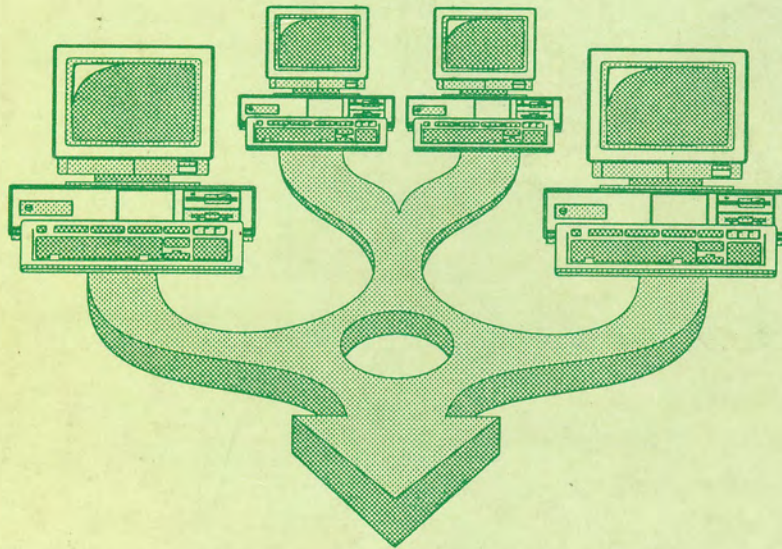


NA-141



SLSTINET COMMON BIBLIOGRAPHIC FORMAT



FIELD GUIDE



Sri Lanka Scientific & Technical Information Centre (SLSTIC)
Natural Resources, Energy & Science Authority of Sri Lanka (NARESA)
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NA 141

INTRODUCTION

Natural Resources, Energy & Science Authority of Sri Lanka (NARESA) is a state funded authority instituted in 1981, and is one of the key organisations under the Ministry of Science, Technology and Human Resource Development in Sri Lanka.

Sri Lanka Scientific & Technical Information Centre (SLSTIC) of NARESA was established as the National Scientific & Technical Documentation Centre for the country. SLSTIC was identified as the national focal point of information networks on Science and Technology. Hence to fulfill its responsibility as the coordinating body for networks in Sri Lanka, the Sri Lanka Scientific and Technical Information Network (SLSTINET) was established as the umbrella network for other subnetworks in order to promote the resource development and cooperation among the S & T libraries in the country. Presently SLSTIC has developed a computerised local area network to bring about a meaningful exchange of information at national level.

SLSTIC Services :

Data Base Development

SLSTIC has developed the following Data bases which are available for the users to search and extract data.

- * Union List of Periodicals in the field of Science & Technology.
- * Sri Lanka Science Index: includes seminar/conference papers, pamphlets, reports, journal articles etc. in the field of S & T in Sri Lanka
- * Directory of S & T Personnel in Sri Lanka.
- * Data base on On-going research in Sri Lanka.
- * Data base on Research Grants Awarded by NARESA.
- * SLSTIC Collection.

CD-ROM & Internet Searching

SLSTIC has purchased CD-ROMs and full Internet connectivity has been obtained through a digital lease line and searches can be done by visiting personally. These services were available free of charge until the end of 1996 and presently SLSTIC has developed a membership scheme to provide these services. Further information can be obtained from the Library at NARESA.

CDS/ISIS Distribution and Training

SLSTIC/NARESA is the national distributor of Micro CDS/ISIS software in Sri Lanka. This software could be used for non profit making applications. SLSTIC undertakes to train personnel in using this software on request at a nominal rate. Assistance in developing databases is also provided.

CDS/ISIS is a software which can be used for housekeeping activities in any library/information centre such as ;

Acquisition Services

- Maintaining order files
- Organizational Directories such as Suppliers, Donars

Cataloguing Services

- Book Catalogus
- Indexing Sevices
- Serials Catalogue

Circulation Services

- Usser Directories

SLSTINET Common Bibliographic Format (SCBF)

SLSTIC has developed a common bibliographic format in micro CDS/ISIS which can be used to create, maintain and utilize a database. The main objective in developing the SCBF is to facilitate sharing information among SLSTINET libraries. The libraries may develop their own work sheets, field select tables and print formats according to their needs by using this common bibliographic format.

Initially the Library should have installed micro CDS/ISIS software. This could be obtained from SLSTIC the national distributor, appointed by UNESCO.

This manual includes:

A list of fields for the description and management of the items in the database. The fields are selected to present all the data elements that any information system might need to design a complete database.

A field by field guide illustrating how to use the fields.

This manual does not include designed work sheets and print formats. The individual libraries may design their own worksheets and print formats to create databases to handle a wide range of services according to their needs.

- Catalogues for books
- Serial administration - serials control, acquisition and circulation
- Acquisitions
- User Directory - user interest profiles
- Organizational Directory

Decpali Talagala
Director Information
NARESA

**SLSTINET COMMON BIBLIOGRAPHIC FORMAT
FIELD DEFINITION TABLE**

Tag	Field Name	Sub Fields/ Pattern	Repeat	Length	Type	Use
001	Record Type			1	A	E
002	Bibliographic Level			1	A	E
003	Heading identifier			1	A	E
004	Item Identifier			10	X	E
020	Source of Record			10	X	E
021	Record status			1	A	E
022	Date entered	999999		6	P	E
040	Language(s)		R	10	A	O
050	Physical Medium		R	1	X	E
060	Type of Material		R	10	X	E
100	ISBN		R	15	X	M
101	ISSN			15	X	M
120	SLSTINET ID			20	X	O
190	Heading		R	250	X	E
200	Title	* Main title o Sub title u Uniform title v Varient titles		250	X	E
202	Parent Title	* Parent title z Acc. No./JNL. ID		250	X	E
260	Edition			10	X	M
300	Personal author(s)	* Name o Other elements r Role	R	250	X	M

Tag	Field Name	Sub Fields/ Pattern	Repeat	Length	Type	Use
310	Corporate Body	* Main body d Sub body a Acronym c Country r Role	R	250	X	M
320	Meeting	* Name c Country p Place d Year n Number		250	X	M
350	Organization	n Main body d Subbody a Acronym c Country		250	X	O
351	Organization Type			1	A	M
352**	Organization Address		R	100	X	M
400	Publisher	n Name p Place		150	X	M
440	Year of Publication			10	X	E
450	Serial (Desig.)			200	X	M
460	Physical Description	* No. of pages i Description s Size a Accompanying material		100	X	M
480	Monographic Series	* Series title p Part/Number i ISSN		160	X	M
490	Part statement	v Volume/Issue no. o Other information p Pagination		100	X	M
500	Notes (Informal)		R	100	X	M
510	Notes (Bib relationships)		R	100	X	M

Tag	Field Name	Subfields/ Pattern	Repeat.	Length	Type	Use
520	Notes (frequency)			5	X	M
530	Notes (contents)		R	200	X	O
540**	Notes (Holdings)	* Library h Holdings m Missing issues	R	100	X	M
541	Holdings (Start Issue)			100	X	O
542	Holdings (Start Date)			100	X	O
543	Holdings (End Issue)			100	X	O
544	Holdings (End Date)			100	X	O
545	Holdings (Missing Issues)		R	100	X	O
546	Holdings (Bound Vol.)	v Vol. statement y Period covered	R	100	X	O
550	Serial Type			1	A	O
551	Serial Publication Status			1	A	O
560**	Receipt Issue Designation			6	X	O
565**	Receipt Publication Date			6	X	O
571**	Receipt January			6	X	O
572**	Receipt February			6	X	O
573**	Receipt March			6	X	O
574**	Receipt April			6	X	O
575**	Receipt May			6	X	O

Tag	Field name	Sub fields/ Pattern	Repeat	Length	Type	Use
576**	Receipt June			6	X	O
577**	Receipt July			6	X	O
578**	Receipt August			6	X	O
579**	Receipt September			6	X	O
580**	Receipt October			6	X	O
581**	Receipt November			6	X	O
582**	Receipt December			6	X	O
590	Route (internal)		R	10	X	O
591	SDCP List		R	10	X	O
600	Abstracts			1000	X	O
610	Classi. No. & Scheme	* Class. No. s Class. scheme & edition		30	X	M
615	Broad heading(s)		R	20	X	E
620	Keywords		R	20	X	M
625	Geographical code		R	20	X	M
650	User Name	i Initials t Title s Surname		100	X	O
651	User Designation			100	X	M
652	User Organization	n Name a Acronym d Defendant		100	X	M
660	User Office Address		R	100	X	M
661	User Private Address		R	100	X	O
662	User Office Telephone		R	20	X	O
663	User Private Telephone		R	20	X	O
664	User Office Fax		R	20	X	O

Tag	Field name	Sub fields/ Pattern	Repeat	Length	Type	Use
666	User E-Mail		R	20	X	O
670	User Qualification	a Acronym o Organisation c Country s Subjects	R	100	X	O
680	User Subject interests		R	20	X	O
681	User Projects	* Project title s Sponsored d Duration		100	X	M
810	Call No	l Library n Number		20	X	M
811	Location (External)	l Library n Number		20	X	O
820	Acc. No.		R	10	X	O
824	Requester			10	X	O
825	Select Authority			20	X	O
830	Acquisition Source	* Name a Acronym c Country		80	X	O
831	Acquisition mode			1	A	O
832	Acquisition status (journals)			1	A	O
835**	Order No.& date d date			30	X	O
836**	Acquisition remarks			200	X	O
837	Request No. & Date	* Request no d Date		30	X	O
838**	Period of subscription/ date	* Period of subscription d Renewal date		20	X	O

Tag	Field name	Sub fields/ Pattern	Repeat	Length	Type	Use
840**	Invoice no & date	* Invoice no d Date		30	X	O
841**	Payment date	999999		6	P	O
842	Total cost foreign	c Country n Amount		20	X	O
843	Total cost Rs			20	X	O
844**	Cheque no & date	d Date		30	X	O
845	Receipt date	999999		6	P	O
846	Availability			1	X	O
850**	Reminders			100	X	O
851**	Project			160	X	O
852**	Total cost (without handling)			20	X	O
853**	Cost of handling			20	X	O
854**	Item specifications (equip)			100	X	O
855**	Notes to supplier			200	X	O
856**	Notes on receipt			200	X	O
861**	No. of Copies			2	N	O
862**	Current Availability			10	X	O
871	Entered by			10	X	O
880	Network Representation		R	10	X	O
999	MFN			100	X	O

** Not described in the field guide

Field Guide

001 Record Type

Characteristics

Essential
Not repeatable
Not subfielded
Maximum length |

Purpose

Used to enter a character to identify the type of record. The information can be used in on-line retrieval to limit the search to a particular kind of document.

Definition

This field identifies the type of record in multi item database.

- B Bibliographic (monographs, serials, analytical)
- P Person
- C Corporate Body
- L Loan
- A Acquisition
- R Receipt of journals

002 Bibliographic Level

Characteristics

Essential
Not repeatable
Not subfielded
Maximum length |

Purpose

This is used to enter a code indicating the bibliographic level of the item being catalogued. This information is necessary when records are being exported to a system with a different record format. The information can also be used in on-line retrieval to limit the search to a particular kind of document.

Definition

This field is relevant only to Bibliographic records when value 'B' is used for Tag 001. Following are the values used in this field.

M Monographic

Refers to an item issued as a single physical piece, such as a book, a report, a thesis. It may also be one volume of multi volume work.

S Serial

Refers to an item that is issued in successive parts, at intervals, bearing a chronological and/or numerical designation intended to be continued indefinitely, such as a periodical, an yearbook, or a monographic series.

A Analytical

Refers to an item that is not issued alone but as part of a larger work, such as an article from a periodical, a chapter from a book, or a paper from a set of conference papers issued as a single entity.

003 Heading Identifier*Characteristics*

Essential
Not repeatable -
Not subfielded
Maximum length (1)

Purpose

Used for bibliographic records to indicate the type of heading selected in field 190. This coded is used to display the record according to the heading selected.

Definition

This refers to the type of heading selected according to AACR 2. The undermentioned codes may be used.

P Personal Author
C Corporate Body
M Meeting
T Title

004 Item Identifier*Characteristics*

Essential
Not repeatable
Not subfielded
Maximum length (1)

Purpose

Use to enter the document/user identifier assigned to the item/user by the library. Use field 820 to enter the Accession number/s of books.

Definition

Item identifier is a symbol of combination of letters and numbers that provide a unique identification to an item.

Examples

P001 - User Code
C001 - Corporation
J001 - Journal
NP01 - Newspaper
NL01 - Newsletter

020 Source of Record

Characteristics

Optional (Essential for participants in a network)
Not repeatable
Not subfielded
Maximum length 10

Purpose

Use to identify the cataloguer or cataloguing agency in joint projects such as Union Catalogue.

Definition

A unique code assigned by the network to participating library and/or to the cataloguer.

Examples

- (a) NARESA - Natural Resources Energy & Science Authority
- (b) JW - Jagath Weerawardena

021 Record Status

Characteristics

Optional (Essential for bibliographic records)
Not repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the status of the record. In some database when records are entered at different stages. For example, in a databases of books, or an acquisition system, data relating to a book would be added at different stages, such as

- (i) selection
- (ii) ordering
- (iii) accessing
- (iv) catalogue

Definition

The term record status refers to the current status of the item being entered. i.e. on order and catalogued etc. The following are the possible codes to be used for this field.

- S - Selected not ordered
- O - Ordered (not catalogued)
- U - Cataloguing incomplete
- C - Catalogued (cataloguing of the item complete)

022 Date Record Entered*Characteristics*

Essential
 Not repeatable
 Not subfielded
 Maximum length 06

Purpose

This field is used to record the date on which the item was first entered into the database.

Data Entry

Enter the date in the ISO pattern YYMMDD when YY stands for the year, MM for the month, and DD for day.

Example

960616 (for 16 June 1996)

040 Language*Characteristics*

Optional (Essential in a multilingual system)
 Repeatable
 Not subfielded
 Maximum length 10

Purpose

This is used to record the language of the item.

Data Entry

Enter the appropriate three letter language code indicated below.

s	Sinhala
t	Tamil
e	English

Example

Sin%tam%eng

050 Physical Medium

Characteristics

Essential (for bibliographic records)
Repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the primary medium of the bibliographic item.

Definition

The term physical medium refers to the media in which the item is produced. The following may be used as possible media :

P Paper
A AV
M Microfilm
E Electronic

060 Type of Material (Second level)

Characteristics

Essential in bibliographic records
Repeatable
Not subfielded
Maximum length 10

Purpose

Use to enter the second level of the physical medium of the item being catalogued.

Definition

The term type of material refers to the second level physical format such as Map, microfiche, Veda cassette, articles, paper, chapter etc. Following may be used as possible types of materials:

In analytical entries

C Chapter
A Article
P Conference Paper

Other types

Microforms Microfilms, microfiche, micro opaque etc.
Audio visual, Sound recordings, video cassettes, gramophone records Electronic diskettes, CD-ROM, Magnetic tapes etc.

Data Entry

Enter the specific form of the item. If the same work appears in more than one form enter all forms separated by % sign.

Example

Book%Microfiche

100 ISBN*Characteristics*

Mandatory
Repeatable
Not subfielded
Maximum length 35

Purpose

Use to enter the International Standard Book Number (ISBN) of the item.

Definition

The ISBN is a code that uniquely identifies the title, or edition of the title, to which it is assigned. The code is a 10 digit number divided into four parts of various lengths separated by hyphens. Usually found on the verso of the title page or on the back cover.

Data entry

If more than one ISBN appears on the item, enter the one relating to the item in hand. When a single entry is created for a collection comprising many volumes, each having separate ISBN, enter all separated by % sign.

Example

0-8389-328%(0-8389-3110)

101 ISSN*Characteristics*

Mandatory
Not repeatable
Not subfielded
Maximum length 15

Purpose

Use to enter the International Standard Serial Number (ISSN) of the Serials. This is useful when producing an index with the ISSN.

Definition

The ISSN is an eight - character code divided into two groups of four digits separated by a hyphen which provide a unique identification to a serial.

Data entry

Enter the ISSN as it is found in the serial.

Example

0379-4322

120 SLSTINET Code*Characteristics*

Optional (Essential for participants in a network)
Not repeatable
Not subfielded
Maximum length 20

Purpose

This field is used to record special identification used by this information system such as user, journal or newsletter.

Example

NARESA-(0)1 - user
S(0)1 - Journal

190 Heading

Characteristics

Essential (for bibliographic records)
Repeatable
Not subfielded
Maximum length 250

Purpose

Use to enter the main access point (AACR 2 chapter 21) under which the bibliographic descriptions should be entered in a catalogue. This is used to display records according to AACR. This field is used for sorting records alphabetically.

Definition

A name, word or phrase placed at the head of a catalogue entry to provide an access point in the catalogue.

Data entry

Use field 003 to decide the type of heading of the entry. The heading may be one of the following options:

- (a) Personal: when V3 = P
select the first name of the authors entered in Field 300.
- (b) Corporate: when V3 = C
select the name of first organization entered in Field 310.
- (c) Conference/Meeting: when V3 = M
select the seminar/workshop/conference title entered in Field 320 as the heading.

- (d) Title: when V3 = T
select the main title from the Field 200 when the personal authorship is unknown, and work does not emanate from a corporate body or; produced under editorial direction or; accepted as sacred scripture by a religious group.

Examples

- (a) When: V3 = P,
V300 = Sirisena R.D.%Kumara, S.N.
Value of Heading :
Sirisena, R.D.
- (b) When V3 = C,
V310 = ^nLabour Dept.^aDL^cSri Lanka
Value of Heading :
Sri Lanka. Labour Dept.
- (c) When V3 = M,
V320 = International Conference on
Cataloguing^cFrance^pParis^d1985^n2
Value of Heading :
International Conference on
Cataloguing (Pairs)
- (d) When V3 = T,
V200 = Cataloguing practic^opractical
guide
Value of Heading :
Cataloguing practice

200	Title
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Characteristics

Essential
Not repeatable
Subfielded
 ^{^*} Title
 ^{^o} Other title information,
 such as Sub titles.
 ^{^u} Uniform title
 ^{^v} Various title
Maximum length 250

Purpose

Use to enter the title, subtitle, uniform title or variant title, of the item in hand, whether it be a monograph, a collection, or an analytic. The first subfield is the main title which has no delimiter.

Data entry

Select the title according to AACR 2 rules. If the title begins with an article 'A', 'An', 'The' enclose the article in triangular brackets so that these can be ignored in an alphabetical title list. Enter the title in the following format:

Title^{^o}Subtitle^{^u}Uniform title^{^v}Variant titles

Examples

- (a) Cataloguing practice^{^o}Practice guide
- (b) Sri Lanka Labour Gazette^{^u}Ceylon Labour Gazette
- (c) Travel into remote lands^{^v}Gullivers travels

202	Parent Title
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Characteristics

Essential
Not repeatable
Subfielded
 ^{^*}Parent title
 ^{^z}Accession no./ journal ID
 of the parent item
Maximum length 250

Purpose

Use to enter the title of the parent document when the item being catalogued is a chapter of a book, journal articles, or a conference report paper (if analytical entry). The first subfield is the main title which has no delimiter. If the parent document is already catalogued the title need not be entered in this field. Subfield z is used to indicate the Accession Number (for books) or Journal ID if the parent document is already in the library.

Data entry

Enter the data in the following format:

Parent title^{^z}Accession No./Journal ID

Examples

- (a) Handbook of agriculture
- (b) J034
- (c) ^{^z}14534
- (d) Journal of Irrigation and Drainage

260**Edition***Characteristics*

Mandatory
 Not repeatable
 Not Subfielded
 Maximum length 10

Purpose

Use to enter the edition statement (AACR2 Section 1.2B) when the item is a second or subsequent edition of a work a draft or preliminary version of the work, or an abridged edition.

Data entry

Use the following abbreviations:

- (a) Numbers: 1, 2nd; 3rd; 4th etc.
 (b) Words:

abbreviated	abbr
edition	ed
enlarged	enl
revised	rev

Examples

- (a) 51st ed.
 (b) abbr ed.

300**Personal Author(s)***Characteristics*

Mandatory
 Repeatable
 Subfielded
 *Name
 ^oOther elements such as titles,
 ^rRole : the function of the
 person such as editor compilar
 (use AACR2 Appendix B 9)
 Maximum length 250

Purpose

Use to enter the name of the person or persons responsible for the intellectual or artistic content of a work. The first subfield is the name of the person according to AACR2.

Data entry

Enter the names in the order in which they appear on the item. Enter the name in the first subfield which has no delimiter and the other elements in the second subfield and the role in the third subfield. When there are more than one author separate the occurrences with a % sign.

Example

Perera,C.D.^red%Sirisena,R.S.^oDr.^red

310 Corporate Body

Characteristics

Mandatory
Repeatable
Subfielded
 ^n Main body
 ^d Sub body
 ^a Acronym
 ^c Country
 ^r Role of the corporate body
Maximum length 250

Purpose

Use to enter the name of each corporate body that has intellectual responsibility for the item.

Note 1: Name of publisher or manufacturer should be entered in Tag 400.

Note 2: Names of meetings, conferences, workshops etc. to be entered in tag 320

Note 3: Organization not relating to bibliographic records are entered in tag 350.

Note 4: Organization as supplier, donor etc. are entered in Tag. 830.

Note 5: Organization of a user is recorded in Tag 652.

Data entry

Enter the corporate body in the following format:

^nMain body
^dSub body
^cCountry
^rrole

Example

(a) ^nNatural Resources, Energy and Science Authority^aNARESA^cSriLanka^rSponsore

(b) ^nUniversity of Peradeniya^dDept. of Agriculture^cSri Lanka

320 Meeting

Characteristics

Mandatory
Not Repeatable
Subfielded
 ^* Name of the meeting/seminar^c Country
 ^p Place (town) where the meeting was held
 ^d Year of the meeting
 ^n Number of the meeting
Maximum length 250

Purpose

When the item is associated with a meeting, seminar, conference or workshop etc., such as a paper presented at a conference or a proceedings of a meeting, this field is used to enter the information about the meeting.

Data entry

Enter the meeting statement in the following format:

Name^cCountry^pPlace^dYear^nNumber

Example

ASTINFO Consultative meeting^cSri Lanka^pColombo^d1986^n4

350 Organization

Characteristics

Optional
Not Repeatable
Subfielded

^n Main body

^d Sub body

^a Acronym

^c Country

Maximum length 250

Purpose

Use only in corporate records (VI = C) to indicate the name of any organisation maintaining any type of relationship with the library such as other Libraries, Donors etc.

Note 1: Organization responsible for interlectual contents are entered in Tag 310

Note 2: Supplies in Tag 830

Note 3: Organization of a user is entered in Tag 652

Data Entry

Enter the organization in the form:

^nMain body ^dSub body ^cCountry
^aAcronym

Examples

(a) ^nNational Agricultural
Library^aNAL^cUSA

(b) ^nUniversity of Colombo^dInstitute of
Computer Technology^cSri Lanka

{acronym is relating to the parent body and not the sub body}

351 Organization Type

Characteristics

Mandatory
Not repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the type of the organisation indicated in Field 350. The following codes may be used:

D Donor
L Other libraries
O Any other organisation such as
research institutes

Data entry

Enter this field only in records where VI = C.

400 Publisher**440 Year of Publication***Characteristics*

Mandatory -
 Not Repeatable
 Subfielded
 ^n Name of the publisher (use
 1.4D AACR2)
 ^p Place of publication
 Maximum length 150

Purpose

Use to enter the name and location of the body responsible for publishing or issuing the item. This field is left empty if the item is an article from a periodical available in the library.

Data Entry

Enter the field in the form:

^nName^pPlace

Example

^nLake House^pColombo

Characteristics

Essential
 Not Repeatable
 Not Subfielded
 Maximum length 10

Purpose

Use to enter the year of publication or issue of the item.

Data entry

The year could be selected as mentioned below: When the item is:

- a monograph or collection, enter the date of the edition in hand;
- a collection, of which the various volumes bear different dates, enter the first and last years separated by a hyphen;
- * part of a monograph, enter the date of publication of the monograph;
- * an unpublished item, enter the date as found on the item;
- * a thesis, enter the date of submission;
- * a periodical article, enter the date of the periodical issue; or

When no date appears on the item use n.d.

Examples

- (a) 1988
- (b) [n.d] - no date

450 Serial Designation*Characteristics*

Mandatory
 Not repeatable
 Not subfielded
 Maximum length 200

Purpose

Use to enter the volume, numbers and/or dates of coverage of the first and last issues of serial (ref. AACR2 2.12.3) For ceased publications, enter the first and the last issues. For current serials only the first issue should be recorded.

Examples

- (a) For ceased serial-
 Vol.1, no.1(Nov.1973) - V. 10,
 no.12 (June 1983)
 b) For current serial-
 Vol.1, no.1 (Aug./Sep.1970)

460 Physical description*Characteristics*

Mandatory
 Not repeatable
 Subfielded
 ^* Number of pages
 ^I Illustrations
 ^s Dimensions in centimetres
 ^a Accompanying material
 Maximum length 100

Purpose

When the item being catalogued is a monograph or a collection, this field is used to enter the physical description of the item. (ref. AACR2 1.5)

Note 1: Do not use this field for a chapter from a book or a collection or for an article from a periodical. Instead use field 490 - citation (Part statement)

Note 2: When the item is one volume of a collection, enter the pagination and description of the item in this field and the volume number in field 490.

Data entry

Enter the data in the following format: (Note that there is no delimiter for the first subfield)
 Number of pages / pieces ^I Description ^s Dimensions ^a Accompanying material

Examples

- (a) 356^iill^s25
 (b) 32^icol.lill^s28^a3maps
 (c) 4 sound disc(1hr.30min.)
 (d) 2 film scrip (80.fr.)^iB & W
 (e) 1 sound disc (20min.), 331/2
 rpm, stereo^s12
 (f) 12v

480 Monographic Series

Characteristics

Mandatory
Not repeatable
Subfielded
^* Series title
^p Part number (in Arabic)
^I ISSN
Maximum length 160

Purpose

Use to enter the series title, part number and the ISSN when the item being catalogued is part of a monographic series.

Definition

A monographic series is a group of monographs issued in succession, intended to be continued indefinitely, and related to one another by the fact that each one bears, in addition to its own title, a common title and, usually, a column number. The volumes have separate pagination.

Data entry

Enter the data in the following format: (Note that there is no delimiter for the first subfield)
Series title^pSeries part^iISSN

Examples

- (a) M & E series^pVol.5^i0040-1692
- (b) Teach yourself series^pNo.5

490 Part Statement (Citation)

Characteristics

Mandatory
Not repeatable
Subfielded
^v Volume and issue no.
^o Other information
^p Pages

Maximum length 100

Purpose

Use to enter:

- * The pagination of a chapter within a book or multi-volume work
- * The volume and issue number and pagination of an article from a periodical, or
- * The volume number, when the item is one volume of a multi-volume work or a chapter from a multi-volume work.

Data Entry

Enter the data in the following format:
^vVolume/issue no.^pPagination of part^oOther information

Examples

- (a) ^v23(3)^p112-124
- (b) ^oChapter 12
- (c) ^p123-145

500 Notes (Informal)*Characteristics*

Mandatory
Repeatable
Not Subfielded
Maximum length 100

Purpose

Use to enter descriptive information that does not come into the scope of the other fields (AACR rules 1.7A,B exchanging rules 1.7B2, 1.7B7, 1.7B18) such as:

- * Notes describing accompanying material
- * Any other information that the documentalist judges important enough to be included in the record

Data entry

Separate each occurrence by a % sign.

Examples

- (a) Slides in pocket
- (b) Thesis (Ph.D.) - University of Colombo, 1987%Photocopy
- (c) Unpublished typescript

**510 Notes
(Bibliographic relationship)***Characteristics*

Mandatory
Repeatable
Not subfielded
Maximum length 100

Purpose

Use to enter descriptive information about other works which have some relationship (AACR2 rules 1.7B2,1.7B7) with the item catalogued such as:

- * Notes concerning translations: enter the original title and if available the name of the translator
- * Notes relating to the original version when the item is a reprint
- * Notes regarding the form of the item

Data entry

Separate each occurrence by a % sign.

Examples

- (a) Translation of : Bagawat Geetha
- (b) Continues : Monthly Statistical Bulletin
- (c) Supplement to : Photographic Magazine

520 **Notes**
(Frequency)

Characteristics

Mandatory
Not repeatable
Not subfielded
Maximum length 5

Purpose

Use only for serial entries (Tag 2 = "S") to enter the frequency of a serial publication (AACR2 rules 12.7B1).

Data entry

The following abbreviations may be used to enter the frequency

A	annual
A/3	three times a year
A/2	semiannual
2A	biennial (every two years)
3A	triennial (every three years)
D	daily
W/3	three times a week
W/2	semiweekly (twice a week)
2W	biweekly
W	weekly
M	monthly
2M	bi monthly
M/3	three times a month
Q	quarterly
IR	irregular
?	unknown

530 **Notes**
(Contents)

Characteristics

Optional
Repeatable
Not Subfielded
Maximum length 200

Purpose

Use to enter the contents of the item being catalogued when it is necessary to highlight the contents/partial contents (AACR2 rules 1.7B18).

Data entry

Separate each occurrence by a % sign.

Examples

- (a) Partial contents : Computer software/P.C.Siriwardana% Microcomputers/Ajith de Silva
- (b) Contents :
V.1 plain tales from the hills%v.2 soldiers song%V.3 butterfly Island
- (c) Bibliography: p.253-260

541 Holdings (Starting Issue no.)*Characteristics*

Optional
Not repeatable
Not Subfielded
Maximum length 100

Purpose

Use to enter the starting issue held by individual library. If the serial is not retained by the library this field may be omitted

Data entry

Enter volume no followed by issue no within parenthesis.

Example

23(5)

542 Holdings (Starting Issue date)*Characteristics*

Optional
Not repeatable
Not Subfielded
Maximum length 100

Purpose

Use to enter the starting issue date (year & month) held by the individual library. If the serial is not retained by the library this field may be omitted

Data entry

Enter month followed by year.

Example:

March 1992

543 Holdings (Ending Issue no.)

544 Holdings (Ending Issue date)

Characteristics

Mandatory
Not repeatable
Not Subfielded
Maximum length 100

Characteristics

Mandatory
Not repeatable
Not Subfielded
Maximum length 100

Purpose

Use to enter the last issue (volume & number) held by the individual library when the library cease to receive it.

Purpose

Use to enter the last issue date (year & month) held by the individual library. If the serial is not retained by the library this field may be omitted

Data entry

Enter volume no followed by issue no. within parenthesis.

Data entry

Enter month followed by year.

Example:

23(5)

Example

March 1992

545 Missing Issue no(s)*Characteristics*

Mandatory
 Repeatable
 Not Subfielded
 Maximum length 100

Purpose

Use to enter the missing issues (volume& number/ date) by the individual library.

Data entry

Enter each missing issue or range separated by a % sign. Enter in the following format:

Volume (number)% or
 Month Year%

Examples

- (a) 12(3)%13(4/5)
- (b) 12(3)-13(4)
- (c) (6)-12(8)%13(5)%15(3)-16(3)
- (d) March 1990%February
 1992%November 1990 - August 1992

546 Bound Volumes*Characteristics*

Optional
 Repeatable
 Subfielded
 ^v Volume statement
 ^y Period covered in years
 Maximum length 100

Purpose

Use to record the Journals bound into volumes. Enter the bound volumes available (volume/s & period) in the bound journal collection of the library.

Data entry

Enter the volume number in the first subfield 'v' and period covered in the second subfield 'y' in the following format with respect to each physical volume.

^vVolume(number)^yYear

Examples

- (a) ^v12-13^y89-90
- (b) ^v12(3-6)^y89

550

Serial Type

Characteristics

Optional
Not repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the type of serial being catalogued.

Definition

The term serial type refers to the level of serial being catalogued. The following are the possible levels:

- * primary serials that include the full articles, and
- * secondary serials which include only references to the articles eg.: Abstracting & Indexing journals

Data entry

Enter the level of serial as a code using the following abbreviations:

- P - Primary
- S - Secondary (abstract, index)

551 Serials Publication Status

Characteristics

Optional
Not repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the status of the serial i.e. whether is currently published or ceased.

Data entry

The following codes may be used to enter this field:

- C Currently published
- S Stopped publishing(or changed name)

590 Route (Internal users)**591 SDCP List**
(Selective Dissemination of Content pages)*Characteristics*

Optional
Repeatable
Not subfielded
Maximum length 50

Purpose

Use to enter the list of Library users interested in the item.

Data entry

Enter the codes for the users of individual periodical in a particular library and separate each by using % sign.

Example

P001%P023

Characteristics

Mandatory
Repeatable
Not subfielded
Maximum length 10

Purpose

In a cooperative information system where the participating centres contribute to send content pages to selected users this is used to indicate the users and journals. This may be used in User records to indicate list of journals (SLSTINET or library journal codes) and in Serials records to indicate list of SLSTINET users.

Data entry

Enter in user records (when V1=P) the journals (codes) requested by the user.

Enter in serials record (when V1=B) the list (codes) of users who has requested the particular serial.

Examples

- (a) S002%S023 (Journals)
- (b) CRI-001%PGIA-013
- (c) J001%J002

600 Abstract

610 Classification Number and Scheme

Characteristics

Optional
Not repeatable
Not subfielded
Maximum length 1000

Purpose

Use to enter a summary or a brief description of the contents of the item that would help selecting this item.

Definition

An abstract is a concise and accurate representation of the contents of a document, without interpretation or criticism.

Data entry

Triangular brackets (<>) may be used to enclose keywords, for extracting as index terms.

Example

Seminar paper has forecast that <hydro power> generation in <Sri Lanka> may not be sufficient.....

Characteristics

Mandatory
Repeatable
Subfielded
^* Classification number
^s Classification scheme and edition
Maximum length 30

Purpose

Use to enter the class number assigned to the item being catalogued. Enter each classification number in UDC/DDC separately. First subfield which has no delimiter is used to enter the class number followed by the name of the scheme in the second subfield with delimiter 's'. Individual libraries need not enter subfield S; This is used in Union Catalogue to identify the classification scheme of the class number.

Data entry

Enter each value separated by % sign in the following format:

Class number^sClassification scheme name and edition

Examples

- (a) 681.3^sDDC19%025(02) ^sUDC
- (b) 551.4^sDDC18
- (c) 510%03^sUDC

615 Broad Heading**620 Keywords***Characteristics*

Essential
Repeatable
Not subfielded
Maximum length 50

Purpose

Use to enter the subject heading that describe the main subject to which the entry belongs. This field is used to identify the subject.

Data entry

Enter broad subject heading that would be meaningful as headings in a subject index. Separate each heading with a % sign. Select headings from a standard list of subject headings.

Examples

- (a) Agriculture%Economics
- (b) Agricultural economics%Rural develop
ment

Characteristics

Mandatory
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter a word, terms, name or phrase chosen to express a concept or a combination of concepts which are present in the item. The keywords help to retrieve the item. Keywords may be selected from a thesaurus.

Data entry

Do not repeat descriptors that have been entered under Broad heading. Do not enter geographic descriptors such as country names (should be entered in field 625). Separate each keyword with a % sign.

Example

labour laws% international Cooperation%
developing countries.

625 Geographical Code

Characteristics

Mandatory
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the codes representing the geographic areas covered by the subjects of the item. Use ISO standards.

Data entry

Enter each code separated by % sign.

Example

Sri Lanka LK
India IND

650 User Name

Characteristics

Optional (Essential when creating user records)
Not repeatable
Subfielded
^* First name
^I Initials or other names
^t Title (Dr,Prof)
^s Status (Mr,Ms,Rev)
Maximum length 100

Purpose

Use to enter the name of the user when V1=P. Separate entry for each library user may be created.

Data entry

Enter the last name of the user in the first subfield which has no delimiter. Enter this field in the following format:

Name^iInitials^tTitles^sStatus

Examples

- (a) Silva^iP.S.^tProf.
- (b) De Silva^iW.A.^sMr.

651 User Designation*Characteristics*

Mandatory
Not repeatable
Not subfielded
Maximum length 100

Purpose

Use to enter the designation or position of the user. This field is applicable only when VI=P

Examples

- (a) Librarian
- (b) Research officer

652 User Organization*Characteristics*

Mandatory
Not repeatable
Subfielded
 ^n Name
 ^a Acronym
 ^d Department
Maximum length 100

Purpose

Use to enter the name of the organization of the user when VI=P

Data entry

Enter data in the following format:

^nName of organisation ^d Department ^a
Acronym

Example

^nNatural Resources Energy & Science
Authority ^dSri Lanka Scientific & Technical
Information Centre ^aNARESA

660 User Office Address**661 User Private Address***Characteristics*

Mandatory
Repeatable
Not subfielded
Maximum length 100

Purpose

Use to enter Address of the organization entered in field 652.

Data entry

Enter the postal segments separated with % sign.

Example

47/5 Maitland Place%Colombo 07

Characteristics

Optional
Repeatable
Not subfielded
Maximum length 100

Purpose

Use to enter the Residential address of the user.

Data entry

(Same as in Field 660)

662 User Office Telephone*Characteristics*

Optional
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the telephone numbers with codes of the user.

Data entry

Enter each number separated with % sign.

Example

687401%850234-5

663 User Private Telephone*Characteristics*

Optional
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the private telephone numbers of the users.

Data entry

(Same as in Field 662)

664 User Office Fax

666 User E-Mail Address

Characteristics

Optional
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the fax numbers with codes of the user.

Data entry

Enter each number separated with % sign.

Example

94 - 01 - 696696%94 - 01 852345

Characteristics

Optional
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the E-mail number of the user.

Data entry

Enter E-mail address as given.

Example

Postmast@naresa.ac.lk

670 User Qualifications

680 User Subject interests

Characteristics

Mandatory
Repeatable
Subfielded

a Acronym
s Subject
o Organization
c Country

Maximum length 150

Purpose

Use to enter the qualifications of the user.

Data entry

Enter each qualification separated with % sign in the following format.
^aAcronym^oOrganization^cCountry^sSubjects

Example

^aBSc^oUniversity of Peradeniya^s
Agriculture^cSri Lanka%

Characteristics

Mandatory
Repeatable
Not subfielded
Maximum length 100

Purpose

Use to enter the subjects of specialisation of the user. Key words may be used. This field is useful to develop a SDI service.

Data entry

Enter each keyword separated with % sign.

Example

fertilizers%pesticides

681 User Projects*Characteristics*

Mandatory
 Repeatable
 Subfielded
 * Project title
 d Period
 s Subject
 Maximum length 250

Purpose

Use to enter the research projects done by the user.

Data entry

Enter each project separated with % sign in the following format.

Title^dPeriod^sSubject

Example

Nutritious value of Artocarpus
 Heterphyllus^d1993 ^sfood science% Effect of
 pesticide residues^1994^sagronomy

811 Location (External)*Characteristics*

Optional (Essential in a network with a central
 ized database)
 Repeatable
 Subfielded
 ^1 Available Library
 ^n Call number
 Maximum length 20

Purpose

In a cooperative information system in which participating centres contribute records to a centralized database this field is used to record the availability of an item in other libraries.

This field is used to indicate the location of the journals in SLSTINET.

Data entry

Enter the available library in the first subfield. If there are more than one library to be entered use % to separate each occurrence.

Examples

- (a) ^1CISIR^n543.5MAL
- (b) ^1CRI^n631.86MAC%^1IRRI^n631.8 NAN
- (c) ^1CRI%^1ARTI
- (d) ^1SLSTIC

810	Call Number
------------	--------------------

820	Accession No(s)
------------	------------------------

Characteristics

Optional
Repeatable
Subfielded
 ^* Shelf mark (call number)
 ^1 Library section
Maximum length 20

Purpose

When the item being catalogued is a monograph or a collection from which a part has been selected for treatment as an analytic, or a collection from which a single volume has been selected for treatment as a monograph, field 810 is used to enter the call number. This information facilitates to trace related records, and to check whether the records need to be updated or deleted. This also refers to the locations of the items in the collection.

Data entry

Enter the shelf number of each copy in the first subfield without a delimiter and the library section code in the second subfield. If different copies are located at different locations separate each by a % sign. Leave one space between last digit and the first letter. Enter letters in upper case.

Examples

- (a) 551.25 MIT^1ML (ML = Main Library)
- (b) 521.3202 SIM^1R(R= Reference)

Characteristics

Optional
Repeatable
Not Subfielded
Maximum length 20

Purpose

When the item being catalogued is a monograph or a part of a collection which is identified as an individual item when acquiring to the library, field 820 is used to enter the accession number. For analytical entries this may be used to enter accession number of the parent item.

Data entry

Enter the accession number of the item. When more than one copy is available, if different numbers are given during acquisition then enter all numbers separated by % sign.

Example

1756%2035%5437

824**Requester***Characteristics*

Optional (Essential for participants in a network)

Repeatable

Subfielded

^* Use code or Centre code

^d Date requested

Maximum length 50

Purpose

If the library has developed a system of reserving items for the users this field is used to record the user codes who requested any particular item. In a cooperative information system in which the participating centres either lend the original item or a photocopy this field is used to record the centre requested the item.

Data entry

If there are more than one reservations for one item all should be entered with the date in the second subfield separated by % sign. Enter the date in the format yymmdd.

Example

WA^d960510%SP^d960602

(WA & SP = user codes)

TRI^d960207%CARP^d960625

(TRI & CARP are centre codes)

825**Select Authority***Characteristics*

Optional (Essential for acquisitions database)

Not Repeatable

Not Subfielded

Maximum length 10

Purpose

Use to record the name of the authoritative person/committee who is responsible in selecting the item being catalogued.

Data entry

Enter the name in codes which may be developed by each individual library.

Example

DG for Director General

S&TIC for S & T Information

Committee

**830 Acquisition Source
(organization)**

Characteristics

Optional (Essential for acquisitions data base)
Not Repeatable (Use details given in 350)
Not Subfielded
Maximum length 80

Purpose

Use to record the name of the organization from which the item being catalogued is received and is used only for bibliographic records in acquisitions data base.

Data entry

Enter the full name of the organisation without abbreviations

Example

Commonwealth Science Council

831 Acquisition mode

Characteristics

Optional
Not Repeatable
Subfielded
Maximum length 1

Purpose

Use to record the mode of acquisition of an item being catalogued for bibliographic records. The following codes may be used:

P Purchased
G Gift
E Exchange

Data entry

Individual library may record its own mode of acquisition mode.

832 Acquisition Status**837 Request No. & Date***Characteristics*

Optional
Not Repeatable
Not Subfielded
Maximum length 1

Purpose

Use to record the current status of periodicals or items which belong to a series. The following codes may be used:

C Currently acquired
D Discontinued

Data entry

Enter only for periodicals or for a serial publication where v1 = B and v2 = S

Characteristics

Optional (Mandatory for acquisitions)
Not repeatable
Subfielded
^*Number
^dDate
Maximum length 20

Purpose

Use to enter the request/invoice number and the date on which the item was ordered.

Data entry

Enter number in the first subfield which has no delimiter and enter the date in second subfield in the format yymmdd.

Examples

- (a) 0024^d940302
- (b) ^d940312

842 Subscription (Foreign)**843 Subscription (Local)***Characteristics*

Optional (mandatory for acquisitions)
Not Repeatable
Subfielded
 ^cCurrency
 ^nAmount
Maximum length 20

Purpose

Use to enter the annual subscription in the periodicals and total cost for books in the foreign currency concerned.

Data entry

Enter each number separated with % sign.

Examples

^c\$^n120

Characteristics

Optional (Mandatory for acquisitions)
Repeatable
Not subfielded
Maximum length 20

Purpose

Use to enter the annual subscription in the case of periodicals and total cost for books in Rupees. (convert using current rates).

Example

Rs.1200-50

845 Receipt Date**846 Availability Status***Characteristics*

Optional (Mandatory for acquisitions)
Not repeatable
Not subfielded
Maximum length 10

Purpose

Use to enter the date on which the item was received.

Data entry

Use the ISO pattern yymmdd.

Example

930616 (for 16 June 1993)

Characteristics

Optional (Essential for participants in a network)
Not repeatable
Not subfielded
Maximum length 1

Purpose

Use to enter the availability of the item. In a co-operative information system this field is used to identify the availability of the item when responding for ILL requests. The following codes may be used to indicate the availability:

L Lost from the library
R Reference only

**871 Documentalist/Data
Entry Operator**

Characteristics

Essential
Not repeatable
Not subfielded
Maximum length 10

Purpose

Use to enter the Codes for identifying the indexer and the data entry operator.

Data entry

Enter the code of the indexer first followed by the code of the data entry operator. Separate the two codes by a '/' mark.

Example

RKD/VNP

880 Network Representation

Characteristics

Mandatory
Repeatable
Not subfielded
Maximum length 10

Purpose

Use to enter the networks in which the library participates.

Data entry

Enter the networks separated by a % sign.

Example

SLSTINET%AGRINET