an article
245.15|a"The eve that never sleeps…"
245.11|a"Türken" oder "Athigani"?
245.14|a"Le monde en images"

Consult the complete list of initial articles in all languages in MARC 21 – Bibliographic Data, Appendix F or at this address http://lcweb.loc.gov/marc/bibliographic/bdapp-e.html

- Sub-field Codes

|a: title (NR)
|b: remainder of title (NR)
|h: medium
|k: form (R)
|n: number of part / section of a work (R)
|p: name of part / section of a work (R),
etc.

- Field Definition and Scope

The title statement field consists of the title proper and may also contain the general material designation (medium), the remainder of the title, other title information and remainder of the title page transcription. The title proper includes the short title and alternative title, the numerical designation of a part or section, and the name of a part or section. We have chosen not to add statement of responsibility to this field so as not to repeat information already available in fields 1XX or 7XX (see exception at § |c Statement of Responsibility (local use) below).

Monographs and serial publications
In general, enter publications under the title (245 0 title main entry) when the publication has a publisher but no author, or when there are more than three authors.

Articles and chapters
Enter the title as the main entry and add the author(s) as an added entry.

|a: Title (NR)

AACR2 1.1B
Sub-field |a contains the title proper and the alternative title; the name and number of the part are excluded.
The |a cannot be repeated.
Sub-field |a also contains the first title of separate works (same author, composer, etc.) in a collection lacking a collective title.

Sub-field |a is obligatory in field 245. It must be the 1st sub-field used. (See example of application in the § about |k Form, below).

Title Proper

The title proper must be long enough to correctly identify the work and must be understandable. See also explanation about |b.

Transcribe the title proper, using the same words, order and spelling. It is NOT NECESSARY to use the same punctuation or to make the same use of capitals.

Use a capital letter for the first word of the title. Then use capitals in accordance with the spelling rules used in the language of the work. The default rule is to use small letters.

When a sequential number is mentioned, insert a space between the word and the figure.
Declaration n° (space) 12

Alternative Title

Is part of the title proper. Before the alternative title, type a comma then or (ou in French), then a second comma and the alternative title. The first word of the alternative title is capitalised.
Marcel Marceau, ou, L'art du mime

245.10|aBlack Sea Geopolitics :|bTurkey and Countries of the Former Soviet Union

245.10|aEducation Policies for Democratic Citizenship and Social Cohesion :|bChallenges and Strategies for Europe
245.10|aTurkey :|b1, initial draft resolution ; 2, initial draft recommendation
245.10|aMeeting Report

Information about meetings such as « meeting, meeting n°, date, and place » is not always relevant. Therefore it must no longer be mentioned in field 110 [implementation August 2002]. This information should be placed in field 245 (title statement) when it appears explicitly in the title or in the case of the minutes, annotated agenda, report or proceedings of the meeting in question.

|b: Remainder of Title (NR)

AACR2 1.1D, 1.1 E
Sub-field |b contains the remainder of the title information. This information includes parallel titles, subsequent titles (items without a collective title) and other information about the title. The |b cannot be repeated. Enter several sub-titles and/or parallel titles in the same sub-field |b.

ISBD punctuation must be added by the cataloguer.
Enter a colon before each sub-title. Enter a space followed by the sign (=) before each parallel title
Parallel titles start with a capital letter.
Start a sub-title with a small letter unless the first word is a proper noun or when the language in question requires a capital letter.
For more details, check Appendix A of AACR2.

Useful Tip

The |b is displayed in a « Catalogue » search but not in a search using « Browse indexes ». Consequently, if the sub-title provides additional information that is essential to understand the title, it is sometimes useful to include it in the main title under |a. In this case, a simple solution for including this essential information in the main title is to add a comma (,) in French or two dashes (--) in English.

Examples:

« Symposium: Fine Arts » becomes « Symposium, Fine Arts » (general usage in French)
« Symposium -- Fine Arts » (general usage in English)
« Europe: la reprise de l'emploi » becomes « Europe, la reprise de l'emploi »

Parallel Title

A parallel title exists when the work includes the text in several languages. In this case transcribe the parallel titles as they are shown on the main information source. Keep the titles in the same order and repeat the = sign before each new language.
Example: Strassenkarte der Schweiz =|bCarte routière de la Suisse = Road map of Switzerland

Before the parallel title, type space, equals sign, space (=), or =|b if the title proper has no sub-field.

Here are 2 examples which illustrate such cases. They have similar titles but different punctuation:
Kosovo :|bKosovo: Council of Europe contribution to UNMIK = la contribution du Conseil de l'Europe à la MINUK
Kosovo, Council… =|bKosovo, la contribution…

If a parallel title has a part/section name and number, enter this information with the adequate punctuation, but do not use |n or |p after |b
|aMusic.|pGuitar =|bMusic. Guitar

Each parallel title must also be typed in 246 so that it can be found by searching.

The punctuation in parallel titles was not converted correctly when they were migrated. Therefore they must not be used as examples of cataloguing.

Examples:

245.10|aBlack Sea Geopolitics :|bTurkey and the Countries of the Former Soviet Union
245.10|aTurkey :|b1, initial draft resolution ; 2, initial draft recommendation
245.10|aDocuments of the Committee of Ministers :|b1955-1, 27th to 32nd meeting of the Ministers' Deputies, 16th session of the Committee of Ministers = Documents du Comité des Ministres: 1955-1, 27e à 32e réunion des Délégués des Ministres, 16e session du Comité des Ministres

|c: Statement of Responsibility, etc. (local use)

The persons responsible for the LMS application decided that the statement of responsibility would not be added to this field, to avoid repeating information already available in fields 1XX or 7XX.

Nonetheless, the |c can be used in exceptional cases, when the statements of responsibility on the title page are particularly complex and they cannot be represented correctly by using only 245 |a and |b plus fields 100/700 and the statements of responsibility. (This is the case for example when it is essential to represent a chronology or a hierarchy showing the responsibilities of several authors or reviewers). (Implementation of this rule: June 2002).

The following 3 principles should be borne in mind when using this practice:

1. It is exceptional
2. It can never be used for cataloguing shared with other libraries
3. It cannot be used for Council of Europe commercial publications.

|h: Medium

AACR2 1.1C
Sub-field |h contains a medium designator used in the title entry. In records formulated according to ISBD principles, the medium designator appears in small letters and is enclosed within square brackets. It follows the title proper (sub-fields |a, |n and |p) and precedes the remainder of the title (sub-field *|b), and subsequent titles (in the case of items without a collective title).*

Medium: CD-ROM, microform, electronic resource, audio recording, braille, etc.

Examples:

245.00|aPortals to the world.|pSelected internet resources.|pMaldives|h[electronic resource]
245.00|aFocus on grammar|h[electronic resource] :|bbasic level
245.12|aL'ouverture du marché d'exportation d'électricité québécoise|h[ressource électronique] :|bréalité ou mirage à l'horizon
245.10|aAutour de Robert Schuman|h[CD-Rom] :|b50 ans de construction européenne
245.00|aPanorama de la santé|h[ressource électronique]

|k: Form (idem in 246)

Sub-field |k contains the form of the described material. This is determined for specific types of material (journals, directories, reviews, memoranda, etc.) by examining their physical characteristics, the subject of their intellectual content or the order of the information within them.

If the only title available is the form of the material, enter it in sub-field |a. As sub-field |a is obligatory in field 245, it must be the 1st sub-field used.
Example: 245.10|aReport of the … Committee Meeting, Strasbourg, 25-28 June 2003

If the form of the material appears after the title, enter it in sub-field |k preceded by a colon
Example: 245.00|aPrison and Democratic Change :|kseries of articles.

If supplementary information follows the form of the material, do not use sub-field |k but enter the information in sub-field |a or |b depending on the case.

Avoid using |k when cataloguing Council of Europe items.
Prefer sub-fields |a or |b (depending on the case) for terms such as: meeting report, draft meeting report, meeting minutes, final report, proceedings, etc.
For books: proceedings, selected passages, folder, etc.
For articles: series of articles, folder, etc.

|n: Number of Part/ Section of a Work (R)

Book format
AACR2 1.1B9, 12.1B (serial publications).

Sub-field |n contains a number which designates the part or section of a work used in a title. The numbering is defined as an indication of sequencing in any form, e.g. Part 1, supplement A, second book. Sub-field |n data follows a full-stop (.)

Examples:

245.14|aThe bookman.|nPart B.
245. 03|aIl diritto costituzionale comune europeo :|bprincipi e diritti fondamentali.|nVol. 2, Tomo 2,|pContributi sui temi della ricerca

|p: Name of Part/ Section of a Work (R)

Book format
AACR2 1.1B9, 12.1B (serial publications).

Sub-field |p contains the name of a part or section in a title. Sub-field |p data generally follows a full stop (.) when it is preceded by a sub-field |a or another sub-field |p. Sub-field |p follows a comma (,) when it follows sub-field |n.

Examples:

245.00|aDissertation abstracts.|nA,|pThe humanities and social sciences
245.14|aThe International Pharmacopoeia.|nVolume5,|pTests and general requirements for dosage forms ; quality specifications for pharmaceutical substances and tablets =|bPharmacopoeia internationalis
245. 03|aIl diritto costituzionale comune europeo :|bprincipi e diritti fondamentali.|nVol. 2, Tomo 2,|pContributi sui temi della ricerca

Good practice for the title field

For the sequential number of a conference, use the form 14e or 14ème in French, but not 14è and add the whole number in square brackets if it is the first element of the title.

14e [Quatorzième] Conférence des Ministres européens responsables des collectivités locales et régionales

3rd [Third] Meeting or 2ème[Deuxième] Réunion

The first word of the title that follows the sequential meeting number is capitalised.

246 Variant Title (R)

See also 245.

Field 246 indicators are not the same as field 245 indicators
Leave out the initial article in this field.

All formats.

AACR2 2.7B4

- First Indicator

Note/ added entry controller
0: note, no added entry
1: note, added entry
2: no note, no added entry
3: no note, added entry, as for a parallel title already mentioned in 245.

- Second Indicator

Type of title
#: no type specified
0: portion of title
1: parallel title
3: other title
4: cover title
7: running title
8: spine title,
etc.

- Sub-field Codes

|a: title proper/ short title (NR)
|b: remainder of title (NR)
|h: medium (NR),
etc.

- Field Definition and Scope

This field contains variant titles associated with the work, but which do not necessarily appear in the work. The varying forms of the title are only entered in field 246 if they differ substantially from the title in field 245, and if they facilitate identification of the work.

When one or several parallel titles have been entered in 245, each parallel title is also entered in 246 without using the article (except if the article is part of a personal name, a geographic name or a corporate author, or else if the meaning might be changed or confusion caused).

Examples:

246.2#|aAmerican Library Association Bulletin
246.31|aResearch and thesis
245.14|aThe International Pharmacopoeia.|nVolume5,|pTests and general requirements for dosage forms ; quality specifications for pharmaceutical substances and tablets =|bPharmacopoeia internationalis
245.10|a7 mensonges au sujet de la sexualité
246.3#|aSept mensonges au sujet de la sexualité
245.10|aRecherches et thèses =|bResearch and thesis
246.31|aPharmacopoeia internationalis
245.10|aDocuments of the Committee of Ministers:|b1955-1, 27th to 32nd meeting of the Ministers' Deputies, 16th session of the Committee of Ministers = Documents du Comité des Ministres: 1955-1, 27e à 32e réunion des Délégués des Ministres, 16e session du Comité des Ministres
246.31|aDocuments du Comité des Ministres :|b1955-1, 27e à 32e réunion des Délégués des Ministres, 16e session du Comité des Ministres

25X-28X Edition, Imprint Fields, etc.

- Definition and Scope

These fields contain descriptive information about the item described in a bibliographic record other than information about the title. Data recorded includes the edition statement, imprint and other publication source information, addresses and descriptive data related to specific forms of material. Together with fields 2XX and 3XX, this data constitutes what is referred to as the body of the bibliographic record.

250 Edition Statement (NR)

Book format: AACR2 1.2B, C, E, 2.2B.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: edition statement (NR),
etc.

- Field Definition and Scope

This field contains information relating to the edition of a work. Do not mention the 1st edition.

In the case of serial publications, this field is not used for sequential edition statements such as 1st ed. This type of information is entered in field 362 (dates of publication and/or volume designation).

If the edition statements exist in several languages, only the first edition statement mentioned is entered.

Examples:

2nd ed.
Rev. ed.
2e éd., rév. et augm.
6 Aufl.
Updated on 1st Sept. 1989
Nouv. éd., ent. rév., corr. et très sensiblement augm.
etc.

256 Computer File Characteristics (NR)

AACR2 9.3B.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: computer file characteristics (NR).

- Field Definition and Scope

It can contain information about the type of file (e.g. computer programs), the number of records, statements, etc.

Examples:

256.##|aComputer data (2 files: 876,000, 775,000 records)
256.##|aComputer programs (2 files: 4300, 1250 bytes)
256.##|aData (1 file: 350 records)

260 Publication Distribution, etc. (Imprint) (R)

AACR2 1.4C, D, F
Information source: title page, back of title page, pages preceding the title page, cover, finished printing.

- First Indicator

#: undefined/not applicable/no information provided
/earliest available publisher
etc.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: place of publication, distribution, etc. (R)
|b: name of publisher, distributor, etc. (R)
|c: date of publication, distribution, etc. (R),
etc.

- Field Definition and Scope

This field contains information relating to the publication, printing, distribution, issue, release or production of a work.

Records of collectively-controlled items or material may not include this field or only include sub-field |c (Date de publication, distribution, etc.).

Examples:

260.##|aStrasbourg :|bCouncil of Europe,|c2000
260.##|aStrasbourg :|bCouncil of Europe Editions,|c2009

260.##|aCambridge :|bUniversity of Cambridge Press,|c1999
260.##|a[S.l. :|bs.n.,|c15--?]
260.##|aSaint-Jean-sur-Richelieu [Québec] :|bEditions Mille roches,|c1987
260.##|aParis :|bJ.C. Lattès,|c1977
260.##|aParis :|bLGDJ ;|aBruxelles :|bBruylant

|a: Place of Publication, Distribution, etc.

Sub-field |a indicates the place of publication as well as any addition to the place name such as an address, the correction of erroneous information (in square brackets) or the correction of a fictitious place (in square brackets).

Type the place of publication as it appears on the item.

When the same place of publication appears in several different languages, use the one that corresponds to the language of the title proper of the item.

When a place name exists in a better known form, provide this version in square brackets.
Lerpwl [Liverpool]

When the name of a country, state, province, etc. appears in the information source, type it after the place name if this can avoid confusion.
Tolworth, England

When this information does not appear in the source item but is known, it may be given in abbreviated form in square brackets.

When a place name only appears in abbreviated form, type it as it is and add the complete version or additional information in square brackets.
Mpls [i.e Minneapolis]
Rio [de Janeiro]

When a publisher has several places of publication, use the first place mentioned or the one shown clearly on the item.

When there is a place name among the different ones mentioned for a single publisher, and that place is in the country of the institution carrying out the cataloguing, mention it as well. For example, if London and Paris are mentioned, mention them both, with a semicolon between them and separate sub-fields |a. 260.##|aLondon ;|aParis :|bName of the publisher …

When an item has two or several publishers, distributors, etc., use the 1st one mentioned with its place of publication. Nonetheless, a 2nd or 3rd publisher may be mentioned in some cases (see AACR2 p. 38).
260.##|aParis :|bDictionnnaires Le Robert ;|aNew York :|bHarperCollins Publishers,|c1998

When the place of publication is not definite, mention it in square brackets followed by a question mark.
[Munich?]

When the place is unknown, provide the country name or the state or province, etc. if possible.
[Canada]
[Canada?]

When the place is totally unknown, the abbreviation [S.l.] (sine loco) may be entered in square brackets.

When neither the place, nor the name of the publisher are known, type the following: [S.l.:|bs.n.]

|b: Name of Publisher, Distributor, etc.

Sub-field |b indicates the name of the publisher or the distributor and also additions such as the function (e.g. [distributor] or the correction of an erroneous piece of information. It is preceded by a colon (:).

260 ##|aParis :|bGauthier-Villars ;|aChicago :|bUniversity of Chicago Press,|c1995
260 ##|aMontréal :|bCollège des médecins du Québec,|c[1955?]
260|aParis :|bNathan University ;|bADBS,|c2002

Indicate the name of the publisher in the most concise form in which it can be understood and identified internationally: Penguin (for Penguin Books) but W.H. Allen, Alfred A. Knopf, etc. Keep the words or sentences which mention another function other than publisher: Distributed by New York Graphic Society
If the name of the publisher is not known, type [s.n.] (sine nomine).
Paris: |b[s.n.]

For Council of Europe Publications (June 2010)

Distinguish between publications distributed by the Organisation (in this case indicate simply « Council of Europe ») and items published by Council of Europe Publishing (in this case indicate « Council of Europe Publishing » or « Editions du Conseil de l'Europe »).

|c: Date of Publication

Sub-field |c contains the date of publication, distribution, etc.

For published items, provide the date of publication and distribution of the edition or revised edition mentioned, preceded by a comma.

Failing that, give the publication date of the 1st edition.

Give the dates in Arabic numerals.

Give the date found in the item even if it clearly wrong, and indicate the supposed correct date in square brackets.
1697 [i.e. 1967]

When the date of publication is not known, give the copyright or printing date instead, preceded by the letter c, as follows:
,|cc1967
1967 impression or copyright

or preceded by the letter p
,|cp1983
1979 sent to press

When there is neither a publication date, nor a copyright or printing date, provide an approximate date by searching for the most recent date mentioned in the text or bibliography.
[1971 or 1972]
[1969?]

For non-published items, MARC authorises using just the pipe c (|c) followed by the date of creation of the item. The corporate author in field 110/710 and 111/711 shows the item source. We use this rule for Council of Europe items (implementation August 2002), and we use the following format for the date: YYYYMMDD.
Example: 260.##|c20020815

Searching is carried out in the following way:
{260}200202 to obtain all items created in February 2002
{260}>20020322 to obtain all items created from 23 March 2002 onwards

{260}>20020420-20020503 to obtain items created between 21 April and 3 May 2002.

3XX PHYSICAL DESCRIPTION, etc. FIELDS

300 Physical Description (R)

AACR2 1.5B, 2.5B

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: extent (R)
|b: other physical details (NR)
|e: accompanying material (NR),
etc.

- Field Definition and Scope

In this field there is a physical description of the item. It can also include other physical details of the item and information about any accompanying material.

Leave a space between the number and the p

For editions with loose pages (updates), type 1 v. (loose-leaf).

For a set of several volumes, type: 3 v.

Examples:

300.##|a327 p. :|bill (some in colour)
300.##|axvi, 45 p.
300.##|a126 p. +|e1 CD-ROM (Internal migration and regional population dynamics in Europe: 10 case studies)
300.##|a1 videocassette (30 min) :|bsound., col.
300.##|a3 v. (1397 p.)
300.##|a2v. (329 p. ; 412 p.)
300.##|aca. 100 p.
300.##|a387 p. :|bill +|eteaching guide

310 Current Publication Frequency (NR)

AACR2 12.7B1.
Information source: the whole publication.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: current publication frequency
(NR)
|b: date of current publication frequency (NR), etc.

- Field Definition and Scope

In this field there is information on the current publication frequency of an item or an item update, etc. The date(s) of current frequency is/are provided when the date of the start of current frequency is not the same as the date of the start of publication.

When the item has ceased publication, the current frequency date is closed but it remains in field 310.

Examples:

310.##|aAnnual,|b1993 – (the dash means the item is still being published)
310.##|a5 n°s par an,|b1949-1953 (no longer published)
310.##|aMonthly,|b   -July 1983 (leave a space when only the end date is known)
310.##|aTwice monthly

321 Former Publication Frequency (R)

AACR2 12.7B1
Information source: the whole publication.

- First Indicator
undefined.

- Second Indicator
undefined.

- Sub-field Codes

|a: former publication frequency (NR)
|b: dates of former publication frequency (NR).

- Field Definition and Scope

Field which contains information on the former publication frequency of an item or an item update. This field is used only if the current frequency is indicated in field 310 (currency publication frequency).

Examples:

321.##|aBiannual,|b1981-1982
321.##|aMonthly,|bMarch 1972-Dec. 1980

310.##|aMonthly,|b1985-
321.##Ten times a year,|b1982-1984
310.##|aQuarterly update,|bJan. -March 2001-
321.##|aVariable update frequency

355 Security Classification Control (R)

See also 506

- First Indicator

0: indicates that the security classification concerns the whole of the item. There are other possible options for parts of the item: the title, abstract, author, content note, etc.

- Second Indicator
undefined.

- Sub-field Codes

|a security classification (NR)
|d downgrading or declassification event (NR)
|e classification system (NR)
|h declassification date (NR), etc.

- Field Definition and Scope

This field contains details of the security classification associated with the item or part of the item.

This field is used for classified and non-classified items.
See also 506 (Restrictions on Access Note) and 583 (Action Note).

The |a contains a value that corresponds to the access classification level (which consultation access is defined for a specific item). We add this value systematically for all Council of Europe documents and publications. [Added on 24 May 2012].

Examples:

0# |aPublic|eCOE
0# |aRestricted|eCOE
0# |aConfidential|eCOE
0# |aInternal|eCOE

Declassification of Council of Europe Documents:

- Leave the access classification level as it appears on the original document.
- Add a field 583 Action Note with information on declassification (to be written in the language of the document).

- If the rule is simple and we have been able to apply it ourselves, add « Declassified after X years » or « Déclassifié après X ans ».
- If a reply was obtained from an author department, add the date of the reply as well as information on the source: person's function (e.g. director, AC, etc.) and his/her name.
  Examples:
    583 Action note: Declassified by CM, 19 February 2010
    583 Action note: Déclassifié, 23082010, CA, Jean Meyer.
 [Added on 17 June 2011].

The Transparency database should now be used to search for each entity's regulations on access and declassification.
 [Added on 23 May 2012].

362 Dates of Publication and/or Sequential Designation (volume-date range) (R)

AACR2 12.3
Information source: the whole publication.

- First Indicator

0: formatted style
1: unformatted note.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: dates of publication and/or sequential designation (NR)
|z: information source (NR).

- Field Definition and Scope

This field contains the designation of the volumes and/or the start dates and/or end dates of publication. The dates in this field are chronological designations that identify individual issues of a serial publication. The sequential designations are usually numerical but may also be alphabetical. The information may be formatted or unformatted. If the date information comes from a source other than the first and/or last issue of the item published, the information is given in an unformatted note and the information source is usually mentioned.

Dates in this field may be identical to the information in fields 008 /07-10 (Date 1) and/or 008/11-14 (Date 2). Incomplete, approximate or questionable dates are not recorded in this field.

Field 362 is repeatable only to record formatted or non-formatted information, as specified by the first indicator.

Examples:

362.0#|a1982-1985
362.0#|aVol. 85B, n°1 (Jan./Feb. 1949)-v. 92, n°6 (Nov./Dec. 1952)
362.1#|aA started with 1951 issue

4XX SERIES STATEMENT FIELDS

440 Series Statement – Added Entry-Title (R)

NB – Use field 440, despite the fact that according to MARC 21 standards, field 490 should be used. (Decision of 10.10.2014).

See also 773.

Information source: title page of the series, title page of the monograph, cover, rest of the publication.

- First Indicator
#: undefined.

- Second Indicator

0-9: Indicates that no characters in the initial article should be disregarded when filing.

Number of non-filing characters.

A value other than zero indicates that the field begins with a definite or non definite article that is disregarded when filing. All diacritics, spaces or punctuation associated with an article and any space or punctuation preceding the first filing character are included in the number of non-filing characters. However, if there is a diacritic associated with the first filing character, it is not included in the number of non-filing characters (cf. 245 title statement).

- Sub-field Codes

|a: title (NR)
|n: n° of item part or section (R)
|p: name of item part or section (R)
|v: designation of the volumes / sequential designation (NR)
|x: ISSN (R).

- Field Definition and Scope

This field contains a series title statement when the series statement and the form of the controlled added entry of the series contain the same title.

Rule AACR2 requires putting the series in brackets. The brackets have been added by default in the Workflow settings.

Punctuation

Numbering in the series is preceded by a space, semicolon, space (;)
The title of the sub-series is preceded by a full stop, space (.)
Parallel titles are preceded by a space, equals sign (=|a)

Standard Abbreviations

no. number (in English)
n° numéro (in French)
v. volume (French and English).

Type the order number in the series as it appears ;|v. 4 or ;|vno. 1

In the case of a parallel title, the numbering is only noted once.
e.g.: #0|aEuropean Treaty Series =|aSérie des traités européens ;|v174

Examples:

440.#0|aJournal of polymer science.|nPart C,|pPolymer symposia ;|vno. 39
440.#0|aQue sais-je ? ;|vn° 778
440.#0|aSciences de l'information.|pSérie Recherches et documents
440.#0|aCOM|v36(98)final

5XX NOTE FIELDS

500 General Note (R)

There are a great number of specialised notes which should be used in preference to a general note.

AACR2 1.7B.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: general note (NR),
etc.

- Field Definition and Scope

This field contains a note giving general information for which there is not a more specialised note field (see fields 502 to 591).

Type of information: exhibition catalogue, autobiography, cover title, title of an additional title page, half-title, title taken from a CD-ROM label, practical information about cataloguing (e.g. latest issues received of a periodical), archiving, etc.

Punctuation: Separate the introductory words of the note from the rest of the note with a space, colon, space (:)

Examples:

500.##|aTranslation of: Put the original title here
500.##|aOriginal title of a translated work, Translated from German (without any specification)
500.##|aLast issue published … or Last item received… (for serial publications)

Specify the information source if it is not the title page
Example: Cover title : [add here the title on the dust jacket or the cover].

502 Dissertation Note (R)

Book format: AACR2 1.7B13.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: dissertation note (NR),
etc.

- Field Definition and Scope

Designation of an academic dissertation or thesis and the institution to which it was presented. It can also include the degree for which the author was a candidate and the year in which the degree was awarded.

Examples:

502.##|aThesis (M.A.)--University College, London, 1969
502.##|aMémoire de stage (3e cycle)--Université de Nantes, 1981
502.##|aThesis (PhD)—Cambridge University, 2003

504 Bibliography, etc. note (R)

Book format: AACR2 1.7B18, 2.7B18.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: bibliography, etc. note. (NR)
|b: number of references (NR),
etc.

- Field Definition and Scope

This field contains a note giving information on one or more bibliographies, discographies, filmographies and/or other bibliographic references in an item described or in accompanying material. For items containing more than one part, including serial publications, the note may pertain to all parts or to a single part or issue.

Examples:

504.##|aBibliography: p. 238-245
504.##|aSources: p. 125-152
504.##|aIncludes bibliogr. and an index
504.##|aBibliogr.: p. 67-68.|b19

505 Formatted Contents Note (R)

- First Indicator: display constant controller.

0: contents
1: incomplete contents
2: partial contents
8: no display constant generated (our use).

- Second Indicator: level of content designation

#: basic: all information is recorded in a single occurrence of subfield |a
0: enhanced: several sub-fields.

- Sub-field Codes

|a: formatted contents note (NR),
etc.

When the value of the second indicator is # (basic), the sub-field |a contains the formatted contents note, whether it is complete, incomplete or partial. The text of the contents note may include titles, responsibility statements, volume numbers and sequential designations, durations (for sound recordings), etc. For records formulated according to AACR2 rules, these elements are usually separated by ISBD punctuation.

- Field Definition and Scope

This field contains a formatted contents note. It generally contains titles of separate works or parts of an item. It may also include responsibility statements associated with the works or parts. The volume numbers and other sequential designations are also part of the contents note, but chapter numbers are generally omitted.

With mixed material and material under archival control, the table of contents of a finding aid may be entered in this field.

Input conventions
AACR2 punctuation.
Enter two hyphens preceded and followed by a space (--) between each element of the contents note.

When the content is incomplete, use 3 spaces to represent the parts not mentioned (space, space, space – 6 …).

Use field 505 for formatted contents notes. For informal notes, prefer field 500.

Examples:

505.0#|apt. 1. General observations -- pt. 2. Methodology -- pt. 3. Initial phase
505.1#|a   -- 5. Big mountains   -- 7. Devils Gate
505.2#|aDésir / Daniel Brassard

Title key a186010
505.8#|a-- 3. Respect des obligations et engagements de la Bulgarie -- 5. Respect des droits de l'enfant dans l'adoption internationale -- 6. Avis sur le projet de protocole n° 12 à la Convention européenne des Droits de l'Homme relatif à la non-discrimination -- 7. Déclaration écrite

Title key a186050
505.8#|a-- 3. Written declaration no. 300 on elections in the United-Kingdom -- 5 and 7. Consequences of recent earthquakes in Turkey and Greece -- 6. Contributions from Mrs Füsun Koroglu, Deputy Under-Secretary of the Prime Minister's Office of Turkey in charge of the Crisis Unit, and Mr Christos Pahtas, Deputy Minister of the Ministry of the National Economy in Greece

506 Restrictions on Access Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: terms governing access (NR),
etc.

Field Definition and Scope

This field gives information about restrictions imposed on access to the described items.

Used by Central Archives for intermediate archives.

Examples:

506.##|aClassified

506.##|aBefore 1981, distribution limited to staff
506.##|aAccess for authorised person only

510 Citation-References Note (R)

- First Indicator
0-4.

- Second Indicator
#: undefined.

- Field Definition and Scope

This field contains quotations or references to bibliographic descriptions or to published reviews. It is used to indicate where an item has been quoted or reviewed. The quotations or references can be entered in abbreviated form, but the abbreviations must be understandable.

513 Type of Report and Period Covered Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: type of report (NR)
|b: period covered (NR),
etc.

- Field Definition and Scope

This field contains a note which specifies the type of report and the period covered by the report.

Example:

513.##|aInterim report ;|bJan.-July 1997

520 Summary, etc. (R)

All formats.

- First Indicator

#: summary,
etc.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: summary, etc. (NR),
etc.

- Field Definition and Scope

This field contains a non-formatted note which describes the scope and general content of the item. It can be a summary, abstract, annotation, review or simply a sentence describing the work.

It can be copied from the source item or from another source, or else written by the cataloguer. It can be entered in any language; it can also be entered in several languages (one field 520 per language).

521 Target Audience Note (R)

- First Indicator: display constant controller.

#: audience,
etc.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: target audience note (R),
etc.

- Field Definition and Scope

This field contains information on the target audience of the described items. It is used mainly when the content of a work is appropriate for a specific audience or intellectual level.

530 Additional Physical Form Available Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: additional physical form available note (NR),
etc.

- Field Definition and Scope

This field contains information on different physical formats in which the item is available.

Examples:

530.##|aAlso available in microfiche format
530.##|aVols. 1-4 also issued on microfiche

535 Location of Originals - Duplicates Note (R)

- First Indicator

1: holder of originals
2: holder of duplicates.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: custodian (NR),
etc.

- Field Definition and Scope

Thsi field records the name and address of the repository with custody over originals or duplicates of the described material. This field is used only when originals or duplicates are housed in a repository different from that of the material being described.

Field used since July 2002 to find Council of Europe documents sent to Council of Europe Information Offices in Europe.

Example:

Copies are available in the information offices in Bulgaria in SOFIA and VELIKO TURNOVO, Czech Republic - PRAGUE; Estonia - TALLINN; Georgia - TBILISI; Hungary - BUDAPEST ; Latvia - RIGA; Lithuania - VILNIUS; Moldova - CHISINAU; Poland - WARSAW; Romania - BUCHAREST; Russian Federation in MOSCOW, YEKATERINBURG, SARATOV, ST. PETERSBURG; Slovakia - BRATISLAVA; Slovenia – LJUBLJANA; "the former Yugoslav Republic of Macedonia" -SKOPJE; Ukraine – Kiev

538 System Details Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: system details note,
etc.

- Field Definition and Scope

This field contains technical information about a computer file, including the presence or absence of certain types of code or the physical characteristics of a computer file such as recording densities, parity, blocking factors or mode of access.

For software: programming language, computer operating system, peripheral requirements (number of discs, terminals, etc).

For sound and video recordings: information about the commercial name or the recording system(s) (e.g. VHS), the modulation frequency and the number of lines of resolution.

Examples:

538.##|aVHS
538.##|adata in extended ASCII character set
538.##|aMode of access: Electronic mail via Internet and BITNET ; also available via FTP
538.##|aConfiguration requise: IBM et compatibles ; minimum de mémoire vive ; disque dur , etc.
538.##|aMode d'accès: Internet

540 Terms Governing Use and Reproduction Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: terms governing use and reproduction (NR),
etc.

- Field Definition and Scope

This field explains the terms of use and/or reproduction once access to the items has been provided. This field includes but is not limited to copyright, film rights, trade restrictions, etc. that restrict the right to reproduce, exhibit, fictionalise, quote, etc.

Information on restrictions imposed on access to the item is entered in field 506 (Restrictions on Access Note).

Example:

540.##|aRestricted: Copying allowed only for non-profit organisations

541 Immediate Source of Acquisition Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes
|a: source of acquisition (NR)
|d: date of acquisition (NR),
etc.

- Field Definition and Scope

This field contains information about the immediate source of acquisition of the material described. It is used mainly for original or historical items, or for other archival collections.

Field 541 is repeated when recording the acquisition of additional material in a collection. An additional field 541 is created for each addition.

Used by Central Archives to identify persons who have made deposits with Archives and the date of those deposits.

Examples:

541.##|aDocuments acquired by…|d1982, 1990, 1991 and 1998
541.##|aSmith, Harry|d20020512

545 Biographical or Historical Data (R)

- First Indicator: type of data.

#: no information provided
0: biographical sketch
1: administrative history

- Second Indicator
#: undefined.

- Sub-field Codes

|a: biographical or historical data (NR)
|b: expansion (NR)
|u: Uniform Resource Identifier (R),
etc.

- Field Definition and Scope

This field contains biographical information about an individual, or historical information about an institution or event, used as the main entry for the item being catalogued.

Examples:

545.1#|aThe Faribault State School and Hospital provided care, treatment, training, and a variety of other services to mentally retarded individuals and their families. It was operated by the State of Minnesota from 1879 to 1998 under different administrative structures and with different names. A more detailed history of the Hospital may be found at |uwww.mnhsorg/library/findaids/80881.html
545.##|aActif depuis le 15 mars 1905 jusqu'au 17 avril 1989
545.0#|aNé à Kingston, N.Y., le 4 avril 1856 ; a travaillé à J.J. Bufford's Lith. A Boston, 1890-1895

546 Language Note (R)

See also 008/35-37 and 041
AACR2 1.7B2, 1.7B5, 2.7B2.

- First Indicator
#: undefined.

- Second Indicator
#: undefined

- Sub-field Codes

|a: language note (NR)
|b: information code or alphabet
|3: material specified (NR),
etc.

- Field Definition and Scope

This field contains a textual note about the language of the described material. It is also used to describe the alphabet, script or other symbol system used in the resource.

Coded language information is contained in fields 008/35-37 (language) and/or 041 (language code).

Sub-field |b contains the name of the alphabet, script or notation system used in the resource. This includes specialised scripts, typefaces or codes (e.g., Arabic alphabet, Arabic numerals, ASCII, bar code, braille, Cyrillic alphabet, etc.).

Do not use this field to repeat information already in field 041 (language code). Use field 546 only for specifics relating to languages of items.

Examples:

546.##|aIn Hungarian ; summaries in French, German or Russian
546.##|aIn French, introduction in English
546.##|aText in French
546.##|aBiling. Fre-Eng
546.##|3John P. Harrington field notebooks|aApache ;|bPhonetic Alphabet

For COE items, it is not necessary to add 'English only' or 'Français uniquement' here.

547 Former Title Complexity Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: Former title complexity note (NR),
etc.

- Field Definition and Scope

This field contains a description of the complex relationship between the variant titles.

555 Cumulative Index - Finding Aids Note (R)

- First Indicator

Display Constant Controller
#: indexes
0: finding aids
8: no display constant generated.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: cumulative index/ finding aids note (NR),
etc.

- Field Definition and Scope

This field contains information on the availability of cumulative indexes and/or finding aids for the described material.

For serial publications, this field contains a statement of volumes and/or dates covered by cumulative indexes of an item and a statement of location of these indexes.

Examples:
555.##|aVol.1 (1917)-10 (1944) in v. 11, n° 1
555.8#|aIndex of vol. 1-7, March 1981-Junen 1985 with v. 7

580 Linking Entry Complexity Note (R)

See 773.

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: linking entry complexity note (NR),
etc.

- Field Definition and Scope

This field contains a note which describes the complex relationship between the item described in the record and other items that cannot be generated adequately from the linking entry fields (760-787).

583 Action note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes

|a: action (NR),
etc.

- Field Definition and Scope

This field is reserved for specific copies and indicates the action taken as regards processing and reference, such as a brief statement about solicitation to acquire material, whether the solicitation is active or inactive, and the date of the last item of correspondence.

The field also describes the action taken to preserve the item, such as a review of its condition, queuing for preservation, and completion of preservation.

Field 583 may be repeated to enter information about various steps taken.

If the field is used to enter preservation activities, a Standard Terminology for Marc Field 583 list is available at http://lcweb.loc.gov/marc/bibliographic/583terms.html

Declassification of an item: follow the procedure described in field 355 Security classification control.

Destruction of a deposit: *do not destroy the record but add one of the following notes to it:*

English:

- Destruction by Central Archives of x files, authorised by the manager responsible on DDMMYYYY
- Partial destruction by Central Archives of x files, authorised by the manager responsible on DDMMYYYY. The deposit of files XX to YY (or file x, y, z, etc.) is extended for X more years and is described in record YYYY-XXXX

French:

- Destruction par les archives de X classeurs avec autorisation de l'administrateur responsable à la date du JJMMAAAA
- Destruction partielle par les archives de X classeurs avec autorisation de l'administrateur responsable à la date du JJMMAAAA. Le dépôt des classeurs XX à YY (ou x, y, z….) a été prolongé de X années et fait l'objet de la notice 2013-XXXX

59X LOCAL NOTES (R)

- Definition and Scope

In MARC records, fields 590-599 are reserved for local use and local definition. All fields are repeatable.

591 Note on Visits

- Field Definition and Scope

This field is used to record information pertaining to « press releases » and « visits » to the Council of Europe or by the Council of Europe.

593 Included later in

594 Deposited by

595 Council of Europe Document Note (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-Field Codes
|a

- Field Definition and Scope

This field is used to record information regarding Council of Europe documents that cannot be placed in any other field.

Examples:

595.##|aNo decision on items 1.3, 1.4, 2.2, 4.6, 7.1
595.##|aItem 10.3 Reply from the CM (in appendix 3)
595.##|aAdopted on 10 December 1999
595.##|aInformation brochure (for use by I Point)

For COE documents, it is not necessary to add 'English only' or 'Français uniquement' here.

596 Held by

- Field Definition and Scope

This field contains information about the library (libraries) which registered the item. It is generated automatically by the system according to the library selected at Add-Title: set properties - Defaults.

When a library is changed, the change is only visible after updating (adutext).

597 Call Number Overflow

- Field Definition and Scope

Field used by Sirsi for long call numbers which exceed the number of characters defined in the CALL NUMBER field (40 characters).

599 Recently Arrived

- Field Definition and Scope

Field generated automatically by using the Serial Control module (management of serial publications). This field displays the last issues received in each library.
Do not enter values manually.

6XX SUBJECT ACCESS FIELDS

- Field Definition and Scope

6XX fields contain subject access entries and terms. Most of these fields contain subject added entries or access terms based on the lists and authority files identified in the second indicator (subject heading system/ thesaurus) or in sub-field #2 (source of subject heading or term).

All subjects defined in the former database have been migrated without distinction to field 690 SU-CERES but for any new indexing carried out in Workflows, this field is now reserved for common nouns. The subjects personal name, corporate name, conference and geographical name should be placed respectively in fields 600, 610, 611, 651, etc. Field 653 keyword can be used for new descriptors (to be used for two languages if possible, as follows: French|aEnglish).

600 Subject Added Entry - Personal Name (R)

See also 100, 700.

- First Indicator: type of personal name entry element

0: first name
1: surname
3: family name.

- Second Indicator
4: controlled entry, source not specified.

- Sub-field Codes

|a: personal name (NR)
|d: dates associated with a name (NR).

- Field Definition and Scope

This field contains a personal name used as an added entry. It is used for material about a person, e.g. biography.

As regards the form, validate this name record in the authority index pers-names. If it is not there, create a record for the name in accordance with the rules on record creation.

Example:
600.14 Diderot, Denis,|d1713-1784

610 Subject Added Entry – Corporate Name (R)

See also 110, 600 and 710.

- First Indicator

Type of corporate name entry element
0: inverted name
1: jurisdiction name
2: name in direct order.

- Second Indicator

4: controlled entry, source not specified
7: controlled entry, source specified in sub-field |2

|a: corporate name or jurisdiction name as entry element (NR)
|2: source of heading or term (NR) FrSbCOE
etc.

- Field Definition and Scope

This field contains an added entry in which the entry element is a corporate name.

Use field 610 only for corporate authors as subject entries that are not included in the Ceres Thesaurus.

As regards the form, validate the record for this corporate author as it appears in the authority index, if that form corresponds to the item being catalogued. If it is not contained in the authority index, create a new record for this corporate author in accordance with the rules on record creation.

Field 610 may be used for any institution assigning subject headings based on lists and authority files identified in the second indicator position or in sub-field |2 (source of heading or term).

Meeting names that are not entered subordinately to a corporate body are recorded in field 611 (Subject Added Entry-Meeting Name).

The subject added entries – corporate authors are entered in full and not as abbreviations (with several exceptions such as UNESCO, UNICEF, etc. Consult the authority index).

They are entered in the language of the item or, if that is not possible, in the language in which they appear in the item.

Since May 2005, bilingual « français|aanglais » corporate author subjects are included in the corporate author authority indexes. They must be used to validate authorities in this field.

Examples:

610.24 European Communities.|bCommission
610.24 Council of Europe.|bCommittee of Ministers
610.24 Conseil de l'Europe|aCouncil of Europe
610.24 Banca nazionale del lavoro
610.24 Institut français de l'environnement

Tip: when carrying out a search, search for these authorities as authors, as they are contained in the author index. They cannot be found by carrying out a general search.

611 Subject Added Entry - Conference (R)

See also 110, 111, 711.

- First Indicator: type of meeting name entry element.

0: inverted name
1: jurisdiction name
2: name in direct order.

- Second Indicator

4: controlled entry, source not specified
7: controlled entry, source specified in sub-field |2

- Sub-field Codes

|a: meeting name or jurisdiction name as entry element (NR)
|2: source of heading or term (NR),
etc.

- Field Definition and Scope

This field contains a meeting or conference name used as a subject added entry.

As regards the form, validate the record for this meeting or conference name as it appears in the authority index, if that form corresponds to the item. If it is not contained in the authority index, create a new record for this meeting or conference in accordance with the rules on record creation. (Consult the database administrator about any problems).

Field 611 may be used for any institution assigning subject headings based on lists and authority files identified in the second indicator position or in sub-field |2 (source of heading or term).

Subject added entries for meeting or conference names that are entered subordinately to a corporate body should be recorded in field 610 (Subject Added Entry – Corporate Name).

All conferences were migrated to field 611, for it was impossible to define precise rules for mapping in 110/710 or 111/711, but from now on the appropriate field must be selected.

|2FrSbCOE specifies the source of the subject added entry or the access point when the second indicator contains value 7.

Example:

611. 24|aEuropean Council|d(20021212-20021213 :|cCopenhagen)

630 Subject Added Entry - Uniform Title (R)

See also 130.

- First Indicator
0-9: number of non-filing characters.

- Second Indicator
4: controlled entry, source not specified.

- Sub-field Codes
|a: uniform title (NR).

- Field Definition and Scope

This field contains a uniform title used as a subject added entry. Field 630 may be used for any institution assigning subject headings based on lists and authority files identified in the second indicator position or in sub-field |2 (source of heading or term).

651 Subject Added Entry – Geographic Name (R)

- First Indicator
#: undefined.

- Second Indicator
4: controlled entry, source not specified.

- Sub-field Codes

|a: geographic name (NR),
etc.

- Field Definition and Scope

This field contains a subject added entry in which the entry element is a geographic name. Field 651 may be used for any institution assigning subject headings based on lists and authority files identified in the second indicator position or in sub-field |2 (source of heading or term).

This field must be used for all geographic subjects (proper nouns) that identify a place: country, region, town, etc. but not for common nouns such as south, north, Arab countries, CoE countries, etc. It replaces the keyword field for this type of descriptor.

Create a new line per subject.

Capitalise the first letter of proper nouns.

Example:
Chelsea (London, England)

653 Index term – uncontrolled (R)

- First Indicator
#: no information provided.

- Second Indicator
#: undefined.

- Sub-field Codes
|a: uncontrolled term (R),
etc.

- Field Definition and Scope

This field contains index terms that do not come from a system or thesaurus of controlled subject added entries.

To be used mainly for new descriptors and preferably in their bilingual « français|aanglais » form.

Nonetheless, it is always preferable to enter a synonym or quasi-synonym, or a combination of descriptors from SU-CERES in field 690, rather than an uncontrolled monolingual keyword in field 653.

655 Index Term - Genre/Form (R)

This field has not been used to catalogue Council of Europe items since March 2005.

- First Indicator
#: basic.

- Second Indicator

4: source not specified
7: source specified in sub-field |2

- Sub-field Codes

|a: genre/form data or focus term (NR)
|2: source of term |2

- Field Definition and Scope

This field contains terms which indicate the genre, form and/or physical characteristics of the material being described.

 'Genre terms' are used for material which are characterised in particular by the style or technique of the intellectual content, e.g. biographies, catechisms, essays, hymns or reviews.

'Form terms' and 'physical characteristic terms' designate historically and functionally specific kinds of material distinguished by its physical character, the subject of its intellectual content or the order of information within it: e.g. private diaries, directories, journals, memoranda, questionnaires, prospectuses or time sheets.

To be used for COE items and external documentation if necessary (use the options available at Copy information if possible).

Examples:

COL|2FrSbCOE : colloquy, conference
CONV|2FrSbCOE : convention (final text)
DECL|2FrSbCOE : declaration
DOC|2FrSbCOE : Assembly document
REC|2FrSbCOE : recommendation (final text)
RES|2FrSbCOE : resolution (final text)
etc.

69X LOCAL SUBJECT ACCESS FIELDS (R)

- Definition and Scope

Fields 690-699 are reserved for local subject use and local definition.

690 Index term – Ceres Thesaurus (local) (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

- Sub-field Codes
|a: French-English descriptors.

- Field Definition and Scope

This field may only contain descriptors included in the last edition of the Ceres thesaurus available online.

Corporate authors that are not in the thesaurus must be entered in field 610 in the language in which they appear in the item.

Personal name subjects are entered in field 600.
Corporate authors (other than those in the Ceres thesaurus) are entered in field 610.
Meetings and conferences are entered in field 611.
Geographic subjects are entered in field 651.
Keywords (descriptors not in a controlled list) are entered in field 653.

Create a new line for each descriptor.

Enter descriptors in French or in English then validate them by selecting the bilingual version available in the authority index. The descriptor will only be displayed in both languages once this has been done.

To validate an authority: use the VALIDATE ENTRIES icon represented by the yellow coat of arms at the top left of the screen. Modify title and, if appropriate, select the bilingual French-English authority preceded by a red A, then click on OK or select the crossed monolingual reference preceded by a blue square (x), then Display, OK. Once back in the record, validate the changes with OK.

692 Index Term - European Education Thesaurus (EET) (local field) (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

Information for the cataloguer: erase indicator 01 from records.

- Field Definition and Scope

This field contains the indexing terms in the European Documentation and Information System for Education Thesaurus – EUDISED. Use of this thesaurus stopped when the Documentation Centre for Education in Europe closed down in December 2001. Documents on education were transferred to the Strasbourg BNU in September 2009. They can be found in WebCAT and have been indexed using the Ceres thesaurus (field 690).

693 Index Term - Cultural Policy (CP) (local field) (R)

- First Indicator
#: undefined.

- Second Indicator
#: undefined.

Information for cataloguers: erase indicator 02 from records.

- Field Definition and Scope

This field contains the indexing terms of the Cultural Policy and Action Department (DG-IV). The documentation centre uses the Unesco thesaurus / thesaurus de l'Unesco.

70X-75X ADDED ENTRY FIELDS

- Definition and Scope

Fields 700-730 contain added entries that provide additional access to a bibliographic record from names and/or titles having various links with a work. Added entries are made for persons, corporate bodies and meetings having some form of responsibility for the creation of the work, including intellectual and publishing responsibilities. Added entries are assigned to records for persons, corporate bodies, meetings and titles which are not given access through subject or series entries.

700 Added Entry - Personal name (R)

See also 100
AACR2 21.29-21.30K2, 22.1-22.3D1.

- First Indicator: type of personal name entry element.

0: first name
1: surname
3: family name.

- Second Indicator: type of added entry.
#: no information provided.

- Sub-field Codes

|a: personal name (NR),
etc.

- Field Definition and Scope

This field contains an added entry in which the entry element is a personal name.

Added entries are assigned according to various cataloguing rules to give access to the bibliographic record from personal name headings.

- Most common examples:

- ***The work has a publisher but no author***

These names are placed in field 700 and followed by their function after |e (ed., comp., tran., aui (author of the introduction), etc.), spk (speaker = person who intervenes during a discussion concerning COE documentation), rapp.(rapporteur).
See the complete list of abbreviations in AACR2, Appendix B. Abbreviations. B.9 Roman alphabet abbreviations (p. 602)

- ***The work has several authors***

From 2 to 3 authors: put the first in field 100 (books), and the others in 700.
More than 3 authors: added entry in field 700 for the main author or the first mentioned.

The records in the former database were migrated with « et al » to field 700. « et al » should be removed or replaced by the pertinent author names.

For articles and chapters, always use field 700 and do not distinguish between main entry and added entry.

Example:
700.1#|aSmith, Elise|e(ill.)

710 Added entry - Corporate name (R)

See also 110, 111 et 711
AACR2 21.29-21.30K2

- First Indicator: type of corporate name entry element.

0: inverted name
1: jurisdiction name
2: name in direct order.

- Second Indicator: type of added entry
#: no information provided.

- Sub-field Codes

|a: corporate name or jurisdiction name as entry element (NR),
etc.

- Field Definition and Scope

This field contains added entries in which the entry elements are corporate names. The corporate names are names of associations, institutions, companies, commercial or non-commercial firms, governments, etc.

Create a line 710 for each corporate author added entry.

COE Books and Documents

Create an added entry for a corporate author if its responsibility for publication is shown manifestly in the work, but not if it appears only as a distributor. In general this only concerns non-commercial publishers (research centres, associations, institutions, etc.)

If responsibility for publication was shared by more than three persons or corporate authors, the AACR2 rule recommends having the title as the main entry and creating an added entry only for the first author. Nonetheless, if the cataloguer thinks the other persons or corporate authors mentioned are very important, he/she may create more than three added entries.

For articles and chapters always use field 710 without distinguishing between main and added entry.

711 Added entry – Meeting name (R)

See also 111 and 611
AACR2 21.29-21.30K2.

- First Indicator: type of meeting name entry element

0: inverted name
1: jurisdiction name
2: name in direct order.

- Second Indicator: type of added entry
#: no information provided.

- Sub-field Codes

|a: meeting name or jurisdiction name as entry element (NR),
etc.

- Field Definition and Scope

This field contains an added entry in which the entry element is a meeting or conference name. Conferences, meetings, exhibitions, presentations, festivals, etc.

For articles and chapters, always use 711 without distinguishing between main and added entries.

76X-78X LINKING ENTRY FIELDS

760 Main Series Entry (R)

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: main series
8: no display constant generated.

- Sub-field Codes

|a: main entry heading (NR),
etc.

- Field Definition and Scope

This field contains information concerning the related main series when the target item is a subseries (vertical relationship). This field is completed in addition to any other series information in the record.

Field defined in MARC entries but not used by cataloguers at present.

762 Subseries entry (R)

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: main series
8: no display constant generated.

- Sub-field Codes

|a: main entry heading (NR),
etc.

- Field Definition and Scope

This field contains information concerning a related subseries when the target item is a main series (vertical relationship). This field is completed in addition to any other series information in the record.

Field defined in the MARC entries but not used by cataloguers at present.

770 Supplement-Special Issue Entry (R)

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: has supplement
8: no display constant generated.

- Sub-field Codes

|a: main entry heading (NR),
etc.

- Field Definition and Scope

This field contains information concerning the supplement or special issue associated with the target item but catalogued and/or input as a separate record (vertical relationship).

When cataloguing a parent item, use field 770 for additional or specific information.

772 Supplement Parent Entry (R)

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: supplement to
0: parent
8: no display constant generated.

Sub-field Codes

|a: main entry heading (NR),
etc.

- Field Definition and Scope

This field contains information concerning the related parent record when the target item is a single issue, supplement or special issue (vertical relationship) of the parent item.

Examples:
245.00|aAlgerian Archaeological Bulletin.|pSupplement
772.1#|tAlgerian Archaeological Bulletin.|x0525-1133

773 Host Item Entry (R)

See 580

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: In
8: no display constant generated.

- Sub-field Codes

|t: title (NR)
|g: related parts (R) (vol., n°, pages, etc. encoded in the same sub-field)
|k: series data (R)
|r: report number (R).

- Field Definition and Scope

This field contains information concerning the host item for the constituent unit described in the record (vertical relationship). This field is provided in order to enable the user to locate the physical piece that contains the component part or sub-unit being described. Thus only those data elements required to assist in the identification of the host item need to be included in the field, such as links to the bibliographic record describing the item and/or descriptive data that identify the host item.

In the case of host items that are serial or multi-volume in nature, information in sub-fields |g or |q is necessary to point to the exact location of the component part within the bibliographic item.

If necessary, add a note to field 580.

Examples:

773.0#|tIMF staff papers|g2, June 1991, p. 235-267
773.0#|tOfficial Gazette of the Council of Europe, CM part volume|gno. 11, December 1999
773.0#|tFuturibles|gn° 243 (juin 1999), p. 71-78
773.0#|gCM/DEL/DEC(99)691, Appendix 4
773.0#|tAnnuaire français de droit international|gVol. 40 (1994), p. 776-791
773.0#|tCohabitation culturelle en Europe.|dParis : CNRS Editions, 1999,|gp. 25-33
773.0#Hudson, Valérie M. (ed.) :|tCulture and foreign policy.|dLondon : Rienner, 1997|z(ISBN 1-55587-640-4),|gp. 1-24

775 Other Edition Entry (R)

- First Indicator

0: display note
1: do not display note.

- Second Indicator

#: other edition available
8: no display constant generated.

- Sub-field Codes

|a: main entry heading (NR)
|e: language code (NR)
|t: title (NR)
|w: record control number (R).

- Field Definition and Scope

This field contains data linked to other available editions of the target item (horizontal relationship). The following types of editions are recorded in this field:

- Language editions. When a serial publication is issued simultaneously in more than one language (usually by the same publisher, as opposed to a translation issued by another publisher).

- Regular-print reprints. When the serial publication being catalogued is a regular-print reprint, field 775 is used for the original record.

- Other editions: Other editions of the target item. These will generally bear the same title as the target item but have edition information that distinguishes them.

Create a line 775 for each language version.

For Council of Europe publications (or other publications if necessary), add here the title of the other language version followed by |e (language code of the item). Do not include the initial articles of the title.

Examples:

041. 0 |aeng
245.00 |aTowards a new European social policy
775.18 |tVers une nouvelle politique sociale européenne|efre

780 Preceding Entry (R)

- First Indicator
1: do not display note.

- Second Indicator

0: continues,
etc.

- Sub-field Codes

|a: main entry heading (NR),
etc.

- Field Definition and Scope

This field contains information concerning the immediate predecessor of the target item (chronological relationship). If there is more than one predecessor entry, field 780 is repeated.

785 Succeeding Entry (R)

- First Indicator
1: do not display note.

- Second Indicator
0: continued by

- Sub-field Codes

|a: main entry heading,
etc.

- Field Definition and Scope

This field contains information concerning the immediate successor to the target item (chronological relationship). If there is more than one succeeding entry, field 785 is repeated.

787 Non Specific Relationship Entry (R)

- First Indicator
1: do not display note.

- Second Indicator
8: no display constant generated.

- Sub-field Codes

|i: relationship information (NR)
|r: report reference or number (R)
|t: title (NR),
etc.

- Field Definition and Scope

This field contains information concerning an associated item when the relationship does not fit any of those defined in fields 760-786. In most cases, a note is entered in field 580 that defines the specific relationship.

Used mainly for Council of Europe documentation.

Create a line for each piece of information.

Examples:

787.0#|iHistory :|rCM/DEL/DEC(98)641/9.3
787.0#|iHistory :|rCM/DEL/DEC(99)685/12.2

856 Electronic Location and Access (R)

(Revised September 2014).

Field 856 contains information needed to locate and access an electronic resource.

It can be repeated if the electronic document has several web/URL addresses.

The simplified instructions and examples below are intended for IMD.

Field 856 contains the links giving access to the full text of documents stored in 2 repositories:

- **RMS** (Record Management System) – used for Council of Europe documents or documents on the site of a Council of Europe entity which were created by that entity
- **Archivalware** – used for resources published elsewhere, for example electronic resources in our professional collection.

Field 856 also contains links to **book.coe.int** (**Council of Europe Publications**) enabling the user to order books, and links to websites providing additional information.

Indicators

41   For documents in Archivalware and RMS
42   For publications on book.coe.int and information on websites.

Sub-field Codes

|u   URL (Uniform Resource Locator)

|z   public note (in the language of the bibliographic record – in general the document language)

For documents in AW and RMS:
|zAccess to full text or |zAccès au texte intégral

For publications on book.coe.int:
|zTo order or |zPour commander

For websites:
|z[relevant text] – see the examples.

EXAMPLES

Link to Archivalware *– see also Guide Archivalware (AW) (this document only exists in French)*

Racine URL: http://coe.archivalware.co.uk/awweb/pdfopener?smd=1&md=1&did=
           - add the 6 figures of the Archivalware identifier – without a space after [=]!

245.10 Activists' guide to archiving video|h[electronic resource]
856.41 |zAccess to full text
        |uhttp://coe.archivalware.co.uk/awweb/pdfopener?smd=1&md=1&did=969794

245.13 La contribution du Conseil de l'Europe à la lutte contre les violences domestiques
856.41 |zAccès au texte intégral
        |uhttp://coe.archivalware.co.uk/awweb/pdfopener?smd=1&md=1&did=984614

Link to RMS *– see also How to RMS (this document only exists in French).*

To identify the l'URL, right click on the document title in RMS, left click on "email as public document" and copy and paste the link in field 856, not forgetting to put |u before the link.

245.10 Promotion of European Cultural Routes |h[electronic resource]
856.41 |zAccess to full text
        |uhttp://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=
        090000168008748d

245.10 Points forts 2013|h[ressource électronique] :|bgardien des droits […]
856.41 |zAccès au texte intégral
        |uhttp://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=
        090000168008ae51

Link to book.coe.int

Use this for publications for sale.

245.10 Television, cinema, video and on-demand audiovisual services in 39 European States […]
856.42 |zTo order
        |uhttps://book.coe.int/eur/en/european-audiovisual-observatory/6080-european-audiovisual-
        observatory-yearbook-2013-collection-of-volumes-1-and-2-television-cinema-video-and-on-
        demand-audiovisual-services-in-europe-19th-edition.html

245.10 Sport et discrimination
856.42 |zPour commander
        |uhttps://book.coe.int/eur/fr/sports-monographies/6027-sport-et-discrimination-en-europe.html

__Link to additional information__

Use only in exceptional cases for external websites, since external URLS are unstable.

245.10 Newsletter of the Parliamentary Network Women Free from Violence [electronic resource]
856.40 |zAccess to full text
        |uhttp://coe.archivalware.co.uk/awweb/public.jsp?smd=2&cl=all_lib&nid=587143
856.42 |zParliamentary Network "Women Free from Violence"
        |uhttp://www.assembly.coe.int//main.asp?link=http://www.assembly.coe.int/Communication/Campaign/DomesticViolence/Newdefault_EN.asp

9XX LOCAL FIELDS

Most of these fields are not used when cataloguing.

948 Update catalogue data

949 Holdings

- First Indicator and Second Indicator
#

- Sub-field Codes
|a |v |i |u |t |k |m |x |w |o

977 WebCAT image

999 Holdings

4. Classification Number and Specific Information for each Copy

Call number/ Item

Although they are presented in the same tab, call number and Item information correspond to two separate data entry screens which have to be filled in one after the other.

Call number information: add the filing number, select the corresponding classification scheme (choose Alphanum by default) and the library.

Item information: choice of specific characteristics for each copy.

CALL NUMBER INFORMATION

4.1   CALL NUMBER: this is the classification number.

The call number is essential to be able to register a record. If the cataloguer does not add a call number, the system will generate a number automatically in the form XX(11111.1). To modify this automatic number, erase it and replace it by the call number of your choice.

Examples of existing call numbers:

- XX(111111.1): automatic number (items prior to the migration in 2001)

- Referenced documents: the reference is used as a call number. Type all the elements without any spaces. Use only Arabic numerals and do not put a full stop.

Documents that were sent to Archives without a reference received the call number « ARCH » followed by the acronym of the directorate and the year. *Example*: ARCH/DECS(1999).

- COE Publications (ISBN):

  • Old call numbers (1949-2008): based on the former classification scheme for publications
  Example: COE.M.9(2000)CO or COE.B.3/060 for the period 1949-2008

  • New call numbers < 2009: Row X, Shelf Y, Box Z,
  Example: Row 72, A1, Box 01

- Books and serial publications from the former Central Library have a Dewey code or E code. (collection on Education), EC… (CE/UE collection), UNO, WHO, etc. (former IGO collection), D/department (books deposited with entities).

Put |z after the call number to add an analytical piece of information to the call number, such as a volume, serial number, month, etc. This information will facilitate reading for example when searching using a call number.

341.243 HIS|zVOL.1
341.243 HIS|zVOL.2
341.243 HIS|zVOL.3

- Articles from periodicals which were in the former Central Library have a P code
- Dewey_EBOOK: for electronic books, Digital library
- INTERNET (title control) for websites, e.g. INTERNET(455369)

4.2   CLASS SCHEME: refers to the classification system used to create the call number.

Cf. fields 080 to 093 of the bibliographic record.

The choice of class scheme creates a data sorting order in the system when the search results are displayed. Always use **ALPHANUM** [decision of 10/12/2010].
This corresponds to an alphanumeric combination of numbers and letters.

Records can nonetheless be found with old class schemes call numbers. Here is their meaning:

ASIS: corresponds to simple call numbers. Asis means "as it is"
AUTO: when the call number is generated automatically by the system in the form (XX.11111.1)
Dewey: Dewey classification (ex-Central Library)
COE: should no longer be used. Use Alphanum
UDC: universal decimal classification
Point I: collection of publications from the former 'I Point'. Replace by Alphanum
EU: collection from the European Communities / European Union (ex-Central Library).

4.3   LIBRARY: choose the library in which the item is kept.

Archives: referenced documents, departments' administrative documents (intermediary archives), historical archives (definitive), Council of Europe publications (books, reviews) and posters.

Central: the former Central Library (and ex-Giuseppe Vedovato Library) has been closed since 2006. The collections were transferred to the Strasbourg BNU in September 2009. These books can be found in WebCAT. Council of Europe staff members may borrow them by submitting a request via MSA form no. 1602.

CID: information offices in Europe. No longer exist since 2010

CID-BN: information office in Sarajevo, Bosnia and Herzegovina

CID-SK: information office in Bratislava, Slovakia

COMMISSIONER: Commissioner for Human Rights (documentation centre)

Cult-Pol: Collection of cultural policies. Closed since 2012

Digital: library giving access to free external electronic resources (websites and bibliographic databases). The whole text of some documents is available in the digital repository Archivalware which can be accessed via WebCAT.

DIT-LIB: contains the « Archives' Card Catalogue (1949-1990) ». This is the Archives' old manual card catalogue which has been digitised. It can be used in addition to the « Archives » library to find Council of Europe items dating from this period.

ECML: European Centre for Modern Languages in Graz, Austria

ECRI: Racism and Intolerance Documentation Centre

EDQM: Library of the European Directorate for the Quality of Medicines

EYC: European Youth Centre in Strasbourg. Library closed

EYCB: European Youth Centre in Budapest, Hungary. Centre closed in December 2013

LISBON: North-South Centre in Lisbon, Portugal

MEDIA: Library of the Media and Information Society Division

MIGRATION: Migration Documentation Centre - DGIII: data from January to July 2004.

ITEM INFORMATION

Each copy held by a library is defined by a number of characteristics about its type, the collection to which it belongs, its location, etc.

- ITEM-ID: this is the item's unique identifier.

It is generated automatically by the system when the option « generate new item IDs automatically » is selected at CopyAdd: set properties. This item-id can be replaced by a bar code for a loan or by an inventory number specific to the registering department. It is formed by the Title key (generated automatically at control level every time the option Add Title is opened) followed by an extension 1001, 1002, 1003, etc. for each additional copy kept with the same call number.

When a new call number is created for another library, a new item-id 2001, 2002, 2003, etc. is generated. It can be modified manually in case of error.

Copy number: order number of a copy generated automatically. It can be modified manually in case of error.

Price: optional (in the case of purchases)

Permanent: to be ticked if the item is part of the permanent collections.

Circulate: to be ticked if the item can be lent

Library: select the library

Type: the type of item used

Home location: the place in which the item is generally kept

Collection: a collection corresponds to one library only

Doc type: more precise information on the type or content of the item. This option has not been used since July 2010.

Current location: the place where the item can be found temporarily (on loan, being bound, deposited, etc.). By default, Current location is identical to Home location.

Number of pieces: an item can be a set of several elements catalogued separately, e.g. doc + CD + atlas. In this case, indicate the number of elements in the set.

- EXTENDED INFORMATION: comments area.

Circnote: information relating to a loan
Public: the note entered here is displayed in the online catalogue
Staff: the note entered here does not appear in the online catalogue.

Collection (Item category 1): list updated in January 2011

About-COE: material on the Council of Europe
Analytical: do not use. Use DOCUMENT
CD-Rom: do not use. Describe the CD in the record (see 245, 300)
COE: Council of Europe publications: ISBN, ISSN, brochures, etc.

CP: Cultural Policies/Politiques culturelles
Depo DGHL, DG1, DG2, DG3, DG4: departments' intermediate archives kept in the Agora archive area
Deposit: *do not use*
Dewey: books classified with a Dewey code (transferred to the BNU)
Document: referenced documents catalogued individually (for some years, catalogued globally)
ECML/CELV: collection of the European Centre of Modern Languages, Graz
Education: books from the former European Education Centre (transferred to the BNU)
EYC: European Youth Centre collection (stopped). D*o not use*
EYC_B: European Youth Centre Budapest
Hist-Arch: departments' administrative files, permanent archives
HREC-EYCB: European Youth Centre Budapest – Human Rights
IGO: Inter-Governmental Organisations (transferred to the BNU). D*o not use*
Int-Arch: intermediary archives Palais, provisional archives
I-Point: option no longer to be used. Use COE
Mass Media: *do not use*
Periodical: *do not use.* Use COE
Pharmacopoeia: EDQM: *do not use*
Poster: Council of Europe Archives' posters
Prof_lit: Professional literature (deposited with IMD or available online)
Racism: ECRI, *do not use*
Reference: reference works, *do not use*
RM-Meta: records Management-Metadata, *do not use*
Theses: theses on the Council of Europe
Trim: ECML, collection of the European Centre for Modern Languages, Graz
UN: United Nations (deposited with the BNU), *do not use*
Vedovato: *do not use.* Collection stopped
Video.

Document Type *(Item category 2)*
This option is no longer used for cataloguing. [Decision made in January 2011].

5. Cataloguing Certain Formats and Special Items

5.1 How to Catalogue CE Publications (ISBN and ISSN) Kept in Archives

When a publication only exists in electronic format

- Library: Archives
- Call: COE DIGITAL
- Type: COE publ
- Home location: Repository
- Collection: COE
- Circulate: No
- Add in field 245: Title: [electronic resource] or [ressource électronique] in square brackets and preceded by |h (without a space in front). This follows the title proper (sub-fields |a, |n, |p) and precedes the rest of the title (sub-field |b).
- *Example*: .245.00.|aIntercultural cities newsletter|h[electronic resource]
- Use the right 2nd indicator: 856 Electronic access: 1st indicator 4; 2nd indicator 0.

When there is both a paper version and an electronic version of a publication

Follow the normal cataloguing rules, that is:

- Library: Archives
- Call: identify the location in storeroom 7: ROW X, Shelf Y.
- *Example*: ROW81, C1
- Do not create a specific call number for the electronic version
- Type: COE publ
- Home location: storeroom 7
- Collection: COE
- Add in field 500 General note: « Electronic resource » or « Ressource électronique »
- Use the right 2nd indicator: .856 Electronic access: 1st indicator 4; 2nd indicator 1
- The link to ArchivalWare must appear first and precede any other URL.

5.2 How to Catalogue a CD-ROM

Bibliographic Record

.245. Title

Add: |h[CD-ROM] just after the title proper (sub-fields |a, |n, |p) and before the rest of the title (sub-field |b).

.300. Physical Description: 1 CD-ROM

Call number/Item
call: sequential numbering (1, 2, 3)
type: CD-ROM
location: SHELVES

If the item contains a CD-ROM as accompanying material, add this information in field 300 after [|e].

Example: .300.##|a126p. +|e1 Cd-Rom (followed by its title in brackets if this is different from the title in 245) and in Item information: number of pieces 2

5.3 How to Catalogue a Document taken from a Website, a Whole Website or a Document Uploaded to Archivalware

Control:
Format: book, article, document, serial or website.

Bibliographic

Fixed fields:

Date 1: fill in this field, for the year is displayed in the WebCAT list of results. Enter the item date or the date the site was last updated. If there is no date, put the year the record was created by the cataloguer.

.020. ISBN/.022. ISSN

When there is both a paper version and an electronic version of the item, there is sometimes an ISBN or ISSN number for each version. Add both numbers and specify the version to which they correspond in brackets.
Example: 92-9181-348-6 (print) and 92-9181-349-4 (online)

.245. Title

When the item only exists in electronic form: add [ressource électronique] for an item in French or [electronic resource] for an item in English, in square brackets and preceded by |h (without a space in front). This follows the title proper (sub-fields |a, |n, |p) and precedes the rest of the title (sub-field |b).
Example: .245.00.|aAccess Middle East|h[electronic resource]

When there are two versions of the item, do not add this information in the title field, but add it as a general note (see 500).

.310. Current Publication Frequency

Fill in both the frequency and the dates of existence of the site, if they are available.

Examples:

310 ##$aMonthly
310 ##$aMonthly, including annual cumulation
310 ##$aBimonthly (monthly June-July)
310 ##$aAnnual,$b1983-
310 ##$aMonthly,$bJan. 1984
310 ##$a5 no. a year,$b1946-1948
310 ##$aContinuously updated
310 ##$aUpdated irregularly$b2001-

.500. General Note (R)

When there is both a paper version and an electronic version of the item, add here « Electronic resource » or « Ressource électronique » followed by the type of item, If necessary: e-book, e-article, e-journal, e-document.

Create another field 500 for any information relating to downloading rights: name of the person who authorised downloading, his/her status, date of such authorisation or the general conditions relating to downloading rights defined by the publisher, etc.

.550. Issuing Body Note (R)

This field contains a note about current and former issuing bodies. It includes notes containing information about publishing, compilation or translation which involve an issuing body.

.856. Electronic Access

Either the item has its own Internet address |uhttp://
or it has been uploaded to ArchivalWare.

Example :|zAccès au texte
intégral|uhttp://128.121.10.98/coe/public.jsp?smd=2&cl=all_lib&nid=545676

Procedure:
1. Upload the file to ArchivalWare and define its access level:
Public: access for all.
Restricted: access with user id and pin code
2. Create the bibliographic record in Workflows and add the address of the item.

Choice of indicators
1st indicator: 4.
2nd indicator: select:
 0: when the item only exists in electronic format
 1: when the item exists in both paper and electronic formats.

The sub-field code |z defines access:
Public: |zAccess to full text or |zAccès au texte intégral
Restricted: |zAccess to full text is only available for users with ID & PIN CODE or |zAccès réservé aux utilisateurs ayant un ID & PIN

Call number information and Item information

When the item exists in both paper and electronic formats, create a call number/Item for each version.

- Call number information: call number used by Archives.

For a website:
INTERNET followed by the title control in brackets, without XX or extension .1.
Example: INTERNET(980713)

For an external document uploaded to Archivalware:
Book: EBOOK followed by the title control in brackets without XX or extension .1
Example: E BOOK(358361)
Class scheme: ALPHANUM
Library: DIGITAL

- Item information

Type: website for a website; digital (for any digital objects except websites)
Home location: Internet (for a website) or Repository (for a document in ArchivalWare)
Collection: optional
Do not tick the option circulate.

5.4 Cataloguing Gifts: identify the Donor in Field 500

When cataloguing gifts, add the name of the donor (natural person or corporate author) to field 500 – General Note, preceded by: 'Gift from …' (in English) or 'Don de …' (in French).

6. Bibliographic Resources

Anglo-American Cataloguing Rules (AACR2 – RCAA 2R)

- Anglo-American Cataloging Rules

- AACR2 2nd edition, 2002 revision: 2004 update

- The Concise AACR2, 4th edition. Through the 2004 update

- Online access (on subscription)

- Fritz, Deborah A. Cataloging with AACR2R and USMARC… Chicago: American Library Association, 1998.

- Library and Archives Canada – AACR Cataloguing Rule Interpretations

MARC 21 - Machine Readable Cataloging

- Understanding MARC Bibliographic Machine Readable Cataloging

- MARC Standards, Library of Congress – Network Development and MARC Standards Office – in collaboration with Normes et soutien, Bibliothèque nationale du Canada and the British Library's National Bibliographic Service

- MARC 21 Concise Format for Bibliographic Data. LC, 1999 English edition.

- MARC standards, general information

- Bibliothèque nationale du Canada - MARC 21 Format for Bibliographic Data. 2 vols. Network Development & MARC Standards Office, 1999. (1 copy available in IMD)

- Format MARC 21 for bibliographic data. 2 vols. Library of Congress Cataloguing Distribution Service, 1999. (2 copies available for consultation in IMD)

- Bibliothèque nationale de France Manuel UNIMARC: format bibliographique