



Record Standards and Cataloguing Guideline

Date of approval 14 November 2013

History

This procedure replaces Summary of Monograph Cataloguing Standards Bibliographic records Monograph Policy and Procedure Note (MPP.34) dated 4/12/1997, updated 12/06/2009

Purpose

To specify standards for bibliographic records to enable the Library to ensure:

Efficient and effective access to resources by users (primarily staff and students at ANU)

Efficient workflows

Consistent practices for adding material to the collection, regardless of its ultimate location

Meet university requirements for collection reporting and management, such as stocktaking

Effective participation in international services that support resource (collection) sharing and offer highly efficient workflows from record sharing.

The records for the Library's collection are listed in the catalogue, the federated search service and also provided to national and international bibliographic utilities that support efficiencies for the University.

Accuracy of the metadata listed for checking, amending or entering is critical to meeting these objectives.

The guiding principle is efficient work practices -- time spent making non-essential changes to records means that this time cannot be spent of the Library's core objective of making material acquired by the Library accessible to users.

Guideline

This guideline applies to all work areas in the Library which add records to the Library's resource discovery services.

General standards

ANU Library staff create/import bibliographic metadata according to the following international, national standards and local requirements:

International

- Machine Readable Cataloguing (MARC)21 Bibliographic, Authority and Holdings formats
- Library of Congress/Program for Cooperative Cataloging (PCC) minimum standard records for monographs and serials in all formats. These standards include:

- Resource Description and Access (RDA)
 - Anglo American Cataloguing Rules 2nd ed. (AACR2) - First level, enhanced, records
 - Library of Congress Rule Interpretations (LCRI)
 - Library of Congress Authorities (LCNA)
 - Library of Congress Subject Headings (LCSH)
 - Library of Congress Classification (LCCS)
- Collection material is classified under the following schemes:
 - Law Library - Moys
 - Art and Music Library - Dewey collection, 22nd edition
 - In Menzies Library the Harvard-Yenching – Chinese, Japanese, Korean (CJK) information resources are in a closed collection under that classification scheme.
 - Bliss - closed collection. Do not add new information resources.

National

- Libraries Australia Required Data Elements
- Libraries Australia standards for contributing bibliographic records and holdings to the Australian National Bibliographic Database via their Record Import Service (RIS)

Local standards

A list of the required fields is listed in the table below. These are required as follows:

- Sierra (ANU Library's Integrated Library Management System (ILMS)) requires specific fixed and variable length fields for collection management, access to the Library collection and reports for activities such as valuation.
- Supersearch required metadata to enable imported Serials Solutions records to be updated
- Electronic resources specific coding to support Electronic Resource Management (ERM) integration
- Do not classify:
 - ANU Theses -- the collection is shelved in barcode order
 - New Rare Books are shelved by barcode number
 - CJK microforms are kept in consecutive number order with different location code as prefix.
 - Japanese and Korean serials are shelved alphabetically by title under the generic call number, Jap Per, Kor Per.
 - New Microforms are shelved by barcode order, by format (film or fiche).

ANU Cataloguing

ANU Library staff catalogue according to the following requirements:

Copy cataloguing

- For efficient workflows, non-mandatory data elements must not be amended. Bibliographic records are accepted 'as is' on the basis that they meet required minimum standards and are retrievable.

Records imported in to Sierra come through a load table which removes unnecessary fields.

Original Cataloguing

- Only original catalogue when records are not available (see Sources guideline), Original catalogue records are created to the standards set out in this guideline.
- All subject headings are fully authorised to LC standards.
- All name & uniform title headings are fully authorised to LC standards. In addition ANU research publications bibliographic records contain authorised name headings for the associated ANU academic and research area.

- These records are permanent records, i.e. the only changes permitted are adding ANBD/WorldCat/Serials Solutions record ID control numbers or to correct an error in fields that are used for retrieval such as author, title, key word, subject, call number, isbn or issn
- Added entries, i.e., 4XX, 7XX and 8XX tags and fields must be justified, i.e., there must be reason for them in the bibliographic description.

General cataloguing conventions at ANU

- Ensure special and modified characters are correct in all access fields (Key word, title, author, call no, subject, ISBN and ISSN) checked/entered. These characters are in the Unicode format and the code structure can be verified using the Show Codes function in Sierra (Bib record | View | Show codes). Incorrect characters are corrected using the Sierra Character map (Bib record | Tools | Character map).
- Care is required when importing bibliographic records that contain special and diacritic characters.
- Add CJK & Thai script using subfield 6 linkages for the appropriate MARC21 880 fields. In addition, encode the Character set used at MARC21 tag 066 and indicate extent of Romanisation and Script at 008/38
- Punctuation errors must not be amended.
- When cloning a record for a different format or edition, all control fields must be deleted. These are MARC tags: 001-019, 035, 040. This prevents holdings matching to the wrong format or edition on the ANBD and/or WorldCat.
- Care is required when importing bibliographic records where the language of cataloguing for notes, subject heading, are not in English except for CJK records. These records are not searchable in Sierra. Refer to the language of cataloguing at MARC21 tag 040 subfield **b** (an absent **b** = English). These records may be suitable for cloning.
- Preference is for RDA or AACR2 records. Refer to the MARC21 tag 040 subfield **e** (**e** may contain 'rda' or 'aacr2' or if absent = aacr2). These records may be suitable for cloning.
- Added entries, i.e. 4XX, 7XX and 8XX fields are only used if there is be a bibliographic need for their use in MARC21 tags 2XX or 5XX.

Required bibliographic metadata standards

This table has been derived from the Libraries Australia document, *Required data elements*, <http://www.nla.gov.au/librariesaustralia/services/cataloguing/standards/required-data-elements/> (accessed, 1.8.2013) and includes ANU required fields.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
ASierra Bibliographic Fixed Length Fields Language Location Cat Date Bib Lvl MAT TYPE BCODE3			Bibliographic Fixed Length Fields MARC21 code list for languages May use code 'mul' ANU Branch location code Date cataloguing completed Bibliographic level m = monograph s = serial MAT TYPE a = print m = computer file z = internet (or online) resource g = video recording p = ROM disc i = non-musical recording j = musical recording t = ANU theses only ANU branch responsible for Order – derived from Bib Locn and other	Mandatory M M M only after cataloguing is complete M M M	ANU	<p>These ANU fields must be completed for each record. They are important internal use fields used for extracting statistics and reports, e.g., CAUL. All codes are found in Sierra; do not invent new codes.</p> <p>MARC code list for languages see, http://www.loc.gov/marc/languages/language_code.html (accessed 9.9.2013). Must match M21 tag 008 Lang & 041 a. Used to limit searches by main language of publication. 'mul' is used for multiple languages. WebPac <i>New titles</i> list matches on M21 041 tag.</p> <p>Matches ANU Library Classifications sheet. Top-level location code (do not use item or shelf level codes). Used for limiting searches. Master list is contained in the <i>Codebook</i>. Exclude: The Canberra Hospital (TCH) materials</p> <p>Used to include works for the WebPac new titles list. Blank for incomplete and un-catalogued records. An un-catalogued record is one without an appropriate class number OR item record.</p> <p>Associated with MARC21 bib level. Required to sort Monograph and Serials and limit searches.</p> <p>Signals material characteristics (non-bibliographic) and drives appropriate icon/text in WebPac results. Used to limit inventory control searching. Associated with but not equal to LDR/06 or GMD AACR2. Master list is contained in the <i>Codebook</i>.</p> <p>Used to limit inventory control searching. Used for SS monthly loading management.</p>

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COUNTRY			codes: n = suppression g = gns fund w = articlereach COUNTRY OF PUBLICATION	M		Master list is contained in the <i>Codebook</i> . Exclude The Canberra Hospital (TCH) materials Use code 'n' to suppress bib and all attached records from WebPac public display. MARC code list for countries used for country of publication, see, http://www.loc.gov/marc/countries/countries_code.html (accessed 9.9.2013) Limit advanced searches to country of publication. Must match M21 tags: 008 Ctry of publication 260 a 264 a
LEADER		LDR/05	Record status p = increased CIP n = new c = corrected a = amended d = deleted	M	MARC21 ANBD WORLDCAT Serials Solutions	MARC21 specifications at, http://www.loc.gov/marc/bibliographic/bdleader.html (accessed 9.9.2013). Sierra special field Signal for associated record process: <ul style="list-style-type: none"> • SS monthly load type • ANBD Holdings management • ANU Collection Write-off
		LDR/06	Type of record a = print (including non-ANU theses) g = videorecording i = non-musical SR j = musical SR m = computer file t = ANU theses and other manuscripts	M	MARC21 ANBD WORLDCAT	Sierra special field

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		LDR/07	Bibliographic level m = monograph s = serial	M	ANBD WORLDCAT	Sierra special field
		LDR/18	Descriptive cataloguing form i = ISBD/RDA a = AACR2 z = not applicable / none	M	ANBD WCAT	Associated with M21 tag 040 erda or eaacr2. Signal for bibliographic standards that may be present.
Control number (VLF)	o	001 via ANBD	ANBD NUMBER via ANBD	M if copy record sourced from ANBD	ANBD ANU	On import from the ANBD, this tag is moved to OCLC MARC tag 019 1# subfield a. DO NOT DELETE.
Control number (VLF)	o	001 via Serials Solutions	Serials Solutions record ID	M if copy record sourced from Serials Solutions	Serials Solutions ERM	Do not edit. ANU Library numbers begin OCM1SS. TCH numbers begin SS.
Control number (VLF)	o	001 via WorldCat	OCLC accession number via WorldCat	M if copy record sourced from WorldCat	WORLDCAT ANBD	Do not edit
Fixed length data elements MARC	y	008-	FIXED-LENGTH DATA ELEMENTS <i>All material types</i>	M	MARC21	Sierra Special field Driven by LDR/06 Summary of bibliographic record text so it is used for computer matching in creating review files
		008/00-05	Date entered yymmdd	M	MARC21 ANBD	Matches date record created in ILMS/ other library system or utility.

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		008/06	Type of date / Publication status c - Continuing resource currently published d - Continuing resource ceased publication e - Detailed date i - Inclusive dates of collection k - Range of years of bulk of collection m - Multiple dates n - Dates unknown p - Date of distribution / release / issue and production / recording session when different q - Questionable date r - Reprint / reissue date and original date s - Single known date / probable date t - Publication date and copyright date	M	AACR2 MARC21 RDA	*****m****9999 are open dates; send to original cataloguer. Matches M21 260 c or RDA MARC 264 c. Matches Sierra bib level FLF. Matches M21 LDR/07.
		008/07-10	Date1	M	RDA ANBD WORLDCAT	RDA2.7.6 Date of production. RDA 2.8.6 Date of publication.
		008/15-17	Place of publication, production, or execution	M	RDA	RDA 2.8.2 Place of Publication . Matches Sierra Bib FLF Publication.
		008/35-37	Language	M	RDA	RDA 6.11 Language of Expression. MARC code list for languages see, http://www.loc.gov/marc/languages/language_code.html (accessed 9.9.2013).

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						sgn – Sign languages zxx - No linguistic content
LCCN	l (lima)	010 a	LIBRARY OF CONGRESS CONTROL NUMBER	M if applicable and readily available	ANBD	Used for ANBD Holdings management file stream (bib+holdings). Used for duplicate record detection in inventory control.
OCLC number	w	019 l1 l2 a z	WorldCat database number Ind 1 blank Ind 2 blank a WorldCat accession number z Merged (invalid) WorldCat accession number	M for records sourced from WorldCat	OCLC MARC	Used for ANBD Holdings management file stream (bib+holdings). Used for duplicate record detection in inventory control.
IMM	w	019 1# l1 1 l2 a z	ANBD Immutable number Ind 1 1 ANBD number Ind 2 blank a Immutable number z Merged (invalid) immutable number)	Mandatory for records sourced from the ANBD	OCLC MARC	Used for ANBD Holdings management file stream (holdings only). Used for duplicate record detection in inventory control. DO NOT DELETE.
ISBN	i	020 a z	INTERNATIONAL STANDARD BOOK NUMBER a ISBN z Invalid ISBN	M if applicable and readily available	RDA MARC21	RDA 2.15 MARC21 \$a Identifier for the Manifestation \$z
ISSN	i	022 l1	INTERNATIONAL STANDARD SERIAL NUMBER Ind 1 Level of international interest	M if applicable and readily available	RDA MARC21	RDA 2.15 MARC21 \$a Identifier for the Manifestation

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		I2 a l m y z 2	I1 blank No level specified I1 0 Continuing resource of international interest I1 1 Continuing resource not of international interest Ind 2 not defined a - International Standard Serial Number l - ISSN-L m - Canceled ISSN-L y - Incorrect ISSN z - Canceled ISSN 2 - Source			
ISMN etc	i	024 a 2	OTHER STANDARD IDENTIFIER incl ISMN a 2	M if applicable and readily available	RDA MARC21	RDA 2.15 MARC21 \$a Identifier for the Manifestation \$2
Pub number	i	028 1 2 a	PUBLISHER NUMBER I1 = 0 Issue number I1 = 1 Matrix number I1 = 2 Plate number I1 = 3 Other music number I1 = 4 Videorecording number I1 = 5 Other publisher number I2 = 0 No note, no added entry I2 = 1 Note, added entry I2 = 2 Note, no added entry I2 = 3 No note, added entry a publisher number	M if applicable and readily available	RDA MARC21 ANU	RDA 2.15 MARC21 \$a Identifier for the Manifestation Ensure it is coded as added entry
BRN	w	029 0# aAU	ANBD CONTROL NUMBER via	M if the record has	ANBD control	Delete all 029 tags lacking aAU

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		029 1# aAU	WorldCat and Sierra z39.50. Keep for ANBD record numbers only	been sourced from WorldCat	number via WorldCat	When record has been imported change the 2 (in 029) to 1 (as in 019). In both cases Indicator 1 must equal 1.
BRN	v	035 a	OCLC CONTROL NUMBER via Sierra z39.50	M if the record has been sourced from WorldCat	ANBD WORLDCAT ANU	Used for ANBD holdings files
BRN	v	035 a	Serials Solutions record Id a ID number	M if the record has been sourced from Serials Solutions	ANU	Used by ERM for soft-linking coverage load
BRN	v	035 a	BRN old URICA number a URN	Do not delete	ANU	Used to cross-reference with old catalogue and backup database.
MARC	y	039 a	OCLC CONTROL NUMBER via Sierra z39.50	M if the record has been sourced from WorldCat	ANBD WORLDCAT ANU	Used for ANBD holdings files from RES. DO NOT DELETE.
Other	k	040 a b c d e	CATALOGING SOURCE a Original cataloguing agency b Language of cataloguing c Transcribing agency d Modifying agency e Description conventions	M if available. Do not create.	ANBD ANU	Cataloguing agency codes may be derived from: MARC21 Organisation codes see, http://www.loc.gov/marc/organizations/org-search.php (accessed 9.9.2013); WorldCat Registry see, http://www.worldcat.org/registry/Institutions (accessed 9.9.2013) and; National Library of Australia issued National Union Catalogue symbols (NUCs) see, http://www.nla.gov.au/apps/libraries (accessed 9.9.2013). On the ANBD, the NUC is critical for controlling holdings and records. Do not edit NUCs or agency codes. Records lacking 040 will be completed by the Metadata Services Coordinator. The language of cataloguing at ANU and the ANBD is English. Not

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						<p> beng requires a different record or cloning by original cataloguers.</p> <p>Description convention source codes are at, http://www.loc.gov/standards/sourcelist/descriptive-conventions.html (accessed 9.9.2013). ANU follows ANBD cataloguing description policy for RDA. Use only erda or eaacr2 or blank.</p> <p>Preferred cataloguing agency codes include (as at 9.9.2013): DLC, ANL, VU, VCAV,</p>
Other	k	041 l1 l2 a b d e f g h j k m	LANGUAGE CODE Ind 1 Translation indication l1 = blank - No information provided l1 = 0 Item not a translation/does not include a translation l1 = 1 Item is or includes a translation Ind 2 Source of code l2 = blank MARC language code a - Language code of text/sound track or separate title b - Language code of summary or abstract d - Language code of sung or spoken text e - Language code of librettos f - Language code of table of contents g - Language code of accompanying material other than librettos h - Language code of original j - Language code of subtitles or captions k - Language code of intermediate translations m - Language code of original	M if applicable and readily available	MARC21 ANU	MARC code list for languages see, http://www.loc.gov/marc/languages/language_code.html (accessed 9.9.2013). Used to flag language content for advances searching and inventory control (WebPac new CJK Thai etc titles list).

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		n	accompanying materials other than librettos n - Language code of original libretto			
Other	k	042 a	AUTHENTICATION CODE / AUSTRALIAN CONTENT INDICATOR a Code	M if applicable and readily available	ANBD ANU	ANBD uses as Australian content indicator (aanuc). Create as repeatable 042 as required. Authentication code seen in WorldCat to signal preferred source of cataloguing records is PCC. ANU uses also to determine the level of cataloguing (apcc) .
Other	k	043 a	GEOGRAPHIC AREA CODE a Geographic area code	M if applicable	ANBD ANU	Geographic area codes associated with the subject content of an item. ANU codes only from: <i>MARC Code List for Geographic Areas</i> for which see, http://www.loc.gov/marc/geoareas/gacs_code.html (accessed 9.9.2013). Must match M21 6XX I2 = 0 and z is present or M21 651 I2 = 0 is present
MARC	y	050 I1 I2 a b	Library of Congress classification schedule number Ind 1 Existence in LC collection I1 = blank No information provided I1 = 0 Item is in LC I1 = 1 Item is not in LC Ind 2 Source of call number I2 = 0 Assigned by LC I2 = 4 Assigned by agency other than LC a - Classification number b - Item number / Cutter	M except for identified collections where it is not used	ANU	ANU prefers numbers assigned by the Library of Congress (I1 = 0 & I2 = 0) then other libraries (I1 = blank or 1 & I2 = 4). Do not use if: <ul style="list-style-type: none"> • a suffix = X. • there are multiple different 050 a. • a number with a volume or series number. • incomplete numbers. • G1000 (Atlases). ANU shelves non-geographic atlases by subject (branch) • Z1210 ANU shelves bibliographies by subject. • JX is mapped to Moys. • K class is mapped to Moys.
MARC	y	066 ## a\$1 = CJK b\$)1 = East	Character sets present a - Primary G0 character set b - Primary G1 character set	M	MARC21	Required for computer processing of alternate character sets Matches 880 a

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
		Asian	c - Alternate G0 or G1 character set			
MARC	y	090 ## aLD aLE	Local LC class number assigned for use in specific libraries a class number	Do not use	ANU	Non-ANU ISD: Institution specific data These institution specific class numbers are not applied at ANU and are mapped to LC by subject
Classification number used in Item record only	c	090 a b	Local LC class number - ANU a Class number b Cutter	M if applicable	ANU	Used by all branches except for Art/Music, parts of Menzies Asian (Harvard - Yenching), and newly accessioned Rare Books. A decimal point is only used for the first Cutter whether part of the Class number or not. Cutting determines the layout of data on labels.
Classification number used in Item record only	c	092 a b	Local Dewey Decimal Classification number a DDC number b Cutter	M if applicable	ANU	Used for new accessions at Art/Music branch. Used for Law primary material (DDC 16 th ed.).
Classification number used in Item record only	c	095 a	Local Bliss classification number a Bliss number	M if applicable	ANU	Not used in bibliographic records. Not used for new accessions Only found in 'old' Rare Books collection and Print Repository.
Classification number used in Item record only	c	096 a	Local Harvard – Yenching class number a Harvard Yenching number	M if applicable	ANU	Not used in bibliographic records. Not used for new accessions. Only found in Menzies Asian, Rare Books, and print Repository.
Classification	c	097	Local Moys class number	M if applicable	ANU	Not used in bibliographic records.

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number used in Item record only		ja	ja Moys number			New accessions for Law branch library except for Primary materials and Law theses.
Classification number used in Item record only	c	098 ja	Placeholder for items ja Barcode	M if applicable	ANU	Not used in bibliographic records. Barcode is used temporarily and replaced when item is catalogued.
Main entry	a	100 Ind 1 ja Other subfields as necessary j6 ja	MAIN ENTRY PERSONAL NAME Personal name l1 = 0 Forename l1 = 1 Surname l1 = 3 Family name ja Name j6880-** CJK,Thai linkage field jaRomanised title proper	M if applicable and readily available	RDA ANBD	RDA 19.2.1 Basic Instructions on Recording Creators. RDA 9; 10 Identifying persons; Identifying families. ISBD punctuation applies. RDA 0.11.2 Language and Script. Matches Character set at 066. Matches 880 j6245-** and jaName main entry in CJK, Thai.
Main entry	a	110 Ind 1 ja Other subfields as necessary j6 ja	MAIN ENTRY CORPORATE NAME Corporate name or jurisdiction name as entry element l1 = 0 Inverted name l1 = 1 Jurisdiction name l2 = 2 Name in direct order ja Name j6880-** CJK,Thai linkage field jaRomanised main name entry	M if applicable and readily ascertainable	RDA ANBD	RDA 19.2.1 Basic Instructions on Recording Creators. RDA 11 Identifying corporate bodies. ISBD punctuation applies. RDA 0.11.2 Language and Script. Matches Character set at 066 Matches 880 j6110-** and ja Main entry Corporate name in CJK, Thai
Name	a	111 Ind 1	MAIN ENTRY MEETING NAME Meeting name or jurisdiction name	M if applicable and readily ascertainable	RDA	RDA 19.2.1 RDA11 Basic Instructions on Recording Creators Identifying corporate

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		a Other subfields as necessary 6 a	as entry element I1 = 0 Inverted name I1 = 1 Jurisdiction name I1 = 2 Name in direct order aName 6880-** CJK & Thai linkage field aRomanised main meeting name			bodies; Identifying events. ISBD punctuation applies. RDA 0.11.2 Language and Script. Matches Character set at 066. Matches 880 6111-** and a Meeting name in CJK, Thai.
Title	t	130 Ind 1 Ind 2 a Other subfields as necessary	MAIN ENTRY UNIFORM TITLE Uniform title I1 = 0 No non-filing characters I1 = 1-9 Number of non-filing characters a Uniform title	M if applicable and readily ascertainable	RDA	RDA 17 General Guidelines on Recording Primary relationships ISBD punctuation applies.
Title	t	245 Ind 1 Ind 2 a b c h 6 a	TITLE STATEMENT I1 = 0 Main entry I1 = 1 Added entry I2 = 0-9 non-filing characters a Title proper b Title remainder c Statement of responsibility, etc. h GMD (in AACR2 records only) 6 CJK & Thai linkage field a Romanised title proper	M M	RDA MARC21	RDA 2.3 RDA 2.3.2 RDA 2.4 ISBD punctuation applies. Do not create GMD in RDA records. RDA 0.11.2 Language and Script. Matches Character set at 066 Matches 880 6245-** and a Title proper in CJK, Thai.
Added title	u	246 a b	Variant title a Variant title b Title remainder	Optional if applicable and readily ascertainable	RDA	RDA 2.3.6.3 & RDA 2.3.1 ISBD punctuation applies.

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		6 a	6 CJK,Thai linkage field a Romanised variant title			RDA 0.11.2 Language and Script Matches Character set at M21 tag 066 Matches 880 6246-** and a in CJK, Thai
Edition	e	250 a b 6 a	EDITION STATEMENT a Edition statement b remainder 6 CJK, Thai linkage field a Arabic numeral / Romanised edition statement	M if applicable and readily ascertainable O	RDA MARC21	RDA 2.5 Edition statement. ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6250-** and a in CJK, Thai
Imprint	p	260 a b c 264 1 2	PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) a Place of publication, distribution, etc. b Name of publisher, distributor, etc. c Date of publication, distribution, etc. Production, Publication, Distribution, Manufacture, and Copyright Notice Ind 1 Sequence of statements Ind 1 = # - Not applicable/No information provided/Earliest Ind 1 = 2 - Intervening Ind 1 = 3 - Current/latest Ind 2 Function of entity Ind 2 = 0 Production Ind 2 = 1 Publication Ind 2 = 2 Distribution Ind 2 = 3 Manufacture Ind 2 = 4 Copyright notice date	M if applicable and readily ascertainable M	RDA MARC21 RDA MARC21	RDA 2.8 Publication RDA 2.8.2 Place of Publication RDA 2.8.4 Publisher's Name RDA 2.8.6 Date of Publication ISBD punctuation applies. RDA 2.8 Publication RDA 2.8.2 Place of Publication RDA 2.8.4 Publisher's Name RDA 2.8.6 Date of Publication ISBD punctuation applies.

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		6 a b c	6 CJK, Thai linkage field a Arabic numeral / Romanised imprint statement			RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6260-** and a in CJK, Thai
Description	r	300 a b c + e	PHYSICAL DESCRIPTION a Extent b Other physical details c Dimensions	M if applicable and readily ascertainable	RDA ANBD	RDA 3.4 Extent RDA 7 Describing content RDA 3.5 Dimensions ISBD punctuation applies
Description	r	336 a b 2	CONTENT TYPE a Content type term b Content type code 2 Source	M if applicable and readily ascertainable	PCC ANBD	RDA 6.9 Content Type. Associated with M21 LDR/06 & 007. For terms see, http://www.loc.gov/standards/valuelist/rdacontent.html (accessed 9.9.2013)
Description	r	337 a b 2	MEDIA TYPE a Media type term b Media type code 2 Source	M if applicable and readily ascertainable	PCC ANBD	RDA 3.2 Media type Associated with M21 LDR/06 & 007. For terms see, http://www.loc.gov/standards/valuelist/rdamedia.html (accessed 9.9.2013)
Description	r	338 a b 2	CARRIER TYPE a Carrier type term b Carrier type code 2 Source	M	RDA	RDA 3.3 Carrier Type Associated with M21 LDR/06 & 007. For terms see, http://www.loc.gov/standards/valuelist/rdacarrier.html (accessed 9.9.2013).

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Series	s	440 Ind 1 Ind 2 a v 6 a v	SERIES STATEMENT [OBSOLETE] Ind 1 Not defined Ind 2 Non-filing characters I2 0 No non-filing characters I2 1-9 Number of non-filing characters a Series statement v Volume/sequential designation CJK, Thai linkage field Romanised Series statement Arabic numeral / Romanised v Volume/sequential designation			Do not edit. Do not create. Indexed series / title field. May be found in older catalogued bibliographic records – not updated. RDA 0.11.2 Language and Script Matches Character set at 066. Matches 880 6440-** and a in CJK & Thai.
Series	s	490 1 I2 a l v x 6 a v	SERIES STATEMENT Ind 1 Series tracing policy I1 = 0 Series not traced I1 = 1 Series traced Ind 2 Undefined a - Series statement l - Library of Congress call number v - Volume/sequential designation x - International Standard Serial Number 6 CJK, Thai linkage field a Romanised Series statement Arabic numeral / Romanised v Volume/sequential designation	M if applicable and readily ascertainable	RDA	RDA 2.12 Series statement RDA 2.12.9 Numbering within series Transcribe this directly from the 'item-in-hand'. ISBD punctuation applies. RDA 0.11.2 Language and Script. Matches Character set at 066. Matches 880 6490-** and a in CJK, Thai.

Sierra ILMs fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Contents	f	505 I1 I2 a 6 a	Formatted contents note Ind 1 Display constant controller I1 = 0 Contents I1 = 1 Incomplete contents I1 = 2 Partial contents I1 = 8 No display constant generated Ind 2 Level of content designation I2 = blank Basic I2 = 0 Enhanced a - Formatted contents note g - Miscellaneous information r - Statement of responsibility t - Title u - Uniform Resource Identifier 6 CJK, Thai linkage field a Romanised formatted contents note	O		ANU does not use Enhanced formatted contents note. Enhanced subfields following Ind 2 = 0, are not indexed by Sierra. Subfield u is not maintained by Sierra URL Checker. Either delete or edit to give effect to the following: Delete g, r, t and u if present in incoming records. Do not create these subfields in original cataloguing. ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6505-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 505 Ind 1 = 0 etc
Access	n	506 I1 a 5	ACCESS RESTRICTED NOTE Ind 1 = 1 Access is restricted a = Note 5ISD - NUC	O	ANBD	Not used for Electronic resources (note in Serials Solutions bibliographic records at M21 tag 856 z applies) This is an Institution specific data field. The top-level NUC is applied at subfield five (!5) = ANU. ISBD punctuation applies.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Summary	f	520 I1 a b 6 a	SUMMARY, REVIEW, ABSTRACT Ind 1 = display constant controller I1 = blank - Summary I1 = 0 - Subject I1 = 1 - Review I1 = 2 - Scope and content I1 = 3 - Abstract I1 = 4 - Content advice a Abstract (or Note) b Expansion of abstract (or Note) 6 CJK, Thai linkage field a Romanised note b Romanised expansion of note	M for ANU theses O applies to other works	ANU	ANU theses that have been digitized and others from 2013 have an abstract at M21 tag 520 Ind1 = 3. ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6520-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 520 Ind 1 = 0 etc
Subject	d	6XX I1 I2 = 0 a v x y z	SUBJECT ACCESS FIELDS Ind 1 = type of name entry element (in 600, 610, 611) Ind 2 = 0 (Library of Congress) a Subject heading v Form subdivision x General subdivision y Chronological subdivision z Geographic subdivision	M	LC-PCC ANBD	ANU Library applies subject access field headings from the Library of Congress Subject Headings list. ANBD preference is LC Headings over the defunct Australian Extension. Literature/Fiction is not assigned a subject heading by ANU.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry	b	700 11 12 a b c d f g h k q t 0 4 5 6 a	ADDED ENTRY FIELDS 11 Personal name 12 Analytical entry a - Personal name b - Numeration c - Titles and other words associated with a name d - Dates associated with a name f - Date of a work g - Miscellaneous information h - Medium k - Form subheading q - Fuller form of name t - Title of a work 0 - Authority record control number 4 - Relator code 5 - Institution to which field applies 6880-** CJK, Thai linkage field a Romanised personal name	M	RDA LC-PCC	RDA 19.3 Other Person, Family, or Corporate Body Associated with a Work Sierra uses Relator code at subfield 4, not e. Relator codes are at, http://www.loc.gov/marc/relators/relacode.html (accessed 9.9.2013). Mandatory for ANU Theses, ANU EPress, other ANU research publications that are given original cataloguing ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6700-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 700 Ind 1 = 0 etc

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry	b	710 1 2 a b c d f g h k t x 0 4 5 6 a	ADDED ENTRY - CORPORATE NAME Ind 1 Type of corporate name entry element I1 = 0 Inverted name I1 = 1 Jurisdiction name I1 = 2 Name in direct order Ind 2 Type of added entry I2 = blank No information provided I2 = 2 Analytical entry a - Corporate name or jurisdiction name as entry element b - Subordinate unit c - Location of meeting d - Date of meeting or treaty signing f - Date of a work g - Miscellaneous information h - Medium k - Form subheading t - Title of a work x - International Standard Serial Number 0 - Authority record control number 4 - Relator code 5 - Institution to which field applies 6880-** CJK, Thai linkage field a Romanised corporate name	M	RDA LC-PCC ANBD ANU	RDA 19.3 Other Person, Family, or Corporate Body Associated with a Work Sierra uses Relator code at subfield 4, not e. Relator codes are at, http://www.loc.gov/marc/relators/relacode.html (accessed 9.9.2013). Mandatory for ANU Theses, ANU EPress, other ANU research publications that are given original cataloguing ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6710-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 710 Ind 1 = 0 etc

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry	b	711 I1 I2 a c d e f g h k l n p q t u x 0 4 5 6	ADDED ENTRY – MEETING NAME Ind 1 Type of meeting name entry element I1 = 0 Inverted name I1 = 1 Jurisdiction name I1 = 2 Name in direct order Ind 2 Type of added entry I2 = blank No information provided I2 = 2 Analytical entry a - Meeting name or jurisdiction name as entry element c - Location of meeting d - Date of meeting e - Subordinate unit f - Date of a work g - Miscellaneous information h - Medium k - Form subheading l - Language of a work n - Number of part/section/meeting p - Name of part/section of a work q - Name of meeting following jurisdiction name entry element t - Title of a work u - Affiliation x - International Standard Serial Number 0 - Authority record control number 4 - Relator code 5 - Institution to which field applies 6880-** CJK, Thai linkage field a Romanised meeting name	M	RDA LC-PCC ANBD MARC21 ANU	RDA 19.3 Other Person, Family, or Corporate Body Associated with a Work Sierra uses Relator code at subfield 4, not e. Relator codes are at, http://www.loc.gov/marc/relators/relacode.html (accessed 9.9.2013). Mandatory for ANU EPress, other ANU research publications for ANU conferences and meetings that are given original cataloguing ISBD punctuation applies. Language and Script RDA 0.11.2 Matches Character set at 066 Matches 880 6711-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 711 Ind 1 = 0 etc

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry	u	730	ADDED UNIFORM TITLE Ind 1 Non-filing characters I1 = 0-9 Number of non-filing characters Ind 2 Type of added entry I2 = blank No information provided I2 = 2 Analytical entry a - Uniform title d - Date of treaty signing f - Date of a work g - Miscellaneous information h - Medium k - Form subheading m - Medium of performance for music n - Number of part/section of a work t - Title of a work 0 - Authority record control number 5 - Institution to which field applies 6 - Linkage	M	RDA LC-PCC Serials Solutions	RDA 25.1 Related Work ISBD punctuation applies.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry	u	740 11 12 a h n p 5 6 6 a	Uncontrolled added /analytical title Ind 1 Non-filing characters 11 = 0 No non-filing characters 11 = 1-9 Number of non-filing characters Ind 2 Type of added entry 12 = # No information provided 12 = 2 Analytical entry a - Uncontrolled related/analytical title h - Medium n - Number of part/section of a work p - Name of part/section of a work 5 - Institution to which field applies 6 – Linkage 6880-** CJK, Thai linkage field a Romanised analytical / uncontrolled name	M	RDA LC-PCC Serials Solutions ANU	RDA 25.1 Related Work Serials Solutions Database / Provider name Do not edit. Used to match ANU e subscriptions and dataset purchases. ISBD punctuation applies. RDA 0.11.2 Language and Script Matches Character set at 066 Matches 880 6740-** and a in CJK, Thai Ensure Indicator one at M21 tag 880 matches 740 Ind 1 = 0 etc

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Series	s	800 11 12 a b c d f g h k l m n o p q t v w x 0 4 5 6	SERIES ADDED ENTRY PERSONAL NAME 11 0 Forename 11 1 Surname 11 3 Family name a - Personal name b - Numeration c - Titles and other words associated with a name d - Dates associated with a name f - Date of a work g - Miscellaneous information h - Medium k - Form subheading l - Language of a work m - Medium of performance for music n - Number of part/section of a work o - Arranged statement for music p - Name of part/section of a work q - Fuller form of name t - Title of a work v - Volume/sequential designation w - Bibliographic record control number x - International Standard Serial Number 0 - Authority record control number 4 - Relator code 5 - Institution to which field applies 6 - Linkage	M	ANU	Used to check duplicate orders Indexes series using personal name such as for collected works. Must match authority record. ISBD punctuation applies.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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Series added entry – Corporate name	s	830	SERIES ADDED ENTRY CORPORATE NAME Ind 1 Type of corporate name entry element I1 0 Inverted name I1 1 Jurisdiction name I1 2 Name in direct order Ind 2 Undefined I2 blank Undefined a - Corporate name or jurisdiction name as entry element b - Subordinate unit c - Location of meeting d - Date of meeting or treaty signing f - Date of a work g - Miscellaneous information h - Medium k - Form subheading t - Title of a work v - Volume/sequential designation w - Bibliographic record control number x - International Standard Serial Number 0 - Authority record control number 5 - Institution to which field applies 6 - Linkage	M	ANU	Used to check duplicate orders Indexes series using corporate name and title. Must match authority record. ISBD punctuation applies.
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Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Series added entry Meeting name	s	830 11 12 a c d e f g h k t v w x 0 5 6	SERIES ADDED ENTRY MEETING NAME 11 0 Inverted name 11 1 Jurisdiction name 11 2 Name in direct order Ind 2 Non-filing characters 12 blank undefined a - Meeting name or jurisdiction name as entry element c - Location of meeting d - Date of meeting e - Subordinate unit f - Date of a work g - Miscellaneous information h - Medium k - Form subheading t - Title of a work v - Volume/sequential designation w - Bibliographic record control number x - International Standard Serial Number 0 - Authority record control number 5 - Institution to which field applies 6 - Linkage	M	ANU	Used to check duplicate orders Indexes series as meetings and conferences etc. Must match authority record. ISBD punctuation applies.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Series uniform title	s	830 I1 I2 a d f g h k t v w x 0 5 6	SERIES ADDED ENTRY UNIFORM TITLE Ind 1 blank - Undefined Ind 2 Non-filing characters I2 = 0 No non-filing characters I2 = 1-9 Number of non-filing characters a - Uniform title d - Date of treaty signing f - Date of a work g - Miscellaneous information h - Medium k - Form subheading t - Title of a work v - Volume/sequential designation w - Bibliographic record control number x - International Standard Serial Number 0 - Authority record control number 5 - Institution to which field applies 6 - Linkage	M	ANU	Used to check duplicate orders Indexes series as titles. Must match authority record title. ISBD punctuation applies.
MARC	y	856 I1 = 4 I2 = 0 u z	ELECTRONIC LOCATION AND ACCESS Ind 1 Access method I1 = 4 - HTTP I2 = 0 - Resource \$u - Uniform Resource Identifier \$z - Public note	M if applicable	MARC21 ANU ANBD	Mandatory for online / Internet mediated resources. ANU does not use subfield 3. ANU has keyword indexed subfield u.
Note	n	907	LOCAL SYSTEM CONTROL NUMBER via RIS	M	ANU ANBD III	Do not edit when present.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
LOCAL MARC	y	910 a	SERIALS SOLUTIONS local note	M	ANU	Journal status note
LOCAL MARC	y	912 a	SERIALS SOLUTIONS local note	M	ANU	Journal status note
OCLC MARC	y	984 via RIS a b c d e f g h	LIBRARIES AUSTRALIA HOLDINGS via RIS a NUC b Local system control number c Holding statement or note: Monographs d (repeatable) volume and number information e (repeatable) serial dates f (repeatable) serial completeness g (not repeatable) serial referral note h (not repeatable) serial retention note	M	ANBD	Do not edit. NUCs in use at ANU are: AIA = Art/Music Library (former Institute of the Arts) ANU:C = Chifley ANU:H = Hancock ANU:L = Law ANU:M = Menzies ANU:NB = Noel Butlin & University Archives ANU:ON = Online ANU:P = Print repository [ANU:W = China in the World] TBC (9.9.2013) Subfield b always begins with a dot b '.b'.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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Serial items: additional field required for serial items

Description	r	362	DATES OF PUBLICATION AND/OR SEQUENTIAL DESIGNATION	M if applicable and readily ascertainable	ANBD RDA	RDA 2.6.3 Chronological Designation of First Issue or Part of Sequence a = Dates of publication and/or sequential designation. ISBD punctuation applies.
		11 2 a z 6	Ind 1 Format of date I1 = 0 Formatted style I1 = 1 Unformatted note Ind 2 Undefined I2 = blank Undefined a - Dates of publication and/or sequential designation z - Source of information 6 - Linkage			

Electronic formats: additional fields required for electronic formats

MARC	y	007	PHYSICAL DESCRIPTION FIXED FIELD Electronic resource 007/00=c)	M if applicable and readily ascertainable	ANBD RDA	LDR/06 = m Combines with 008 for Electronic resources Associated with RDA 3.2 Media Type. Associated with RDA 3.3 Carrier Type. Enables records to be sorted into electronic and non-electronic formats and matched appropriately.															
		00 = c 01 02 03 04 05 06-08 09 10 11 12 13	cp. 00 - Category of material cp. 01 - Specific material designation cp. 02 - Undefined cp. 03 - Color cp. 04 - Dimensions cp. 05 - Sound cp. 06-08 - Image bit depth cp. 09 - File formats cp. 10 - Quality assurance targets cp. 11 - Antecedent/source cp. 12 - Level of compression cp. 13 - Reformatting quality			<p>Constant data strings as follows:</p> <table border="1"> <thead> <tr> <th>MARC21 tag 007</th> <th>MAT TYPE</th> <th>008/26</th> </tr> </thead> <tbody> <tr> <td>Online ebook: cr cn ---mpcba</td> <td>z</td> <td>j</td> </tr> <tr> <td>Online ejournal: cr cn ---mpcba</td> <td>z</td> <td>n/a</td> </tr> <tr> <td>ROM discs: co cg ---mpcba</td> <td>p</td> <td>b or d or i</td> </tr> <tr> <td>USB-type Flash memory drives: cz cz ---mpcba</td> <td>p</td> <td>b or d or i</td> </tr> </tbody> </table>	MARC21 tag 007	MAT TYPE	008/26	Online ebook: cr cn ---mpcba	z	j	Online ejournal: cr cn ---mpcba	z	n/a	ROM discs: co cg ---mpcba	p	b or d or i	USB-type Flash memory drives: cz cz ---mpcba	p	b or d or i
MARC21 tag 007	MAT TYPE	008/26																			
Online ebook: cr cn ---mpcba	z	j																			
Online ejournal: cr cn ---mpcba	z	n/a																			
ROM discs: co cg ---mpcba	p	b or d or i																			
USB-type Flash memory drives: cz cz ---mpcba	p	b or d or i																			

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
MARC	y	008/26	Fixed-Length Data Elements 26 - Type of computer file a - Numeric data b - Computer program c - Representational d - Document e - Bibliographic data f - Font g - Game h - Sound i - Interactive multimedia j - Online system or service m - Combination u - Unknown	M if applicable and readily ascertainable	MARC21 ANU	M21 008/26 is used to match Serials Solutions records to Supersearch facets. • For ebooks that are carried on a disc or flash drive and contained within a database or computer program that does not reveal smaller files use 008/26 = b & MAT TYPE = p . • For e-books and documents that are not from YBP but are online monograph *.pdf files or *.doc files or similar, use 008/26 = d & MAT TYPE = z . • For ebook type material that is carried on a discs or flash drive and the content is interactive such as language instruction texts and media, use 008/26 = i & MAT TYPE = p . • For e-books purchased from YBP , use 008/26 = j & Mat Type = z .
Description	r	347	DIGITAL FILE CHARACTERISTICS a - File type b - Encoding format c - File size d - Resolution e - Regional encoding f - Transmission speed 0 - Authority record control number or standard number 2 - Source	M if applicable and readily ascertainable	MARC21 RDA	May be used instead of M21 tag 300 b text file b PDF 2rda text file b HTML 2rda text file b EPUB text file b MOBI May be used instead of 300 b for all discs: DVD-ROM, DVD-video, DVD-audio, Compact disc / CD-audio, CD-video/VCD, CD-ROM, HD-video, HD-audio, HD-ROM, Ultraviolet, Streaming video & audio, Flash memory devices, Examples include: aaudio file bCD audio 2rda adata file bCD ROM 2rda avideo file bDVD video eregion 4 2rda avideo file bBlu-Ray 2rda aimage file bJPEG 2rda
System note	n	538	SYSTEM/TECHNICAL ACCESS NOTE a Note	M if applicable and readily ascertainable	ANU	Provides users with technical information required to access the information resource being described. Give the type of disc that requires a computer and top-level details of any specific files or programs that may be required for access.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
						Include a note when the contents of the disc require installation onto a hard drive. In these latter cases add a note that the resource is not available for installation on ANU Learning Commons machines.

Microforms: additional fields required for microform items

MARC	y	007 00 01 02 03 04 05 06-08 09 10 11 12	Microform Microform (007/00=h) 00 - Category of material 01 - Specific material designation 02 - Undefined 03 - Positive/negative aspect 04 - Dimensions 05 - Reduction ratio range 06-08 - Reduction ration 09 - Color 10 - Emulsion on film 11 - Generation 12 - Base of film	M if applicable and readily ascertainable	ANBD RDA	RDA 3.2 Media Type. RDA 3.3 Carrier Type. Add M21 tag 007 and a Note at M21 533 so records can be sorted into the microforms and non- microform and be matched appropriately.
Note	n	533 a b c d e f m	REPRODUCTION NOTE Type of reproduction a - Type of reproduction b - Place of reproduction c - Agency responsible for reproduction d - Date of reproduction e - Physical description of reproduction f - Series statement of reproduction m - Dates and/or sequential designation of issues	M if applicable and readily ascertainable		RDA 27.1 Related Manifestation

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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		n 5 7 6	reproduced n - Note about reproduction 5 - Institution to which field applies 7 - Fixed-length data elements of reproduction /0 - Type of date/Publication status /1-4 - Date 1 /5-8 - Date 2 /9-11 - Place of publication, production, or execution /12 - Frequency /13 - Regularity /14 - Form of item 6 - Linkage			
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Notated music items: additional field required for notated music items

MARC	y	254 a	MUSICAL PRESENTATION STATEMENT a Musical presentation statement	M if applicable and readily ascertainable	ANBD RDA	RDA 7.20.1.3 Format of notated music
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Cartographic items: additional field required for cartographic items

MARC	y	255 a	CARTOGRAPHIC MATHEMATICAL DATA a Statement of scale	M if applicable and readily ascertainable	ANBD RDA	RDA 7.25.1 Scale of cartographic content
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Dissertations/Theses: additional fields required for dissertations – ANU theses

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Thesis note	n	502 a	DISSERTATION NOTE a Dissertation note	M if applicable and readily ascertainable		Dissertation or Thesis Information RDA 7.9
Note	n	538 a	eThesis note a	M if digital thesis link is included in record	PCC ANU	PCC core for direct access electronic resources
Note	n	545 a	Supervisor note a	M if digital thesis included in record	ANU	Trace Doctoral supervisor's name Copy from DSpace item record, dc.description.notes
MARC	y	008/24	Nature of contents m = thesis	M for ANU theses only; O for non-ANU Theses	ANU ANBD	Match point for (all) theses.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Added entry – Personal name	b	700 1 2 a b c d f g h k q t 0 4 5	Added Entry - Personal Name Supervisor's name I1 Personal name I2 Analytical entry a - Personal name b - Numeration c - Titles and other words associated with a name d - Dates associated with a name f - Date of a work g - Miscellaneous information h - Medium k - Form subheading q - Fuller form of name t - Title of a work 0 - Authority record control number 4 - Relator code 5 - Institution to which field applies	M if ANU digital thesis access is included in record	ANU	Trace Doctoral supervisor's name
Added entry – Corporate name	b	710 a	Added Entry - Corporate Name ANU school/dept/college authorised heading	M if ANU digital thesis access is included in record	ANU	
Added entry – Corporate name	b	710 a b	Added Entry - Corporate Name a Australian National University. b Digital Theses	M if ANU digital thesis access is included in record	ANU	Add subordinate unit, Open Access Digital Theses
MARC	y	856 1 4 2 0 z u	Electronic location and access z View online u Handle URL from ANU digital collections	M if ANU digital thesis access is included in record	ANU	Use Handle network URL. Do not add ANU Reverse proxy stem – these items are open access.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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Rare item: additional fields required for rare items

Note	n	510 a	CITATION/REFERENCES NOTE a Name of source	M if applicable and readily ascertainable	ANBD	Manuscripts and Manuscript Groups RDA 6.2.2.7
Note	n	561 1 a 5 6	Ownership and Custodial History Ind 1 Privacy 1 blank No information provided 1 0 Private 1 1 Not private a - History 5 - Institution to which field applies 6 - Linkage	Optional	ANU	May be used in conjunction with item record donor note. Consider added name entry for public or prominent donations.
Note	n	562 a b c d e 3 5 6	Copy and Version Identification Note a - Identifying markings b - Copy identification c - Version identification d - Presentation format e - Number of copies 3 - Materials specified 5 - Institution to which field applies 6 - Linkage	Optional	ANU	

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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Visual items: additional codes required for visual items

MARC	y	008/33	Visual materials /33 Type of visual material code a - Art original c - Art reproduction f - Filmstrip g - Game i - Picture k - Graphic l - Technical drawing m - Motion picture n - Chart o - Flash card p - Microscope slide s - Slide t - Transparency v - Videorecording z - Other	M if applicable and readily ascertainable	ANBD	May also be coded at 006/16 for accompanying materials (300 +)e[visual material]
MARC	y	008/34	Visual materials /34 Technique a - Animation c - Animation and live action l - Live action n - Not applicable z - Other	M if applicable and readily ascertainable	ANBD	May also be coded at 006/17 for accompanying materials (300 +)e[visual material] Studio Ghibli titles are all coded 'a'.

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
Physical description	p	346 a b	Video Characteristics a - Video format b - Broadcast standard 0 - Authority record control number or standard number 2 - Source 3 - Materials specified 6 - Linkage	M if applicable and readily ascertainable		May be used instead of 300 b and 538 a. Technical specifications relating to the encoding of analog video images in a resource. Use for all non-digital disc and videotaped recordings. aBeta bPAL 2rda aVHS bNTSC 2rda

Sierra ILMS fixed (FLF) and variable (VLF) length field	Sierra field group tag / index tag	MARC tag, indicator, and sub-field	Field and subfield name in Bibliographic records	Required data element M = mandatory O = Optional	Standards Reference	Scope and conditions of use notes
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CJK & Thai records with non-Latin script: additional requirements for CJK & Thai records with non-Latin script

MARC	y	880 linked to the following: 6 - 00 Sub-fields matching: 100 130 240 245 246 250 260 264 5XX 6XX 7XX 8XX	ALTERNATE GRAPHIC REPRESENTATION 6 Linkage and matching tag numbering sequence -00 See main table for details.	M if applicable and readily ascertainable	ANBD ANU	RDA 0.11.2 Language and Script Numbering sequence contained within subfield 'a' and always begins -00. The number of 880 tags matches the number of linked fields exactly.
MARC	y	066 ## a\$1 = CJK b\$)1 = East Asian	Character sets present a - Primary G0 character set b - Primary G1 character set c - Alternate G0 or G1 character set	M	MARC21	Required for computer processing of alternate character sets Matches 880 a

Related Documents

Sources of bibliographic records: guideline and procedure

Review date

This procedure will be reviewed 2 years after authorisation.

Date 14 November 2013

Authorised by University Librarian