

**DEFENSE TECHNICAL INFORMATION CENTER  
DEFENSE VIRTUAL LIBRARY**

**METADATA GUIDELINES  
FOR  
COMPLEX DIGITAL OBJECTS**

**19 June 2001**

**SILVER IMAGE MANAGEMENT  
Contract No. SP4700-00-M-0381**

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| <b>Supplementary Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |                                                             |
| <b>Abstract</b><br>These guidelines contain instructions for cataloging complex digital objects as part of the Defense Technical Information Center (DTIC) Defense Virtual Library (DVL). This project was initiated by DTIC in cooperation with the Defense Advanced Research Projects Agency (DARPA) and the Corporation for National Research Initiatives (CNRI). Over 60 data elements (fields) have been described, all of which conform to the Machine Readable Cataloging (MARC) and Anglo-American Cataloging Rules, 2nd edition (AACR2) standards. MARC guidelines follow those in "MARC21 Format for Bibliographic Data." Examples for each data element and sample records are presented. This manual is also available at the Defense Virtual Library Web site, <a href="http://dvl.dtic.mil:8100/notes.html">http://dvl.dtic.mil:8100/notes.html</a> |                           |                                                             |
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## GENERAL INFORMATION

### General Description of Project

These guidelines contain general instructions for cataloging complex digital objects as part of the Defense Technical Information Center (DTIC) pilot Defense Virtual Library (DVL). A complex digital object is defined as a cohesive unit containing multiple parts that function interactively, use various format types (including but not limited to text, image, audio, video and executables), and may point to other objects. This project was initiated by DTIC in cooperation with the Defense Advanced Research Projects Agency (DARPA) and the Corporation for National Research Initiatives (CNRI).

The guidelines are intended for use during DVL digital object cataloging at the pilot and production level. They can also be used to evaluate the quality of bibliographic records provided by holding institutions participating in DVL in the future.<sup>1</sup> Metadata provided by the holding institution should be able to be mapped to the fields detailed. More than 70 fields are described in this manual, all of which conform to the Machine Readable Cataloging (MARC) format and *Anglo-American Cataloging Rules*, 2<sup>nd</sup> edition (AACR2) standards. MARC guidelines follow those in *MARC21 Format for Bibliographic Data*, a revision of earlier editions of the *USMARC Format for Bibliographic Data*.

DTIC selected Minaret software<sup>2</sup> for cataloging all DVL materials. Catalog records for complex digital objects and videos were created in the MARC format, using customized versions of Minaret-supplied OCLC (Online Computer Library Catalog) workforms as templates for data entry. Prior catalog records for photographs and recorded sound have been converted from Microsoft Word into Minaret.

The digital object portion of the DVL includes interactive multimedia submitted on CD-ROM from DTIC's collection. These are 'born digital' materials. Description of other born digital materials, like digital photography or moving images on DVD, follow descriptive practices used when cataloging other materials of the same format. For example, patterns for describing a digital photograph follow the patterns established for describing photographs as visual materials, not those used to describe computer files.

These guidelines serve as a generic base for cataloging digital objects. Collections may be chosen for inclusion in the DVL that present special considerations not covered. Here, cataloging information about the most common descriptive elements and their use is presented, but all future cataloging will need to be examined on a project-by-project basis

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<sup>1</sup> This cataloging manual uses the term 'holding institution' to refer to the repository that contains the item that was used to create the electronic file for the DVL. For DVL purposes, these 'holding institutions' include producing agencies, sponsoring agencies, suppliers, creators, archives and others.

<sup>2</sup> Minaret is a product of Cactus Software, Inc., 10 W. 15<sup>th</sup> St., Suite 720, New York, NY 10011

to determine any necessary changes or revisions to the guidelines. Although these guidelines focus on describing born digital objects, practices outlined are also applicable to the description of other formats, including books, visual materials, and recorded sound.

### **Standardized Sources**

Bibliographic records created conform to rules outlined in AACR2 and other specialized electronic resource cataloging manuals (see bibliography). In particular, these guidelines follow standards outlined in *ISBD(ER): International Standard Bibliographic Description for Electronic Resources*, *Organizing Audiovisual and Electronic Resources for Access*, and *Cataloging Internet Resources: A Manual and Practical Guide*. The American Library Association's Committee on Cataloging: Description and Access (CC:DA) created a task force to review ISBD(ER) in an effort to harmonize it with AACR2.<sup>3</sup> The task force report contains proposed rule revisions that bring the two standards into conformance. The guidelines incorporate information from all of these sources.

Standard subject headings can be selected from the *Library of Congress Subject Headings* (LCSH), the *Thesaurus for Graphic Materials* (TGM), the *Art and Architecture Thesaurus* (AAT), and the *Defense Technical Information Center Thesaurus*. Names indexed as main or added entries match the Library of Congress Name Authority File (NAF) or are used with records that have no conflict with headings in the NAF at the time of creation.

During DVL cataloging, the Library of Congress Name Authority Files (NAF) were not available online, so it was not possible to search for authority records documenting subject headings or proper names used as access points in the bibliographic records. Instead, catalog records use access points based on searching established headings in recent Library of Congress bibliographic records. As a follow-up to this procedure, subject headings were also checked using a recent publication of LCSH. The Library of Congress anticipated that there would be online searching of authority records by the end of 2000, but at the time of this writing, an online authority database remains unavailable.

For further cataloging questions about generic cataloging practices, refer to AACR2 and MARC21.

### **MARC Cataloging and Format of Metadata Guidelines**

The guidelines are organized according to MARC field sequence. It includes information about MARC field usage, subfields, and indicators, as well as cataloging examples.

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<sup>3</sup> The Task Force on the Harmonization of ISBD(ER) and AACR2 Final Report (Penultimate Draft) drafted 23 January 1999; revised 14 June 1999 with additional material is available at <http://www.library.yale.edu/cataloging/aacrer/tf-harm21.htm>.

**Fields** are represented in MARC by a 3-digit number, or tag. Fields are input in numeric tag order.<sup>4</sup> **Indicators** are expressed in 2 character positions, following each tag. At times, one or both of the indicator positions has not been defined in MARC, and is left blank. In other cases, the indicators contain numerical codes or a blank. Some indicators represent **display constants**, which provide system generated terms or phrases at the beginning of the field. Fields also contain one or more **subfields** that are coded with letters of the alphabet or numbers.

MARC records also contain coded information that enables automated catalog systems in searching and retrieval. This includes the **leader** (a 24 character position field with coded information about the bibliographic record); **directory** (an automated description of the tags and number of characters within a record); and **fixed field codes** (including the 006, 007, and 008 fields).

**Fixed fields** are limited in length and contain codes, but do not contain indicators or subfields. The number of character positions for each fixed field is established, with each position representing a data element. The *Metadata Guidelines* highlight standard codes anticipated for regular use in digital object cataloging. Options identified for each character position are listed in alphabetical or numerical order following the position entry. Additional coding options are documented in MARC21.

Cataloging **examples** are presented in plain text and in coded MARC format if they are not composed solely of codes. Whenever possible, examples are drawn from DVL catalog records. When there is no example of field use within DVL, examples have either been taken from records created in various libraries or devised.

All of the fields, subfields, and codes that are available in MARC are not listed in these guidelines. An explanation of the use of the fields, indicators, subfields, and fixed fields can be found in published MARC documentation; these guidelines highlight standard coding practice anticipated for use in DVL digital object cataloging. Other options identified within MARC may be applicable to future DVL cataloging and description.

## Technical metadata

MARC has been selected as the best resource discovery tool for populating the DVL. It was implemented at the inception of the project. Although it accommodates bibliographic description, it is not capable of providing the necessary shell to contain all technical metadata related to the digital object.<sup>5</sup> Instructions in use of MARC fields that are appropriate for technical metadata related to long-term digital preservation are included in the guidelines (these fields include but are not limited to the 533, 583 and 856).

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<sup>4</sup> Inputting according to numeric order follows practice established in the CONSER Cataloging Manual, Module 31, Remote Access Computer File Serials, Part 2, section 31.15 as well as other guidelines that no longer strictly adhere to AACR2 field order.

<sup>5</sup> The term technical metadata is used in these guidelines to describe administrative, structural and preservation metadata.

During the moving image component of the project, an effort was made to identify essential technical metadata and map it to the MARC format so that all metadata could reside in a single system.<sup>6</sup> However, it appears that the MARC format as it stands in 2001 is not sufficient to accommodate the extensive metadata required for management of digital materials. DVL project managers expect to use another system to manage technical metadata that does not fit within the traditional MARC structure. It is anticipated that these data elements can be accommodated with the addition of an Extensible Markup Language (XML) Document Type Definition (DTD) that is specific to technical metadata. Exploration of digital long-term preservation has led the DVL to create preliminary guidelines identifying “Technical Metadata for the Long-Term Management of Digital Materials.”<sup>7</sup> In cases where identified metadata is appropriate to both the MARC format and the technical metadata aspect, there may be some degree of redundancy. As systems or tools that manage technical metadata are developed, practice regarding maintenance of technical metadata will change.

### **Collections and items**

In most cases, information is provided for item-level cataloging instead of collection-level cataloging. DVL digital object cataloging has followed cataloging practices established for sound recordings, photographs, and videorecordings, which also focus on the item. Some fields described in the guidelines are only used in collection-level cataloging. In these cases, the field description indicates that the tag applies only to collection-level records.

### **Acknowledgements**

DVL project officers were major contributors to the content and organization of the *Metadata Guidelines*.

The guidelines use formatting, structure and terminology from AACR2, MARC21 and Library of Congress Prints and Photographs Division in-house data dictionaries. Other sources include: *Organizing Audiovisual and Electronic Resources for Access* (Hsieh-Yee), *ISBD(ER): International Standard Bibliographic Description for Electronic Resources*, *Cataloging Internet Resources: A Manual and Practical Guide* (Olson), and the Library of Congress *Draft Interim Guidelines for Cataloging Electronic Resources*.

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<sup>6</sup> “Technical Metadata Essential to Preservation and Management of Digital Material” was included in the 10/11/2000 version of the *Metadata Guidelines for Moving Images*.

<sup>7</sup> Technical metadata documentation is no longer contained with the *Metadata Guidelines*. The “Technical Metadata for the Long-Term Management of Digital Materials: Preliminary Guidelines” will be available in the near future on the Project Notes page of the DVL web site at <http://dvl.dtic.mil>.

## **MARC FIELD GUIDELINES**

**LEADER**MARC Tag (Field Name):

Leader

| <b>MARC</b> | <b>Definition (OCLC code)</b>                | <b>Codes</b> | <b>Descriptions</b>                                                                                                    |
|-------------|----------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------|
| /00-/04     | Logical record length                        |              | 5 character number recording the length of the record, generally system-supplied                                       |
| /05         | Record Status (RecStat:)                     | n            | New                                                                                                                    |
|             |                                              | c            | Corrected, revised                                                                                                     |
| /06         | Type of record (Type:)                       | m            | Computer file                                                                                                          |
| /07         | Bibliographic level (Blvl:)                  | m            | Monograph/item                                                                                                         |
| /08         | Type of control (Ctrl:)                      | /            | Blank, no specified type                                                                                               |
| /09         | Character coding scheme                      | /            | Blank, MARC-8                                                                                                          |
| /10         | Indicator count                              | 2            | Number of positions used for indicators                                                                                |
| /11         | Subfield code count                          | 2            | Number of positions used for subfields                                                                                 |
| /12-/16     | Base address of data                         |              | 5 character number recording the location of the first variable control field in the record, generally system-supplied |
| /17         | Encoding level (Elvl:)                       | 7            | Minimal level                                                                                                          |
| /18         | Descriptive cataloging form (Desc:)          | a            | AACR2                                                                                                                  |
| /19         | Linked record requirement                    | /            | Blank                                                                                                                  |
| /20         | Length of the length of field                | 4            |                                                                                                                        |
| /21         | Length of the starting character position    | 5            |                                                                                                                        |
| /22         | Length of the implementation defined portion | 0            |                                                                                                                        |
| /23         | Undefined                                    | 0            | Undefined                                                                                                              |

Indicators:

Indicator codes and subfield codes are not defined for this field. Data elements are defined by their position.

Position/Spacing:

This field does not end with a mark of punctuation.

Default values:

Note that fixed field character positions begin with position zero (0), not one (1). Most of the characters in this field are system generated and can be defaulted into the record. The code in position /07 may vary from record to record in future implementations. For the DVL, the /07 position has been defaulted to m (monograph/item). This may change in future cataloging to represent subunits, collections, and monographic component part (codes d, c and a) as necessary.

Data Conventions/Comments:

The leader field is a fixed-length field of 24 characters that defines the parameters of the bibliographic record. For the /06 character position, most DVL digital objects are anticipated to fall into the 'computer file' category for the type of record. This category includes computer data, multimedia files, and online services. If the type of electronic resource falls into another category (like moving image, sound, document, or graphic), even though it is a digital file, that code takes precedence over the computer file coding. See MARC21 for a complete list of coding options.

Examples:

Note: Plain text examples not provided for coded fields.

LEADER: 00000ngm//22000007a/4500

**001**  
**CONTROL NUMBER**

MARC Tag (Field Name):

|     |                |                                 |
|-----|----------------|---------------------------------|
| 001 | Control number | System-generated control number |
|-----|----------------|---------------------------------|

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains a unique control number (usually system-generated). The prefix “DTIC” is being used at the start of all DVL control numbers. A six-digit control number is being created with the use of leading zeros when generating the number. The DVL will not add a suffix code to identify specific collections in this field (for example, adding “/CM” to represent the Carnegie-Mellon collection), but may choose to add a project code to the 985 field in the future.

Examples:

DTIC-000001

001    DTIC-000001

**005**  
**DATE AND TIME OF LATEST TRANSACTION**

MARC Tag (Field Name):

005                                      Date and time of latest transaction

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This is a field generated by the system at the moment of the latest record transaction. The field specifies the date and time that the record was most recently revised, according to the pattern `yyyymmdd` (4 positions for year, 2 for month, 2 for day) and `hhmmss.f` (2 positions for hour, 2 for minute, 2 for seconds, and 2 for fractions of a second, including the decimal point).

Examples:

Note: Plain text examples not provided for coded fields.

005 // 19990717101010.0

*Represents: July 17, 1999, 10:10:10 p.m.*

## 006 FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS

### MARC Tag (Field Name):

006                      Fixed-length data elements—Additional material characteristics

**Coding for the /00 position for computer files is ‘m.’ This is an 18-character position field.**

| MARC    | Definition (OCLC codes) | Codes | Descriptions             |
|---------|-------------------------|-------|--------------------------|
| /00     | Form of material        | m     | Computer file            |
| /01-/04 | Undefined               | /     | Blank                    |
| /05     | Target audience         | /     | Blank; not specified     |
| /06-/08 | Undefined               | /     | Blank                    |
| /09     | Type of computer file   | d     | Document                 |
|         |                         | g     | Game                     |
|         |                         | h     | Sounds                   |
|         |                         | i     | Interactive multimedia   |
|         |                         | j     | Online system or service |
|         |                         | m     | Combination              |
| /10     | Undefined               | /     | Blank                    |
| /11     | Government publication  | /     | Blank, not a gov. pub.   |
|         |                         | f     | Federal/national         |
|         |                         | u     | Unknown                  |
|         |                         | z     | Other                    |
|         |                         |       | No attempt to code       |
| /12-/17 | Undefined               | /     | Blank                    |

### Indicators:

Indicator codes and subfield codes are not defined for this field.

### Punctuation/Spacing:

This field does not end with a mark of punctuation.

### Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 006 field is a fixed-length field that describes characteristics of additional materials. Types of material are represented by codes. These codes correspond to the /18-/34 positions in the 008 field. This field can be used to record electronic aspects for items that are not coded in the Leader /06 as computer files. Optionally, the field can also be used to code multiple formats.

Examples:

Note: Plain text examples not provided for coded fields.

006 m/////i/f/////

*Represents: computer file, interactive multimedia, federal government publication*

## 007 PHYSICAL DESCRIPTION FIXED FIELD

### MARC Tag (Field Name):

007            Physical description fixed field

Note: This field includes coding information for computer files.

**Coding for the /00 position for computer files is 'c.'** This is a 14-character position field. See MARC 21 for additional options.

| MARC    | Definition (OCLC codes)              | Codes   | Descriptions                                         |
|---------|--------------------------------------|---------|------------------------------------------------------|
| /00     | Category of material (COM:)          | c       | Computer file                                        |
| /01     | Specific material designation (SMD:) | o       | Optical disc                                         |
|         |                                      | r       | Remote                                               |
|         |                                      | u       | Unspecified                                          |
| /02     | Undefined                            | /       | Blank                                                |
| /03     | Color (CL:)                          | b       | Black-and-white                                      |
|         |                                      | c       | Multicolored                                         |
| /04     | Dimensions (DIM:)                    |         | See MARC 21 for options                              |
|         |                                      | g       | 4 ¾ in. or 12 cm.                                    |
|         |                                      | n       | N/A                                                  |
| /05     | Sound (SND:)                         | /       | No sound (silent); blank                             |
|         |                                      | a       | Sound                                                |
|         |                                      | u       | Unknown                                              |
| /06-/08 | Image bit depth (IMBD:)              | 001-999 | Exact bit depth (001=1 bit)                          |
| /09     | File formats (NFF:)                  | a       | One file format                                      |
|         |                                      | m       | Multiple file formats                                |
| /10     | Quality assurance targets (QAT:)     | a       | Absent                                               |
|         |                                      | n       | Not applicable                                       |
|         |                                      | p       | Present                                              |
| /11     | Antecedent/source (SRC:)             | a       | File reproduced from original                        |
|         |                                      | c       | File reproduced from computer file                   |
|         |                                      | d       | File reproduced from an intermediate (not microform) |
| /12     | Level of compression (COMP:)         | a       | Uncompressed                                         |
|         |                                      | b       | Lossless                                             |
|         |                                      | d       | Lossy                                                |
|         |                                      | m       | Mixed                                                |
| /13     | Reformatting quality (REFQ:)         | a       | Access                                               |
|         |                                      | p       | Preservation                                         |
|         |                                      | u       | Unknown                                              |

Use | (pipe) for codes /01 through /13 to indicate that no attempt was made to code the position/s.

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 007 field is a physical description field. Types of materials are represented by codes.

Use | (pipe) to indicate that no attempt was made to code any position after the /00.

Another option is to code 'zm' in the 007/00-/01 to indicate that the field is unspecified.

This is a repeatable field that could be used in the DVL to code different physical formats represented by the bibliographical records, so that the same record could convey information about multiple characteristics of the described material.

Code /12, level of compression for most complex digital objects is mixed (code m); code specific level only if a single file format is included in the bibliographic record. Level of compression for audio and video materials is non-reversible and lossy (code d).

Examples:

Note: Plain text examples not provided for coded fields.

007 co/cga032mpcma

*Represents: computer file, optical disc, color, 4 ¾ in., sound, 32 image bit depth value, multiple file formats, quality assurance targets present, file reproduced from computer file, mixed compression level, access reformatting quality*

## 008 FIXED LENGTH DATA ELEMENTS

### MARC Tag (Field Name):

008                      Fixed length data elements

### **Coding for computer files.**

| MARC    | Definitions (OCLC codes)       | Codes                               | Descriptions             |
|---------|--------------------------------|-------------------------------------|--------------------------|
| /00-/05 | Date entered on file (Entrd:)  |                                     | System-generated         |
| /06     | Type of date (Dtst:)           | s                                   | Single date              |
|         |                                | e                                   | Detailed date            |
|         |                                | q                                   | Questionable date        |
|         |                                | n                                   | Unknown date             |
|         |                                | i                                   | Inclusive dates          |
| /07-/10 | Date 1 (Dates:)                |                                     | 4-digit start date       |
| /11-/14 | Date 2                         |                                     | 4-digit end date         |
| /15-/17 | Place of production (Ctry:)    | xxu                                 | United States            |
|         |                                | xx/                                 | Unknown                  |
|         |                                | For other countries, see code list. |                          |
| /18-/21 | Undefined                      |                                     |                          |
| /22     | Target audience (Audn:)        | /                                   | Not specified; blank.    |
| /23-/25 | Undefined                      |                                     |                          |
| /26     | Type of computer file          | d                                   | Document                 |
|         |                                | g                                   | Game                     |
|         |                                | h                                   | Sound                    |
|         |                                | i                                   | Interactive multimedia   |
|         |                                | j                                   | Online system or service |
|         |                                | m                                   | Combination              |
| /27     | Undefined                      |                                     |                          |
| /28     | Government publication (Gpub:) | /                                   | Not a gov't pub.; blank. |
|         |                                | f                                   | Federal/national         |
|         |                                | u                                   | Unknown                  |
|         |                                | z                                   | Other                    |
| /29-34  | Undefined                      |                                     |                          |
| /35-/37 | Language (Lang:)               | /                                   | No language; blank.      |
|         |                                | eng                                 | English                  |
|         |                                | und                                 | Undetermined             |
|         |                                | For other languages, see code list. |                          |
| /38     | Modified record (Rec:)         | /                                   | Not modified; blank.     |
| /39     | Cataloging source (Srce:)      | d                                   | Other                    |

Use | (pipe) for codes /18 through /39 to indicate that no attempt was made to code the position/s.

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are system-generated and can be defaulted into the record.

Data Conventions/Comments:

The 008 field contains coded information about the nature of the record and its special aspects. **This field is not repeatable.** Types of materials are represented by codes. The format for coding computer files is provided here. This field describes properties of the primary material being described; the 006 field can be used in addition to the 008 to represent characteristics of additional materials, including multiple formats.

Note that fixed field character positions begin with position zero (0), not one (1). This field contains 40 characters.

Refer to the MARC21 code list at <http://lcweb.loc.gov/marc> for additional country codes to enter in /15-17 or additional language codes to enter in /35-37.

Examples:

Note: Plain text examples not provided for coded fields.

008 000501e20000401xxu////////i/f/////eng/d

*Represents: record created 1 May 2000, exact date of item 1 Apr. 2000, U.S. production, interactive multimedia computer file, target audience not specified, federal government publication, English language, other cataloging source*

**010**  
**LIBRARY OF CONGRESS CONTROL NUMBER**

MARC Tag (Field Name):

010          LC control number          a          LCCN

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation. Information is separated with a slash. Prefixes are entered in lowercase, while suffixes are entered in uppercase.

Data Conventions/Comments:

This field is exclusively for use with published materials when the Library of Congress has assigned a unique number for the item. This field is rarely used with electronic material. Information in this field is taken from the 001 field of the LC bibliographic record, and is used to refer to the original source of cataloging information in copy cataloging.

Examples:

00529730

010 // Øa00529730

## 024 OTHER STANDARD IDENTIFIER

### MARC Tag (Field Name):

|     |                           |   |                  |
|-----|---------------------------|---|------------------|
| 024 | Other standard identifier | a | Number or code   |
|     |                           | d | Additional codes |
|     |                           | z | Invalid numbers  |

|                    |               |                        |       |                         |
|--------------------|---------------|------------------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of number or code | 1     | Universal Product Code  |
|                    | <u>Second</u> | Difference indicator   | Blank | No information provided |

### Punctuation/Spacing:

Enter UPC code without internal hyphens or spaces. This field does not end with a mark of punctuation.

### Data Conventions/Comments:

This field is exclusively for use with published materials when a standardized identification number is available. The Universal Product Code (UPC) is a 12-digit code.

### Examples:

251518851012

024 1/ Øa251518851012

*Represents: UPC code*

**028**  
**PUBLISHER NUMBER**

MARC Tag (Field Name):

|                    |                  |                  |                           |
|--------------------|------------------|------------------|---------------------------|
| 028                | Publisher number | a                | Publisher number          |
|                    |                  | b                | Source                    |
| <u>Indicators:</u> | <u>First</u>     | Type of number   | 5 Other publisher number  |
|                    | <u>Second</u>    | Note/added entry | 0 No note, no added entry |

Punctuation/Spacing:

This field does not end with a mark of punctuation. Transcribe publisher numbers as they appear, including all spaces, hyphens, and other punctuation marks. Separate the first and last numbers of a sequence with a dash.

Data Conventions/Comments:

This field is exclusively for use with published materials when a publisher number is available. It generally contains numbers used in published sound recordings, videorecordings, or in other music material (including issue numbers, matrix numbers, plate numbers and other videorecording numbers, which can be identified in the first indicator coding). This field is repeatable for multiple numbers.

**This field may not be used with digital objects and is a candidate for deletion.**

Examples:

QC-9876 Fun Digital Games

028 50 0aQC98760bFun Digital Games

*Data in this example is fabricated.*

### 033 DATE/TIME AND PLACE OF AN EVENT

#### MARC Tag (Field Name):

|                    |                              |               |                               |
|--------------------|------------------------------|---------------|-------------------------------|
| 033                | Date/time and place of event | a             | Formatted date/time           |
| <u>Indicators:</u> | <u>First</u>                 | Type of date  | Blank No date information     |
|                    |                              |               | 0 Single date                 |
|                    |                              |               | 1 Multiple single dates       |
|                    |                              |               | 2 Range of dates              |
|                    | <u>Second</u>                | Type of event | Blank No information provided |
|                    |                              |               | 0 Capture                     |
|                    |                              |               | 1 Broadcast                   |
|                    |                              |               | 2 Finding                     |

#### Punctuation/Spacing:

Use a hyphen for any unknown digits in the first eight characters of the coded string. This field does not end with a mark of punctuation.

#### Data Conventions/Comments:

This field contains coded information about the date and time of the event, formatted as `yyyymmddhhmm+/-hhmm` (representing Time Differential Factor information). The first eight character positions `yyyymmdd` (4 positions for year, 2 for month and 2 for day) are mandatory if this field is used to convey date and time information. The next 9 character positions represent time (as hour and minute) and Time Differential Factor information. These positions are not anticipated to be necessary in DVL cataloging. Use of this field has not been implemented in the DVL to date.

Coded information used in this field is also entered as a note in the 518 field (Date/time and place of event).

#### Examples:

1945----

19900228

033 0/ Øa1945----

033 0/ Øa19900228

**035**  
**SYSTEM CONTROL NUMBER**

MARC Tag (Field Name):

|     |                       |   |        |
|-----|-----------------------|---|--------|
| 035 | System control number | a | Number |
|-----|-----------------------|---|--------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not have an ending mark of punctuation unless one is present as part of the data.

Data Conventions/Comments:

The field contains the identification number designed by DTIC for the DVL. DVL digital object control numbers begin with the prefix 'CX.' This identification number also serves as the Handle for the digital object and is used as the Uniform Resource Identifier (in field 856, subfield u).

Examples:

CXADM001018

035 // 0aCXADM001018

**037**  
**SOURCE OF ACQUISITION (ORDER NUMBER)**

MARC Tag (Field Name):

|     |                       |   |                       |
|-----|-----------------------|---|-----------------------|
| 037 | Source of acquisition | a | Stock number          |
|     |                       | b | Source of number      |
|     |                       | c | Terms of availability |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not have an ending mark of punctuation unless one is present as part of the data.

Data Conventions/Comments:

This field contains acquisition information for ordering copies of CD-ROMS or other computer files. It includes the order number (or other identifying number), source information, and a description of the type of reproduction available or its price. This field records identification numbers that specifically relate to the reproduction copy, not necessarily to the original version of the computer file.

Subfield b contains the code defining the source of the reproduction number. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at <http://lcweb.loc.gov/marc/organizations/>. The organizational code for DTIC is **ViFbDTIC**.

DTIC policy is to input all DTIC ADA numbers in the 037 field without any punctuation, including the use of hyphens and spaces.

Examples:

ADM001018 ViFbDTIC (CD-ROM)

037 // ØaADM001018ØbViFbDTICØc(CD-ROM)

## 040 CATALOGING SOURCE

### MARC Tag (Field Name):

|     |                   |   |                         |
|-----|-------------------|---|-------------------------|
| 040 | Cataloging source | a | Original agency         |
|     |                   | d | Modifying agency        |
|     |                   | e | Description conventions |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

This field does not end with a mark of punctuation.

### Data Conventions/Comments:

This field is exclusively for use with published materials when a cataloging record is being copied. Since the DVL has not had occasion to implement copy cataloging, this field has not been used to date. It contains the code defining the cataloging source that created the original record. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at <http://lcweb.loc.gov/marc/organizations/> .

The organizational code for DTIC is **ViFbDTIC**.

The field also contains information about the descriptive conventions used in cataloging. For example, the subfield e code representing *Graphic Materials* is gihc, and the code for *Archives, Personal Papers and Manuscripts* is appm.

### Examples:

DLC ViFbDTIC gihc

040 // 0aDLC0dViFbDTIC0egihc

*Represents: cataloging produced and input by the Library of Congress, modified by DTIC, using Graphic Materials conventions*

**082**  
**DEWEY DECIMAL CALL NUMBER**

MARC Tag (Field Name):

|     |                        |   |                    |
|-----|------------------------|---|--------------------|
| 082 | Dewey Decimal Call No. | a | Classification no. |
|     |                        | b | Item no.           |

|                    |               |                    |                                  |                         |
|--------------------|---------------|--------------------|----------------------------------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of edition    | 0                                | Full                    |
|                    |               |                    | 1                                | Abridged                |
|                    | <u>Second</u> | Source of call no. | Blank                            | No information provided |
|                    |               | 0                  | Assigned by LC                   |                         |
|                    |               | 4                  | Assigned by agency other than LC |                         |

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is for use with items that have a Dewey Decimal call number assigned to them either by the Library of Congress or other agencies. The DVL has not had occasion to input Dewey Decimal number information to date.

Examples:

333.7

082 10 0a333.7

**088**  
**REPORT NUMBER**

MARC Tag (Field Name):

|     |               |   |               |
|-----|---------------|---|---------------|
| 088 | Report Number | a | Report number |
|-----|---------------|---|---------------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is for report numbers that are not Standard Technical Report Numbers (STRN). Report numbers are not usually included in DVL bibliographic records. They are used in cases where no other identification number associated with the report exists. The DVL system control number (035 field) does not provide an identification number that associates it with the holding institution's numbering system.

Examples:

CSP 98-1005

088    ØaCSP 98-1005

**099**  
**CALL NUMBER**

MARC Tag (Field Name):

099          Local Call Number          a          Local call no.

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains the identification number supplied by the holding institution as the call number. This identification number is the number that the holding institution associates with the digital object. A local call number is not required when describing computer files.

Examples:

BOR14

AD-M001 018

099 // ØaBOR14

099 // ØaAD-M001 018

## 100 MAIN ENTRY: PERSONAL NAME

### MARC Tag (Field Name):

|     |                           |   |                     |
|-----|---------------------------|---|---------------------|
| 100 | Main Entry: Personal Name | a | Personal name       |
|     |                           | b | Numeration          |
|     |                           | c | Titles              |
|     |                           | q | Fuller form of name |
|     |                           | d | Dates               |
|     |                           | e | Relator term        |

|                    |               |              |       |             |
|--------------------|---------------|--------------|-------|-------------|
| <u>Indicators:</u> | <u>First</u>  | Type of name | 0     | Forename    |
|                    |               |              | 1     | Surname     |
|                    |               |              | 3     | Family name |
|                    | <u>Second</u> | Undefined    | Blank |             |

Note: Use the first indicator 0 (forename) for names to be formatted in direct order. Use the first indicator 1 (surname) for names to be formatted in inverted order, or names without a forename. Use the first indicator 1 (family name) for names that refer to a group.

### Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. If the heading contains initials, there is a space entered between them (e.g., Marsh, A. B., and not Marsh, A.B.). This field ends with a period or other mark of punctuation. If an open life date is used in the record, do not use a comma before entering the relator term and do not end with a period.

### Data Conventions/Comments:

This field contains the name of the person responsible for the intellectual/artistic content of the material. If more than one individual is responsible, use this field for the person with primary responsibility and use an Added Entry (7xx) to list other responsible parties. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. A relator term can be added to designate the person's role in creation.

**Relator terms** that may be used in the DVL include the following: author, compiler, contractor, designer, distributor, editor, metadata contact, programmer, and sponsor. See

definitions provided for each relator term in the AMIA AMIM Draft Revision, section CAP.0D1. Do not add a relator term if the role in creation is unclear.<sup>8</sup>

There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. Other responsible agents can be included in the Added Entry fields (7xx). If the main entry name is not found in NAF, based on information available it can either be included in this field or recorded in a general note.

Most digital objects in the DVL are anticipated to have main entry under title rather than under a personal name.

Examples:

The guidelines for this field do not currently include any examples.

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<sup>8</sup> DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like aut (author), dsr (designer), and prg (programmer). A code list of relator terms is maintained by the Library of Congress and is available at <http://lcweb.loc.gov/marc>.

## 110 MAIN ENTRY: CORPORATE NAME

### MARC Tag (Field Name):

|                    |                            |              |       |                      |
|--------------------|----------------------------|--------------|-------|----------------------|
| 110                | Main Entry: Corporate Name |              | a     | Corporate name       |
|                    |                            |              | b     | Subordinate units    |
|                    |                            |              | e     | Relator term         |
| <u>Indicators:</u> | <u>First</u>               | Type of name | 0     | Inverted name        |
|                    |                            |              | 1     | Jurisdiction name    |
|                    |                            |              | 2     | Name in direct order |
|                    | <u>Second</u>              | Undefined    | Blank |                      |
|                    |                            |              |       |                      |

### Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. If the heading contains initials, there is no space entered between them (e.g., W.B. Smith and Co., and not W. B. Smith and Co.). This field ends with a period or other mark of punctuation.

### Data Conventions/Comments:

This field contains the name of the corporate body chiefly responsible for the intellectual content of the material. If more than one creator is responsible, use this field for the corporate body with primary responsibility and use an Added Entry (7xx) to list other responsible parties. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. A relator term can be added to designate the corporate role in creation.

**Relator terms** for groups that may be used in the DVL include the following: author, compiler, contractor, designer, distributor, editor, metadata contact, programmer, and sponsor. See definitions provided for each relator term in the AMIA AMIM Draft Revision, section CAP.0D1. Do not add a relator term if the role in creation is unclear.<sup>9</sup>

There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. If the main entry name is not found in NAF, based on the information available it can either be included in this field or recorded in the general note.

<sup>9</sup> DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like aut (author), dsr (designer), and prg (programmer). A code list of relator terms is maintained by the Library of Congress and is available at <http://lcweb.loc.gov/marc>.

For names not found in NAF, which do not conflict with NAF files, the name of the corporate body can be entered here or recorded in a general note field.

Most digital objects in the DVL are anticipated to have main entry under title rather than under a corporate name.

Examples:

University of California, Santa Barbara, sponsor.

United States. Defense Science Board.

110 2 ØaUniversity of California, Santa Barbara,Øesponsor.

110 1 ØaUnited States.ØbDefense Science Board.

## 111 MAIN ENTRY: MEETING NAME

### MARC Tag (Field Name):

|     |                          |   |                     |
|-----|--------------------------|---|---------------------|
| 111 | Main Entry: Meeting Name | a | Meeting name        |
|     |                          | n | Number of meeting   |
|     |                          | d | Date of meeting     |
|     |                          | c | Location of meeting |
|     |                          | e | Subordinate unit    |

|                    |               |              |       |                      |
|--------------------|---------------|--------------|-------|----------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of name | 0     | Inverted name        |
|                    |               |              | 1     | Jurisdiction name    |
|                    |               |              | 2     | Name in direct order |
|                    | <u>Second</u> | Undefined    | Blank |                      |

### Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

### Data Conventions/Comments:

This field contains the name of the meeting chiefly responsible for the digital object, for example digitized conference proceedings. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. Other responsible agents can be included in the Added Entry fields (7xx).

### Examples:

World's Columbian Exposition (1893 : Chicago, Ill.)

111 2/ ØaWorld's Columbian Exposition Ød(1893 :ØcChicago, Ill.)

**130****MAIN ENTRY: UNIFORM TITLE**MARC Tag (Field Name):

|     |                           |   |               |
|-----|---------------------------|---|---------------|
| 130 | Main Entry: Uniform Title | a | Uniform title |
|-----|---------------------------|---|---------------|

|                    |              |                      |     |
|--------------------|--------------|----------------------|-----|
| <u>Indicators:</u> | <u>First</u> | Nonfiling characters | 0-9 |
|--------------------|--------------|----------------------|-----|

|  |               |           |       |
|--|---------------|-----------|-------|
|  | <u>Second</u> | Undefined | Blank |
|--|---------------|-----------|-------|

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

Data Conventions/Comments: for anonymous works

This field contains a uniform title used as a main entry. Examples of the use of this field are for anonymous classic titles or for names of radio or television programs, motion pictures, videorecordings, treaties and intergovernmental agreements as well as serial titles.

Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry.

Examples:

Three little pigs.

130 0/ ØaThree little pigs.

## 240 UNIFORM TITLE

### MARC Tag (Field Name):

|                    |               |                          |               |
|--------------------|---------------|--------------------------|---------------|
| 240                | Uniform title | a                        | Uniform title |
| <u>Indicators:</u> | <u>First</u>  | Not printed or displayed | 0             |
|                    | <u>Second</u> | Nonfiling characters     | 0-9           |

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

### Punctuation/Spacing:

This field does not end with a mark of punctuation unless one appears as part of the title, or it is required to end an abbreviation or initial.

### Data Conventions/Comments:

This field is only used when there is also a 1xx main entry field. Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry (1XX). This field is used in addition to the 245 (Title) field, not instead of it.

A work that has appeared with various titles can be explained with the addition of a uniform title along with the title in the 245. Uniform titles can be found by searching the Library of Congress Name Authority File (NAF) for the proper form of the title, and entering the title exactly as it appears. This field is not anticipated to be used with regularity in describing digital objects.

### Examples:

The guidelines for this field do not currently include any examples.

## 245 TITLE

### MARC Tag (Field Name):

|     |       |   |                            |
|-----|-------|---|----------------------------|
| 245 | Title | a | Title                      |
|     |       | b | Remainder of title         |
|     |       | c | Remainder of transcription |
|     |       | h | Medium                     |
|     |       | n | Number of part             |
|     |       | p | Name of part               |

|                    |               |                      |     |
|--------------------|---------------|----------------------|-----|
| <u>Indicators:</u> | <u>First</u>  | No main entry (1xx)  | 0   |
|                    |               | Main entry (1xx)     | 1   |
|                    | <u>Second</u> | Nonfiling characters | 0-9 |

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

### Punctuation/Spacing:

This field ends with a period. Enclose devised titles in brackets. Precede other title information with 'space, colon, space.' Precede the statement of responsibility with a 'space, slash, space.' Precede each statement of responsibility with a space, semicolon, space. The general material designation (GMD) is enclosed in brackets.

Generally, a comma or dashes can be substituted for other forms of punctuation (like a colon, slash, or equal sign) that appear in the title proper. Replace ellipsis or brackets with a dash or parentheses.

The field begins with subfields a (then subfield p if used) and h, followed by the subfields b, c, and n when used.

### Data Conventions/Comments:

This field contains title information. Titles are to be based on the original title associated with the digital object (on the title screen, opening slide, 'readme' file, disc exterior or on associated material like the container or labels) and transcribed as found. Title information should be taken from the primary source of information. For digital objects, the chief source of information is taken directly from the primary source (i.e. title screen or frame), main menu or accompanying materials like containers and labels. If the title is not on the title screen and appears in more than one source within the file, use the source

with the most complete information as the primary source. **Always include a general note (500 field) stating the source of title information.** Variations in title, including those found on accompanying forms (like DTIC 530 and SF298) can be recorded in the 246 (variant title) field. Titles entered on accompanying forms should be used as the title proper only if no other title information is found on the primary source.

Bracketed information can be added to transcribed titles to clarify information or record inaccuracies. Misspelled words can be followed by [sic] or by the abbreviation “i.e.” followed by a clarification (for example, “USAFHRA [i.e. United States Air Force Historical Research Agency]”). Abbreviated words in a transcribed title that are readily apparent need not be clarified by a bracketed clarification (for example, use of bldg. to represent building).

**The cataloger creates devised titles** if no title appears on any primary documentation. The cataloger may choose to use information from secondary sources like reference books in devising a title when the primary documentation available is too scant to be useful or cannot be interpreted, or the cataloger can describe the content of the file or files. Patterns for devising titles may be created on a project-by-project basis. Enter all devised titles in brackets. When devising a title, it may not be necessary to also create a summary note (520); instead the title usually can contain the same information that would be placed in the summary note. Be as descriptive as possible when devising titles.

Information about responsible agents can be transcribed as found in the subfield Øc (Remainder of transcription). Responsible agents listed here are those responsible for file content. The statement can include writers, programmers, graphic artists, animators, and principal investigators. Information about secondary contributors to the file can be recorded in notes or added entries. If the area of responsibility is known, but is not on the primary source of information, the descriptive phrase can be included in brackets (for example, using [sponsor] prior to naming the sponsoring agent).

Select either the general material designation (GMD) term ‘computer file,’ ‘electronic resource,’ or ‘interactive multimedia’ to represent digital objects, and enclose it in brackets. AACR2 only permits the use of the GMD ‘computer file’ at this time, while the *ISBD(ER)* recommends the use of the GMD ‘electronic resource.’ There is currently a recommendation that AACR adopt the use of electronic resource instead of computer file. *Cataloging Internet Resources* mentions that the ALA guidelines allow use of the GMD ‘interactive multimedia.’ DVL use of these terms can be evaluated as records for various formats are intermingled and displayed together.<sup>10</sup>

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<sup>10</sup> There is interest at DTIC in revising the standardized GMD terms (see AACR2, rule 1.1C1), and entering other terminology to represent newer formats instead.

Examples:

Achieving information superiority [interactive multimedia] : a presentation from the 1999 Defense Science Board.

Workshop on “Dynamics in quantum structures far from equilibrium” [interactive multimedia] : 11, 12 July 1997, UC Santa Barbara.

245 10 ØaAchieving information superiorityØh[interactive multimedia] :Øba presentation from the 1999 Defense Science Board.

245 10 ØaWorkshop on “Dynamics in quantum structures far from equilibrium”Øh[interactive multimedia] :Øb11, 12 July 1997, UC Santa Barbara.

## 246 VARIANT TITLE

### MARC Tag (Field Name):

|     |               |   |                    |
|-----|---------------|---|--------------------|
| 246 | Variant title | a | Title              |
|     |               | b | Remainder of title |
|     |               | i | Display text       |

|                    |               |                      |                         |
|--------------------|---------------|----------------------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | No note, added entry | 3                       |
|                    | <u>Second</u> | Type of title        | Blank    None specified |

### Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

### Data Conventions/Comments:

This field contains varying or alternative forms of the title that appear on the material. It is a repeatable field. Use this field in addition to the title (in the 245 field) only if it adds to the identification of the entire object beyond the title. Use the 740 field for titles of parts. Computer file title variations may be found on sources like the help screen, container, label, header or title bar in the Web browser.

The second indicator in this field can contain codes ranging from 0 through 8, which represent the type of varying title being identified. See MARC21 for a complete list of these options. To record other title variations for computer files, begin the field with the subfield i (Display text). This subfield contains a description of the source of the title when 2<sup>nd</sup> indicator descriptions are not appropriate. When used, subfield i precedes subfield a. Record information about the source of a variant title within the 246 field; source of title proper (245 field) is recorded in the 500 field.

Examples:

Achieving information superiority [interactive multimedia] : a presentation from the 1999 Defense Science Board.

Title from disc surface: The Defense Science Board application scenarios

Title from title screen of presentation.

Workshop on “Dynamics in quantum structures far from equilibrium” [interactive multimedia] : 11, 12 July 1997, UC Santa Barbara.

Title from report documentation form: Dynamics in Quantum Structures Far from Equilibrium (CD-ROM)

Title on container:

Title from title screen

Title on disc surface: Air Force Government-Wide Purchase Cardholder Training

Title from title screen of opening page.

245 00 ØaAchieving information superiorityØh[interactive multimedia] :Øca presentation from the 1999 Defense Science Board.

246 3/ ØiTTitle from disc surface: ØaThe Defense Science Board application scenarios

500 // ØaTitle from title screen of presentation.

245 10 ØaWorkshop on “Dynamics in quantum structures far from equilibrium”Øh[interactive multimedia] :Øb11, 12 July 1997, UC Santa Barbara.

246 3/ ØiTTitle from report documentation form: ØaDynamics in Quantum Structures Far from Equilibrium (CD-ROM)

500 // ØaTitle from title screen of opening page.

246 3/ ØiTTitle on container:Øa

500 // ØaTitle from title screen.

246 3/ ØiTTitle on disc surface: ØaAir Force Government-Wide Purchase Cardholder Training

500 // ØaTitle from title screen of opening page.

## 250 EDITION STATEMENT

### MARC Tag (Field Name):

|     |                   |   |                   |
|-----|-------------------|---|-------------------|
| 250 | Edition statement | a | Edition statement |
|-----|-------------------|---|-------------------|

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

This field ends with a period.

### Data Conventions/Comments:

This field is used to record the edition or version of the digital object. Other terminology used to indicate edition includes level, release, and update. This field is used for statements transcribed directly from the digital object, not only in accompanying documentation. For instances where edition information is devised by the cataloger, use the 562 field.

### Examples:

[version] 1.0.

2<sup>nd</sup> American edition.

250 // Øa[version] 1.0.

250 // Øa2nd American edition.

## 256 COMPUTER FILE CHARACTERISTICS

### Field Name (MARC Tag):

256            Computer file characteristics            a            Characteristics

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. The number and size of files is entered in parentheses and separated by a 'space, colon, space.'

### Data Conventions/Comments:

This field describes computer file characteristics, namely file type, number of files, and size. It can also contain information like the quantity of records in a database. This field is to be used only when cataloging computer files specifically. When cataloging remote electronic resources that do not have a physical carrier, use this field to describe contents and do not use the 300 field (physical description). When cataloging material on CD-ROM (or other electronic files with physical characteristics), this field can be used along with the 300 field.

AACR2 includes the following designations for characteristics: computer data, computer program/s, and computer data and program/s, while *ISBD(ER)* has a substantially longer list including such terms as computer interactive multimedia, computer text data, and computer online services.

It is DVL practice not to include the parenthetical statement of the number of files or file size in the 256 field, but the option to include this information is available for future cataloging. When this data is included, it should be drawn from the File Directory for the digital object, not from the Properties information. Data describing electronic resources file and size is also included in the 856 (electronic location) field. Record file size in the 856 field since it may not be constant based on transmission and compression.

DVL lists the file size of electronic resources in kilobytes (KB) or megabytes (MB), not in bytes. This practice differs from that observed in online resources through LC's National Digital Library Project and American Memory Project.

Examples:

Computer interactive multimedia.

Computer data (2 files : 16 MB .mpg and 16 MB .rm).

Computer interactive multimedia (81 files : 281 MB).

256 // ØaComputer interactive multimedia.

256 // ØaComputer data (2 files : 16MB .mpg and 16 MB .rm).

256 // ØaComputer interactive multimedia (81 files : 281 MB).

## 260 PUBLICATION (DATE)

### MARC Tag (Field Name):

|     |                    |   |                                              |
|-----|--------------------|---|----------------------------------------------|
| 260 | Publication (date) | a | Place of publication, distribution           |
|     |                    | b | Publisher, distributor                       |
|     |                    | c | Date of publication, distribution, execution |
|     |                    | e | Place of manufacture                         |
|     |                    | f | Manufacturer                                 |
|     |                    |   |                                              |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

This field ends with a period or other ending mark of punctuation (square bracket or closing parentheses). Precede the name of the distributor with a 'space, colon, space.' Precede the date with a comma.

### Data Conventions/Comments:

Publication information and information about the date of execution, issue, release, or production is contained in this field. The primary source to be used is the material itself or the catalog record. Secondary sources can be used to determine the date if it is not provided. A general note (field 500) can be used to state source of date if not taken from the material. Field 518 (date/time and place of event) can be used to record additional information about a recorded event. Unpublished material uses only the date of execution field (subfield c). Include month and day when that information is available. Subfields a, b, e and f are used for publication information.

When there is no information available about the distribution and release of the material, or if the material is unpublished, include only date information in subfield c. Optionally, when cataloging published material where no place of publication is listed, enter the location as: [United States] if probable location; [United States?] if possible location; or [S.l.] (i.e. sine loco) if location is completely unknown. If the publisher or distributor name is not known, and the item has been published, enter [s.n.] (i.e. sine nomine).

*ISBD(ER)* states that all electronic resources that are accessed remotely can be considered as published.

The name and location of the publisher is entered in subfields a and b. This publisher information can be followed with the name and location of the distributor, including the Defense Technical Information Center (also in repeated subfields a and b). If the publisher is not known, but the distributor is identified, provide only distributor

information. Use the designation [distributor] following the name to qualify the role of the agency. Additionally, other information about the role of the publisher or distributor can be provided in brackets. In selecting the publisher name, the trade name is the most commonly used. Place and name of the manufacturer is also included in this field, if known.

Some archival and manuscript cataloging records the date in the subfield f of the 245 (title) field. In visual materials cataloging, since a combination of published and unpublished works is included, all dates remain in the 260 field, as was done with the DVL audio materials.

In selecting a date format, choose the date pattern that is most specific to the material being described. Use ca. (i.e. circa) for material estimated to have been created within a decade at either end of the range (for example, ca. 1940 to represent approximately 1930 to 1950). If it is certain that the digital object was created between a span of years, use [between 1941 and 1949]. If it was copyrighted, and the date of copyright is known, enter this date in the 260 field preceded immediately with the letter 'c' (for example, c1910).

Abbreviations for months:

Jan.  
Feb.  
Mar.  
Apr.  
May  
June  
July  
Aug.  
Sept.  
Oct.  
Nov.  
Dec.

Examples:

1987.

1997 Sept., c1997.

Fort Belvoir, VA. : Defense Technical Information Center [distributor], 1999.

United States : Wood Knapp, 1989.

Washington, D.C. : Defense Science Board ; [Fort Belvoir, VA .] : Defense Technical Information Center [distributor], 2000 Apr. 1.

[Reston, Va.] : U.S. Dept. of Interior, U.S. Geological Survey ; [Denver, Colo. : USGS Distribution Branch], 1995.

260 // Øc1987.

260 // Øc1997 Sept., c1997.

260 // ØaFort Belvoir, VA. :ØbDefense Technical Information Center [distributor],Øc1999.

260 // ØaWashington, D.C. :ØbDefense Science Board ;Øa[Fort Belvoir, VA.] :ØbDefense Technical Information Center,Øc2000 Apr. 1.

260 // Øa[Reston, Va.] : ØbU.S. Dept of Interior, U.S. Geological Survey ;Øa[Denver, Colo. :ØbUSGS Distribution Branch],Øc1995.

### 300 PHYSICAL DESCRIPTION

#### MARC Tag (Field Name):

|     |                      |   |                        |
|-----|----------------------|---|------------------------|
| 300 | Physical description | a | Extent                 |
|     |                      | b | Other physical details |
|     |                      | c | Dimensions             |
|     |                      | e | Accompanying material  |

#### Indicators:

Indicator codes are not defined for this field.

#### Punctuation/Spacing:

This field ends with a period or other ending mark of punctuation (square bracket or closing parentheses). Enclose duration information in parentheses. Precede other physical details with a 'space, colon, space.' Precede dimensions with a 'space, semicolon, space.'

#### Data Conventions/Comments:

This field provides information about the physical properties of the computer file if it was originally stored on a physical object (as in the case of a CD-ROM).

AACR2 terms that may be used in the subfield include computer optical disc (for CD-ROMs), computer cartridge, computer cassette, computer disk (for magnetically encoded disks), computer reel and videodisc (for older formats). ISBD(ER) terms include optical disc (CD-ROM), optical disc (Photo CD), optical disc (CD-1), tape cassette, tape reel, disk, and chip cartridge. Optionally, the word "Electronic" can be placed in front of the specific designation, although it is unnecessary if the GMD is already supplied in the 245 field.

Other physical details that can be added to the subfield b include sd. (sound), col. (color), density and sectoring.

Information about accompanying materials like user's manuals, guides, and installation materials can be provided in this field. In the future, a determination may be made not to include information about dimensions and accompanying material in this field.

Entering specific physical details, like dimension, is not required. This information can be included when it is readily available. If no duration is provided, do not add this information to this field. If duration is stated as an approximation, it can be added to the 300 field preceding the time with 'ca.' (circa).

If cataloging online or remotely accessed computer files, do not use this field. Instead, describe contents of the computer file in the 256 (computer file characteristics) field.

Examples:

1 electronic optical disc (CD-ROM) : sd., col. ; 4 ¾ in. *ISBD(ER) format.*

1 computer optical disc : sd., col. ; 4 ¾ in. + 1 user manual. *AACR2 format.*

1 electronic disk : sd., col., single sided, single density, soft sector. *CC:DA Task Force on Harmonization example.*

300 // 0a1 electronic optical disc (CD-ROM) :0bsd., col. ;0c 4 ¾ in. *ISBD(ER) format.*

300 // 0a1 computer optical disc :0bsd., col. ;0c4 ¾ in. +0e1 user manual. *AACR2 format.*

300 // 0a1 electronic disk :0bsd., col., single sided, single density, soft sector. *CC:DA Task Force on Harmonization example.*

## 351 ORGANIZATION AND ARRANGEMENT

### MARC Tag (Field Name):

|     |                              |   |              |
|-----|------------------------------|---|--------------|
| 351 | Organization and arrangement | a | Organization |
|     |                              | b | Arrangement  |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. A semi-colon separates the subfield a and subfield b.

### Data Conventions/Comments:

This field describes the organization and arrangement of a collection. It is to be used in collection level cataloging only. The organization subfield contains a description of the organization of the material and the arrangement subfield contains terms used to describe the pattern of arrangement (such as alphabetical, chronological, or by country).

**This field may not be used with digital objects and is a candidate for deletion.**

### Examples:

Organized into the following series: [...]; Each arranged chronologically.

351 // ØaOrganized into the following series: [...];ØbEach arranged chronologically.

## 440

### SERIES STATEMENT/ADDED ENTRY (TITLE)

#### MARC Tag (Field Name):

|     |                                      |   |                        |
|-----|--------------------------------------|---|------------------------|
| 440 | Series/statement/Added entry (Title) | a | Title                  |
|     |                                      | n | Number or part/section |
|     |                                      | p | Name of part/section   |
|     |                                      | v | Volume number          |

|                    |               |                      |       |
|--------------------|---------------|----------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | Undefined            | Blank |
|                    | <u>Second</u> | Nonfiling characters | 0-9   |

Note: The second indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

#### Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

#### Data Conventions/Comments:

This field contains a series title as found on the primary source of information itself. It is not anticipated to be used in most instances throughout the DVL. A series statement groups together works that are related by a common factor (like a publisher's series or a collection of works). Use of this field can be paired with the 8XX field, but the 8XX field is not expected to be used as part of the DVL.

#### Examples:

Knowledge Adventure series.

Civil War collection.

440 // ØaKnowledge Adventure series.

440 // ØaCivil War collection.

## 500 GENERAL NOTE

### MARC Tag (Field Name):

|     |              |   |              |
|-----|--------------|---|--------------|
| 500 | General note | a | General note |
|-----|--------------|---|--------------|

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

### Data Conventions/Comments:

Notes are used to record such information as the source of the date, title, or responsible agents as well as additional information, which do not clearly fit into other fields but is useful for documenting the digital object. Use this note field when information does not belong in any other specified fields in these guidelines. Some examples include translations from foreign languages, copyright claimant information, the name of related collections, information about responsible agents, and miscellaneous numbers. DVL cataloging has used this field to record information about the type of interaction the user will experience, information related to software applications, and information about modifications made to the digital object.

**A note describing the source of the title is required when cataloging digital objects.**

Examples:

Title devised by cataloger.

Title from title screen.

Title from title screen; edition statement from container.

Title from disc surface.

Title from container.

Title from first line of file.

Title from readme file.

Date based on ...

Description based on home page dated:

Variation in title from...

Label on container:

No longer available via Internet.

Conference organized by S.J. Allen (UCSB) and Hiroyuki Sakaki (University of Tokyo); sponsored by the Quantum Transition Project (Japan Science and Technology Corp.), QUEST (National Science Foundation Science and Technology Center at UCSB), the DoD MFEL Program, and the Quantum Institute (UCSB).

This presentation uses the PowerPoint Viewer, freeware that is installed with the presentation as part of the start-up process. The presentation was created using Microsoft PowerPoint 97.

Contains a file of PowerPoint presentations organized into separate speaker files, in addition to a Photo Album documenting the conference with a table of contents and 21 slides of photographs with corresponding captions.

Online version does not contain all of the files that are on the original CD-ROM.

In the first module, the last video "Real Time Battle Damage Assessment" is damaged and unavailable to view; audio for this portion is available. Press PgDn or Escape to return to the menu.

Color is faded; some footage lacking.

500 // ØaTitle devised by cataloger.

500 // ØaTitle from title screen.

500 // ØaTitle from title screen; edition statement from container.

500 // ØaTitle from disc surface.

500 // ØaTitle from container.

500 // ØaTitle from first line of file.

500 // ØaTitle from readme file.

500 // ØaDate based on ...

500 // ØaDescription based on home page dated:

500 // ØaVariation in title from ...

500 // ØaLabel on container:

500 // ØaNo longer available via Internet.

500 // ØaConference organized by S.J. Allen (UCSB) and Hiroyuki Sakaki (University of Tokyo); sponsored by the Quantum Transition Project (Japan Science and Technology Corp.), QUEST (National Science Foundation Science and Technology Center at UCSB), the DoD MFEL Program, and the Quantum Institute (UCSB).

500 // ØaThis presentation uses the PowerPoint Viewer, freeware that is installed with the presentation as part of the start-up process. The presentation was created using Microsoft PowerPoint 97.

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500 // ØaOnline version does not contain all of the files that are on the original CD-ROM.

500 // ØaIn the first module, the last video "Real Time Battle Damage Assessment" is damaged and unavailable to view; audio for this portion is available. Press PgDn or Escape to return to the menu.

500 // ØaColor is faded; some footage lacking.

## 505 FORMATTED CONTENTS NOTE

### MARC Tag (Field Name):

505      Formatted contents note                      a              Note

|                    |               |                              |       |                     |
|--------------------|---------------|------------------------------|-------|---------------------|
| <u>Indicators:</u> | <u>First</u>  | Display constant controller  | 0     | Contents            |
|                    |               |                              | 1     | Incomplete          |
|                    |               |                              | 2     | Partial             |
|                    |               |                              | 8     | No display constant |
|                    | <u>Second</u> | Level of content designation | Blank | Basic               |

### Punctuation/Spacing:

This field ends in a period when it contains a complete or partial contents listing. In an incomplete contents listing, the field does not contain a period. Space-dash-dash-space ( -- ) is entered between each listing; a space-slash-space ( / ) precedes the name of the responsible agent when known.

### Data Conventions/Comments:

This field contains the titles of works within the cataloged material. Select performer information can also be added after each description when describing collective files.

If the duration of a particular piece is included in the information contained with the item, it can be provided in parentheses following each description. No single format is required to record duration. It can appear as '(2:02)' or as '(20 min.)' based on the amount of information available. When possible, enter duration using hours (when applicable), minutes, and seconds in the following formats: (hours:minutes:seconds) and (minutes:seconds).

The 505 field can be repeated, using each field for disparate contents information. For example, one contents note can relay information about the titles on a disc or discs, while the other note can contain information about hypertext documents related to the file titles.

Examples:

Module I: Authorized and unauthorized uses of IMPAC – Module II: Responsibilities and procedures for IMPAC operations – Module III: IMPAC processes and practical applications -- Quizzes, certificates of completion.

Dance madness / director, Jean Benoit-Levy ; choreography, Leone Mail ; performers, Claude Bessy and Jean Guelis (11 min.) -- Tugboat caption / Produced by Transfilm, inc.; created by Picture Press, Inc. (13 min).

[Disk 1]: Channel Islands, Death Valley, Joshua Tree -- [Disk 2]: Lassen Volcanic, Redwood, Sequoia-Kings Canyon, Yosemite. *LC Geography & Map Division example.*

Hypertext documents on all discs: Early American gravestones : introduction to the Farber Gravestone Collection / by Jessie Lie Farber -- Directory of cities and towns in the Farber Gravestone Collection. *Yale University example.*

505 0 ØaModule I: Authorized and unauthorized uses of IMPAC – Module II: Responsibilities and procedures for IMPAC operations – Module III: IMPAC processes and practical applications -- Quizzes, certificates of completion.

505 0 ØaDance madness / director, Jean Benoit-Levy ; choreography, Leone Mail ; performers, Claude Bessy and Jean Guelis (11 min.) -- Tugboat caption / Produced by Transfilm, inc.; created by Picture Press, Inc. (13 min).

505 0 Øa[Disk 1]: Channel Islands, Death Valley, Joshua Tree -- [Disk 2]: Lassen Volcanic, Redwood, Sequoia-Kings Canyon, Yosemite. *LC Geography & Map Division example.*

505 8 ØaHypertext documents on all discs: Early American gravestones : introduction to the Farber Gravestone Collection / by Jessie Lie Farber -- Directory of cities and towns in the Farber Gravestone Collection. *Yale University example.*

## 506 RESTRICTIONS ON ACCESS NOTE

### MARC Tag (Field Name):

|     |                             |   |                        |
|-----|-----------------------------|---|------------------------|
| 506 | Restrictions on access note | a | Terms governing access |
|     |                             | b | Jurisdiction           |
|     |                             | d | Authorized users       |
|     |                             | e | Authorization          |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

### Data Conventions/Comments:

A note can be added to each record or supplied only at the collection level to provide information regarding access to the collections at the holdings institution. Access relates to physical, legal or procedural situations. This field contains information related to access to the physical property of the holdings institution. It is also used to document instances when a password is required for access, access is granted for official use only, or a subscription is required for access.

### Examples:

Available only to DTIC staff. Defense Virtual Library, Defense Technical Information Center; Department of Defense authorized persons. Source of authority for restriction (ex.: Title, chapter).

For official use only.

Contact Luke Air Force Base for further information on access to original material.

506 // ØaAvailable only to DTIC staff.ØbDefense Virtual Library, Defense Technical Information Center;ØdDepartment of Defense authorized persons.ØeSource of authority for restriction (ex.: Title, chapter).

506 // ØaFor official use only.

506 // ØaContact Luke Air Force Base for further information on access to original material.

**508****CREATION/PRODUCTION CREDITS NOTE**MARC Tag (Field Name):

508          Creation/production credits note          a          Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Separate between credits with 'space, semicolon, space.'

Data Conventions/Comments:

People or organizations that are not cast members who were involved in the production of the work are entered here. Examples include narrators, producers, directors, consultants, and editors among others. This field can contain an introductory phrase as a display constant (i.e. 'Credits:').

Examples:

Producer, Susan F. Hawkins ; writers, Susan F. Hawkins and Nancy Davis ;  
photographers, John Godwin and Susan F. Hawkins ; editor, Daniel J. Marcacci ;  
music/audio, Phil Walker.

508 // ØaProducer, Susan F. Hawkins ; writers, Susan F. Hawkins and Nancy Davis ;  
photographers, John Godwin and Susan F. Hawkins ; editor, Daniel J. Marcacci ;  
music/audio, Phil Walker.

**510**  
**CITATION/REFERENCES NOTE**

MARC Tag (Field Name):

|     |                          |   |                        |
|-----|--------------------------|---|------------------------|
| 510 | Citation/References Note | a | Name of source         |
|     |                          | c | Location within source |

|                    |               |                              |       |
|--------------------|---------------|------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | Location in source not given | 3     |
|                    |               | Location in source given     | 4     |
|                    | <u>Second</u> | Undefined                    | Blank |

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains notes and citations or references to published descriptions of the digital object. It is used to provide a reference to publications where an item has been cited. No attempt should be made to create a complete list of citations. This field can be used in cases where the source cited refers to a checklist, catalog, or review.

Examples:

The guidelines for this field do not currently include any examples.

## 516 TYPE OF COMPUTER FILE OR DATA NOTE

### Field Name (MARC Tag):

516            Type of computer file or data note            a            Note

|                    |               |                                                         |            |
|--------------------|---------------|---------------------------------------------------------|------------|
| <u>Indicators:</u> | <u>First</u>  | No display constant<br>Display constant 'Type of file:' | 8<br>Blank |
|                    | <u>Second</u> | Undefined                                               | Blank      |

Note: First indicator can generally be set to 8.

### Punctuation/Spacing:

Do not end this field with a mark of punctuation unless the field ends with data ending in a mark of punctuation (like an abbreviation or initial letter). This field is to be used only when cataloging computer files specifically.

### Data Conventions/Comments:

This field contains a description of the type of computer file data being cataloged. It is represented in coded form in the 008/26 field. Possible terms include: document, game, interactive multimedia, online system or service, and combination.

Some organizations use the field for a free text notation about the type of computer file, like "File is in Postscript format." or "Electronic journal available in ASCII and Rich Text."

### Examples:

Interactive multimedia

516 8 ØaInteractive multimedia

## 520 SUMMARY NOTE

### MARC Tag (Field Name):

520      Summary, abstract, scope note      a      Summary note

|                    |               |                             |       |
|--------------------|---------------|-----------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | No display constant         | 8     |
|                    |               | Display constant 'Subject:' | 0     |
|                    |               | Display constant 'Summary:' | Blank |
|                    | <u>Second</u> | Undefined                   | Blank |

Note: First indicator can generally be set to 8.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

### Data Conventions/Comments:

This field contains a succinct objective summary note describing the digital object. A summary note is not required and should be used only to enrich information available to the researcher by viewing the electronic file or reading the bibliographic record. It is not necessary to add a summary description to each bibliographic record, but this note can be added when textual description will enhance understanding of the material.

### Examples:

Multimedia presentation of final report of the Defense Science Board Task Force on the National Imagery and Mapping Agency (NIMA). Review of NIMA's role in U.S. superior imagery and geospatial information. Development of Tasking, Processing, Exploitation and Dissemination (TPED) process.

520 8/ ØaMultimedia presentation of final report of the Defense Science Board Task Force on the National Imagery and Mapping Agency (NIMA). Review of NIMA's role in U.S. superior imagery and geospatial information. Development of Tasking, Processing, Exploitation and Dissemination (TPED) process.

**530****ADDITIONAL PHYSICAL FORM AVAILABLE NOTE**MARC Tag (Field Name):

|     |                               |   |                         |
|-----|-------------------------------|---|-------------------------|
| 530 | Additional physical form note | a | Note                    |
|     |                               | b | Availability source     |
|     |                               | c | Availability conditions |
|     |                               | d | Order number            |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field can be used optionally to refer to transcripts and surrogates of the material, including other formats. When describing more than one format of the same material in a single record, this field can contain information distinguishing the contents of the remote and physical files.

Examples:

Typewritten transcript available at...

Reference copy available...

Executive summary also available from the DoD web site. Address as of 3/10/2001:  
<http://www...>

Use electronic surrogate.

530 // ØaTypewritten transcript available at...

530 // ØaReference copy available...

530 // ØaExecutive summary also available from the DoD web site. Address as of  
3/10/2001: <http://www...>

530 // ØaUse electronic surrogate.

### 533 REPRODUCTION NOTE

#### MARC Tag (Field Name):

|     |                   |   |                                |
|-----|-------------------|---|--------------------------------|
| 533 | Reproduction note | a | Type of reproduction           |
|     |                   | b | Place of reproduction          |
|     |                   | c | Responsible agency             |
|     |                   | d | Date of reproduction           |
|     |                   | e | Physical description of repro. |
|     |                   | f | Series statement of repro.     |
|     |                   | m | Date of issues reproduced      |
|     |                   | n | Note about reproduction        |
|     |                   | 7 | Fixed length elements          |

#### Indicators:

Indicator codes are not defined for this field.

#### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. If use of the subfield 7 (fixed-length elements) is implemented, the period or ending mark of punctuation precedes the Ø7. Place of reproduction is separated by the name of the responsible agency with a ‘space, colon, space.’ The series statement can be enclosed in parentheses.

#### Data Conventions/Comments:

**This field describes a reproduction of original material when the original item is described in the main body of the bibliographic record. Do not use this field when describing digital objects that have not been reformatted for the DVL.** This field has generally been used for reproductions of serials, most commonly for reproductive microforms, but use with electronic materials has been implemented in other instances.

The subfield n (Note about reproduction) can be repeated if more than one note is necessary to convey details about the reproduction process.

The fixed-length data element (subfield 7) is composed of 15 character positions that describe elements about the reproduction that correspond to those contained in the 008 field for the original material (including type of date, dates 1 and 2, place of publication, frequency, regularity, and form of item). Frequency and regularity relate to serials cataloging. If the fixed-length element is incorporated into the DVL, an example of subfield coding is: **s2000////xxun/s** (representing single date, reproduced in year 2000, no second date, reproduced in the U.S., frequency and regularity not applicable, electronic

form of item). This subfield information may also be located in other fields, and may not be implemented in the DVL.

Additional MARC fields identified that may contain information about electronic reproductions include the 583 field (Action note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's (RLG) Working Group on Preservation Issues of Metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (<http://www.rlg.org/preserv/metaapp2.html>) for options of using field 533 for digital version information. RLG initially supported the implementation of both the 533 and the 583 to record preservation-related metadata within the MARC record. Since that time, there has been greater support for the use of the 583 field for this information. Determinations about which field to use and the manner in which the field would be implemented remain in flux. An example of possible implementation based on the RLG documentation for electronic reproductions is included here.

#### Examples:

Computer file. 1999 Feb. 21 Fort Belvoir, VA : Defense Technical Information Center, 10 May 2000. Physical description of reproduction. (Project Name). DTIC reformatted electronic file originally created by ... s2000///xxun/s

533 // ØaComputer file.Øm1999 Feb. 21ØbFort Belvoir, VA :ØcDefense Technical Information Center,Ød10 May 2000.Øephysical description of repro.Øf(Project Name).ØnDTIC reformatted electronic file originally created by ...Ø7s2000///xxun/s

**535****LOCATION OF ORIGINALS/DUPLICATES NOTE**MARC Tag (Field Name):

|     |                                       |   |                           |
|-----|---------------------------------------|---|---------------------------|
| 535 | Location of originals/duplicates note | a | Custodian                 |
|     |                                       | b | Postal address            |
|     |                                       | c | Country                   |
|     |                                       | d | Telecommunication address |
|     |                                       | 3 | Materials specified       |

|                    |               |                                 |       |
|--------------------|---------------|---------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | Custodian: holder of originals  | 1     |
|                    |               | Custodian: holder of duplicates | 2     |
|                    | <u>Second</u> | Undefined                       | Blank |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.  
Optionally, separate data between subfields with a semicolon.

Data Conventions/Comments:

This field names the holding institution that has custody over the original or duplicate material described in the record. Use this field only when the material is located in a repository that is different from the institution described in the bibliographic record. This field can be used in conjunction with the 562 field (Copy and version identification note) to convey information about the institution that has the original material.

Examples:

Duplicate CD-ROM Smithsonian Institution; Washington, D.C. USA; 202-020-2020

535 2/ Ø3Duplicate CD-ROMØaSmithsonian Institution;ØbWashington,  
D.C.;ØcUSA;Ød202-020-2020

**538**  
**SYSTEM DETAILS NOTE**

Field Name (MARC Tag):

|     |                     |   |      |
|-----|---------------------|---|------|
| 538 | System details note | a | Note |
|-----|---------------------|---|------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. This field begins with the text ‘System requirements’ or ‘Mode of access’ followed by a colon. Each detail is then separated by a semi-colon.

Data Conventions/Comments:

This field contains system information and notes about system requirements. This field is to be used only when cataloging computer files specifically. It includes information about hardware, software, and peripheral requirements for use. Record any special software needed, unusual amounts of memory required or special hardware necessary to access the computer file. This information can include the name, model or number of the machine, operating system, or amount of memory needed.

This field begins with the phrase “System requirements” or “Mode of access.” Repeat the field if the computer file runs on both PCs and MACs to provide information that must be conveyed in order to operate each system.

System requirements should be described in the following order: make and model of the computer, amount of required memory, name of operating system, software requirements, and description of required or recommended peripherals. Mode of access entries can contain web site address information.

Examples:

System requirements: PC with modem or direct Internet connection; World Wide Web browser and sound card or player.

System requirements: Windows95 and PowerPoint97 (best results with Windows98 and PowerPoint2000); audio and video capabilities. For best results, copy complete DSB folder to hard drive.

System requirements: IBM-PC or compatible (386 or 486 based (486 recommended)); 4 MB application RAM; Windows 3.1 or greater; 4 MB hard-disk space; 1.44 MB 3.5 in. floppy-disk drive; CD-ROM drive (double speed or higher recommended).

System requirements: 486 or Pentium level personal computer; 16 MB RAM; Microsoft Windows 95; Windows compatible 1024 x 768 24-bit graphics card & monitor; 50 MB dedicated hard drive space; MPC certified 4x CD-ROM drive; mouse or other pointing device; Adobe Acrobat reader must be installed separately to read hypertext documents (software included on the discs).

System requirements: Windows, Adobe Acrobat 3.0, Excel 5.0 or later, Netscape Navigator 3.x or higher or Microsoft Internet Explorer 3.x or higher.

System requirements: Adobe Acrobat Reader.

Mode of access: Internet World Wide Web. Host: [dvl.dtic.mil](http://dvl.dtic.mil)

Mode of access: Available electronically via Internet.

538 // ØaSystem requirements: PC with modem or direct Internet connection; World Wide Web browser and sound card or player.

538 // ØaSystem requirements: IBM-PC or compatible (386 or 486 based (486 recommended)); 4 MB application RAM; Windows 3.1 or greater; 4 MB hard-disk space; 1.44 MB 3.5 in. floppy-disk drive; CD-ROM drive (double speed or higher recommended).

538 // ØaSystem requirements: Windows95 and PowerPoint97 (best results with Windows98 and PowerPoint2000); audio and video capabilities. For best results, copy complete DSB folder to hard drive.

538 // ØaSystem requirements: 486 or Pentium level personal computer; 16 MB RAM; Microsoft Windows 95; Windows compatible 1024 x 768 24-bit graphics card & monitor; 50 MB dedicated hard drive space; MPC certified 4x CD-ROM drive; mouse or other pointing device; Adobe Acrobat reader must be installed separately to read hypertext documents (software included on the discs).

538 // ØaSystem requirements: Windows, Adobe Acrobat 3.0, Excel 5.0 or later, Netscape Navigator 3.x or higher or Microsoft Internet Explorer 3.x or higher.

538 // ØaSystem requirements: Adobe Acrobat Reader.

538 // ØaMode of access: Internet World Wide Web. Host: [dvl.dtic.mil](http://dvl.dtic.mil)

538 // ØaMode of access: Available electronically via Internet.

**540****TERMS GOVERNING USE & REPRODUCTION NOTE**MARC Tag (Field Name):

|     |                              |   |                  |
|-----|------------------------------|---|------------------|
| 540 | Terms governing use & repro. | a | Terms            |
|     |                              | b | Jurisdiction     |
|     |                              | c | Authorization    |
|     |                              | d | Authorized users |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains a general statement describing terms governing use and reproduction after access has been provided. This statement is usually constructed with assistance from the holding institution, and could be defaulted in every record associated with a single collection.

It may be possible to incorporate use of this field into the records to describe terms of use and reproduction that relate to the electronic item as well as the original material. These terms could include information about authorized groups and access rights for use and reproduction of the digitized file.

The examples that follow include some possible notes related to copyrighted materials. DVL will follow departmental policies concerning copyrighted materials. If DVL material has copyright restrictions, information about restrictions on use and reproduction can be contained in this field. Optionally, broader information related to copyright can be included in a separate web page that explains restrictions on use and users' responsibilities.

DVL practice in describing the sample complex digital objects is to include the statement "Reproduction rights may be restricted through copyright" in all bibliographic records.

Examples:

Credit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL.; no reproduction restrictions.

Credit line: Office of the Chief of Naval Operations, Washington, DC; reproduction prohibited.

May be restricted: Information on reproduction rights available at...

No reproduction restrictions known.

Reproduction rights may be restricted through copyright.

Restricted: Information on reproduction rights available from Los Alamos National Laboratory.

Copyright owned by...

Duplication not permitted.

Permission required to cite, quote, and reproduce; contact repository for information.

Restrictions: It is unlawful to download, copy, print or utilize in any other form this material without written consent from the copyright holder.

540 // ØaCredit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL.; no reproduction restrictions.

540 // ØaCredit line: Office of the Chief of Naval Operations, Washington, DC; reproduction prohibited.

540 // ØaMay be restricted: Information on reproduction rights available at...

540 // ØaNo reproduction restrictions known.

540 // ØaReproduction rights may be restricted through copyright.

540 // ØaRestricted: Information on reproduction rights available from Los Alamos National Laboratory.

540 // ØaCopyright owned by ...

540 // ØaDuplication not permitted.

540 // ØaPermission required to cite, quote, and reproduce; contact repository for information.

540 // ØaRestrictions: It is unlawful to download, copy, print or utilize in any other form this material without written consent from the copyright holder.

**541**  
**IMMEDIATE SOURCE OF ACQUISITION NOTE**

MARC Tag (Field Name):

|     |                                 |   |                       |
|-----|---------------------------------|---|-----------------------|
| 541 | Immediate source of acquisition | c | Method of acquisition |
|     |                                 | a | Source of acquisition |
|     |                                 | d | Date of acquisition   |
|     |                                 | e | Accession number      |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. A semicolon separates each subfield.

Data Conventions/Comments:

This field contains information about the source of acquisition of this material by the holding institution. This information is generally included in the accession record. To date, use of this field has not been implemented since this information has not been relevant to the materials currently contained in the DVL.

Examples:

Gift; John Smith; 1943.

541 // ØcGift; ØaJohn Smith;Ød1943.

**545****BIOGRAPHICAL OR HISTORICAL NOTE**MARC Tag (Field Name):

545      Biographical or historical note      a      Note

|                    |               |              |       |                         |
|--------------------|---------------|--------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of data | Blank | No information provided |
|                    | <u>Second</u> | Undefined    | Blank |                         |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

A brief history related to the organization that created the digital object, or biographical information about the creator. This note should relate biographical or historical information about the main entry. It is not required, but can be used to place creation of the digital object in context. This field will not commonly be used to catalog digital objects in the DVL. It is generally used in collection level records.

Examples:

The guidelines for this field do not currently include any examples.

**546**  
**LANGUAGE NOTE**

MARC Tag (Field Name):

|     |               |   |               |
|-----|---------------|---|---------------|
| 546 | Language note | a | Language note |
|-----|---------------|---|---------------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to record the language/s of the described material. It has not been implemented yet because there has not been any foreign language material in the DVL.

Examples:

Recorded in English; captioned in English and German.

546 // ØaRecorded in English; captioned in English and German.

**555**  
**CUMULATIVE INDEX/FINDING AIDS NOTE**

MARC Tag (Field Name):

|     |                                    |   |      |
|-----|------------------------------------|---|------|
| 555 | Cumulative index/finding aids note | a | Note |
|-----|------------------------------------|---|------|

|                    |               |                               |       |
|--------------------|---------------|-------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | No display constant generated | 8     |
|                    | <u>Second</u> | Undefined                     | Blank |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information identifying indexes and finding aids available that focus on the described collection. It is used in collection level cataloging only. This field describes details about the level of control the index or finding aid provides.

Examples:

Unpublished guide.

Name index available.

Detailed information is available through the in-house automated catalog.

555 // ØaUnpublished guide.

555 // ØaName index available.

555 // ØaDetailed information is available through the in-house automated catalog.

**556****INFORMATION ABOUT DOCUMENTATION NOTE**MARC Tag (Field Name):

556      Information about documentation note      a      Note

|                    |               |                               |       |
|--------------------|---------------|-------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | No display constant generated | 8     |
|                    | <u>Second</u> | Undefined                     | Blank |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information the documentation of the files.

Examples:

Documentation in 'readme' file.

User's guide available online via Internet e-mail and FTP access.

556 8/ ØaDocumentation in 'readme' file.

556 8/ ØaUser's guide available online via Internet e-mail and FTP access.

## 562 COPY AND VERSION IDENTIFICATION NOTE

### MARC Tag (Field Name):

|     |                                      |   |                        |
|-----|--------------------------------------|---|------------------------|
| 562 | Copy and version identification note | a | Identifying markings   |
|     |                                      | b | Copy identification    |
|     |                                      | c | Version identification |
|     |                                      | d | Presentation format    |
|     |                                      | 3 | Materials specified    |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

### Data Conventions/Comments:

This field is used to distinguish between copies of materials when more than one copy or version exists. It is used in cases where edition or version information is supplied by the cataloger. Use the 250 field (Edition statement) in instances where this information is transcribed directly from the primary source of information. This field can be used in conjunction with the 535 field (Location of originals/duplicates note) to provide information about both the original and the copy.

There is a possibility that use of this field might be implemented for information about electronic versions. Additional fields that can contain information about digitized versions include the 533 field (Reproduction note), 583 field (Actions note), and 856 field (Electronic location and access).

### Examples:

In German with English captions.

562 // ØcIn German with English captions.

**567**  
**METHODOLOGY NOTE**

MARC Tag (Field Name):

|     |                  |   |      |
|-----|------------------|---|------|
| 567 | Methodology note | a | Note |
|-----|------------------|---|------|

|                    |               |                               |       |
|--------------------|---------------|-------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | No display constant generated | 8     |
|                    | <u>Second</u> | Undefined                     | Blank |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information about methodological characteristics of the file or files, including notes about algorithm, validation or classification.

Examples:

The guidelines for this field do not currently include any examples.

## 580

### LINKING ENTRY COMPLEXITY NOTE

#### MARC Tag (Field Name):

580      Linking entry complexity note      a      Note

#### Indicators:

Indicator codes are not defined for this field.

#### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

#### Data Conventions/Comments:

This field is used to express the relationship between the item described in the bibliographic record and other related records. It is used at the subunit or item level to relate to the collection record.

This field can also be used in conjunction with linking entry fields to explain the link between related items in cases where this linkage cannot be expressed solely with the 787 field. For example, the linkage between DTIC CD-ROMS and the related technical report can be further detailed by using this field in conjunction with the 787 field (nonspecific relationship entry), although use of the 580 has not been required or implemented to date. It is possible that future electronic linkage to technical reports will utilize the 856 field.

#### Examples:

Forms part of the XYZ collection.

Accompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

580 // ØaForms part of the XYZ collection.

580 // ØaAccompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

## 581 PUBLICATIONS NOTE

### MARC Tag (Field Name):

|     |                   |   |      |
|-----|-------------------|---|------|
| 581 | Publications Note | a | Note |
|-----|-------------------|---|------|

|                    |               |                               |       |
|--------------------|---------------|-------------------------------|-------|
| <u>Indicators:</u> | <u>First</u>  | No display constant generated | 8     |
|                    | <u>Second</u> | Undefined                     | Blank |

### Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Follow the format supplied in the *Chicago Manual of Style* (for example: Published in: Title / Author. Place of publication : Publisher, Date, p. #).

### Data Conventions/Comments:

Use this field to cite a publication based on the digital object itself. Use the introductory expression "Discussed in:" to cite sources where the digital object was discussed.

Note: In cases where the source cited refers to a checklist or catalog, MARC field 510 may be used.

For additional information related to the use of this field, see *Archives, Personal Papers, and Manuscripts* (1.7B14.), and *Anglo-American Cataloging Rules*, 2nd edition (1.7A4.).

### Examples:

Discussed in:

581 // ØaDiscussed in:

## 583 ACTION NOTE

### MARC Tag (Field Name):

|     |             |   |                       |
|-----|-------------|---|-----------------------|
| 583 | Action note | a | Action note           |
|     |             | b | Action identification |
|     |             | c | Time/date of action   |
|     |             | d | Action interval       |
|     |             | f | Authorization         |
|     |             | i | Method of action      |
|     |             | j | Site of action        |
|     |             | k | Action agent          |
|     |             | l | Status                |
|     |             | x | Nonpublic note        |
|     |             | z | Public note           |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation. Optionally, separate data between subfields with a semicolon.

### Data Conventions/Comments:

This field is used to record information about the status of processing and preservation actions, including processing related to digitization. The field can be repeated to describe different actions performed during processing or preservation. This field may contain reformatting information related to electronic actions. This field is for use in cases where the material was reformatted, but not for material where there was no processing or preservation treatment.

Many 583 subfields are repeatable within each field (Øa and Ø3 are two subfields that are not repeatable). Multiple versions are identified with the use of the materials specified subfield, while multiple actions are identified with the use of separate repeated 583 fields.

The subfield a (Action note) can use standard terminology (see <http://lcweb.loc.gov/marc/bibliographic/583terms.html>). Terms include: reformatted (to be used with Øi or Øl) and will reformat (to be used with Øc and Ød).

The subfields x (Nonpublic note) and z (Public note) can be repeated if more than one note is necessary to convey details about the digitization process.

Additional MARC fields that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's Working Group on Preservation Issues of Metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (<http://www.rlg.org/preserv/metaapp2.html>) for options of using field 583 for digital version information. An example of possible implementation based on the RLG documentation for electronic reproductions is included here.

Examples:

reformatted; CXADM001018; 20000401; XYZ Reformatting ; John Q. Electronic.  
Nonpublic note with formatting details. Digitally remastered by DTIC for the Defense Virtual Library.

583 // Øareformatted; ØbCXADM001018; Øc20000401; ØjXYZ Reformatting ;  
ØkJohn Q. Electronic. ØxNonpublic note with formatting details. ØzDigitally remastered  
by DTIC for the Defense Virtual Library.

## 600

### SUBJECT ADDED ENTRY: PERSONAL NAME

#### MARC Tag (Field Name):

|     |                               |   |                        |
|-----|-------------------------------|---|------------------------|
| 600 | Subject added entry: Personal | a | Personal name          |
|     |                               | b | Numeration             |
|     |                               | c | Titles                 |
|     |                               | q | Fuller form of name    |
|     |                               | d | Dates                  |
|     |                               | x | General subdivision    |
|     |                               | z | Geographic subdivision |

Note: Information in subfields a-q is to be taken directly from online searching of LC files.

|                    |               |                        |   |                      |
|--------------------|---------------|------------------------|---|----------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of personal name  | 0 | Forename             |
|                    |               |                        | 1 | Surname              |
|                    |               |                        | 3 | Family name          |
|                    | <u>Second</u> | Subject heading system | 0 | LC authority         |
|                    |               |                        | 4 | Source not specified |
|                    |               |                        | 7 | Source in Ø2         |

#### Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF). When an open-ended life date is at the end of the field, end the field with the hyphen, not a period.

When adding general subdivisions, hyphens are usually system-supplied between the subfields from the name as found in NAF and the subfields for the subdivision.

#### Data Conventions/Comments:

This field contains a personal name used as a subject indexing term. Use this field to index digital objects where the subject is a person. Search NAF for the proper form of the name and enter the name exactly as it appears. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

#### Examples:

Roosevelt, Franklin D. (Franklin Delano), 1882-1945.

600 10 ØaRoosevelt, Franklin D.Øq(Franklin Delano),Ød1882-1945.

## 610

### SUBJECT ADDED ENTRY: CORPORATE NAME

#### MARC Tag (Field Name):

|     |                                |   |                           |
|-----|--------------------------------|---|---------------------------|
| 610 | Subject added entry: Corporate | a | Corporate name            |
|     |                                | b | Subordinate units         |
|     |                                | x | General subdivision       |
|     |                                | y | Chronological subdivision |
|     |                                | z | Geographic subdivision    |

Note: Information in subfields a-b is to be taken directly from online searching of LC files.

|                    |               |                        |   |                      |
|--------------------|---------------|------------------------|---|----------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of name           | 0 | Inverted name        |
|                    |               |                        | 1 | Jurisdiction name    |
|                    |               |                        | 2 | Name in direct order |
|                    | <u>Second</u> | Subject heading system | 0 | LC authority         |
|                    |               |                        | 4 | Source not specified |
|                    |               |                        | 7 | Source in Ø2         |

#### Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF). Note that corporate names ending with a closing parentheses do not use a period at the end of the line.

#### Data Conventions/Comments:

This field contains the name of the corporate body used as a subject indexing term. Use this field to index digital objects where the subject is a corporate name. Search NAF for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

United States. Congress. Senate.

United States. Army--Procurement.

United States. National Imagery and Mapping Agency.

Cable News Network.

610 10 ØaUnited States.ØbCongress.ØbSenate.

610 10 ØaUnited States.ØbArmyØxProcurement.

610 10 ØaUnited States.ØbNational Imagery and Mapping Agency.

610 20 ØaCable News Network.

## 611

### SUBJECT ADDED ENTRY: MEEETING NAME

#### MARC Tag (Field Name):

|     |                              |   |                     |
|-----|------------------------------|---|---------------------|
| 611 | Subject added entry: Meeting | a | Meeting name        |
|     |                              | n | Number of meeting   |
|     |                              | d | Date of meeting     |
|     |                              | c | Location of meeting |
|     |                              | e | Subordinate unit    |
|     |                              | x | General subdivision |

|                    |               |                        |   |                      |
|--------------------|---------------|------------------------|---|----------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of meeting name   | 0 | Inverted name        |
|                    |               |                        | 1 | Jurisdiction name    |
|                    |               |                        | 2 | Name in direct order |
|                    | <u>Second</u> | Subject heading system | 0 | LC authority         |
|                    |               |                        | 4 | Source not specified |
|                    |               |                        | 7 | Source in Ø2         |

#### Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File.

#### Data Conventions/Comments:

This field contains a meeting name as a subject of the digital object. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

#### Examples:

Olympic Games (23rd : 1984 : Los Angeles, Calif.)

Dynamics in Quantum Structures Far from Equilibrium (July 1997 : Santa Barbara, Calif.)

611 20 ØaOlympic GamesØn(23rd :Ød1984 :ØcLos Angeles, Calif.)

611 24 ØaDynamics in Quantum Structures Far from Equilibrium Ød(July 1997 :ØcSanta Barbara, Calif.)

## 630

### SUBJECT ADDED ENTRY: UNIFORM TITLE

#### MARC Tag (Field Name):

|     |                                    |   |                  |
|-----|------------------------------------|---|------------------|
| 630 | Subject added entry: Uniform title | a | Uniform title    |
|     |                                    | v | Form subdivision |

|                    |               |                        |     |                      |
|--------------------|---------------|------------------------|-----|----------------------|
| <u>Indicators:</u> | <u>First</u>  | Nonfiling characters   | 0-9 |                      |
|                    | <u>Second</u> | Subject heading system | 0   | LC authority         |
|                    |               |                        | 4   | Source not specified |
|                    |               |                        | 7   | Source in Ø2         |

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

#### Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF).

#### Data Conventions/Comments:

This field contains titles of songs, comic strips, movies, radio programs, motion pictures and television programs as a subject. Search NAF for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

A form subdivision can be added to the heading to designate the format of the material described. This subfield can include the terms 'Interactive multimedia,' 'Software,' 'Computer program' and 'Database.'<sup>11</sup>

#### Examples:

Bible. Interactive multimedia.

630 00 ØaBibleØvInteractive multimedia.

<sup>11</sup> See <http://www.lib.usm.edu/~techserv/cat/formsubv.htm> for a complete list of form subdivisions.

## 650

### SUBJECT ADDED ENTRY: TOPICAL TERM

#### MARC Tag (Field Name):

|     |                              |   |                           |
|-----|------------------------------|---|---------------------------|
| 650 | Subject added entry: Topical | a | Topical term              |
|     |                              | v | Form subdivision          |
|     |                              | x | General subdivision       |
|     |                              | y | Chronological subdivision |
|     |                              | z | Geographical subdivision  |
|     |                              | 2 | Source of heading         |

The first indicator can be set as blank (no information on level of subject provided).

|                    |               |                        |       |                         |
|--------------------|---------------|------------------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Level of subject       | Blank | No information provided |
|                    | <u>Second</u> | Subject heading system | 0     | LCSH                    |
|                    |               |                        | 4     | Source not specified    |
|                    |               |                        | 7     | Source in Ø2            |

#### Punctuation/Spacing:

A period or ending mark of parentheses is at the end of this field. Subfields are separated by system-supplied hyphens. If subfield 2 is the last subfield entered, the mark of punctuation or closing parentheses precedes the subfield, system-supplied hyphens do not precede the subfield 2, and there is no ending mark of punctuation following the subfield 2.

#### Data Conventions/Comments:

Select topical terms that describe the subject/s of the digital object. If there is a summary note, all indexing terms selected should relate to the description in the summary note (520) or title (245); however, not all concepts expressed in the summary note need to have corresponding index terms. It is also appropriate to index subjects when no summary note (520) is used in the bibliographic record. If possible, index terms should be selected from the *Library of Congress Subject Headings*, accessible online through the Library of Congress Name Authority File (NAF).

It is not necessary to include topical subject headings in every catalog record. When topical subject headings are used, they may use one or more LCSH terms without any subdivisions, or they may incorporate subdivisions for general, form, geographical, and/or chronological categories.

**Geographical subdivisions** provide a hierarchical description of the location described in the digital object. Use standard geographic place names as found in Library of

Congress Name Authority Files (NAF) or follow standard patterns for creating such names.

**Chronological subdivisions** provide a date range for the digital object, if applicable. Use span dates for the chronological subdivision (rounded to the nearest decade span) unless the date is a single year ending in zero (for example, 1940).

If the date is listed in the date field (260) as 1945, enter the date span as a chronological subdivision as 1940-1950.

If the date is listed in the date field (260) as [between 1943 and 1945; reproduction 1979], enter the date span as a chronological subdivision as 1940-1950.

If the date is listed in the date field (260) as [between 1941 and 1965], enter the date span as a chronological subdivision as 1940-1970.

If the date is listed in the date field (260) as [ca. 1940], enter the date as a chronological subdivision as 1930-1950.

If the date is listed in the date field (260) as 1950, enter the date as a chronological subdivision as 1950.

**Form subdivisions** can include the following terms: Databases, Computer programs, Interactive multimedia, and Software.

If the appropriate term is not found in LCSH, but is found in another source (like the *Defense Technical Information Center Thesaurus*) or has been created as part of the DVL, that term can be entered in the 650 with the second indicator set to indicate the source of the term. Optionally, the term can be entered in the 653 field (uncontrolled index term) instead.

When possible, if using headings that are not from LCSH, cite the source in subfield 2, and set the indicator to 7 to show that the subject heading system is specified in the subfield. For example, use the subfield 2 when using terms from the *Thesaurus for Graphic Materials* or the *Art and Architecture Thesaurus*. The code for these subject heading systems is entered as lctgm or aat. If the cataloging source is not specified and is not LCSH (possibly when using DTIC thesaurus terms), change the indicator to 4.

Examples:

Elephants--Malaysia.

Children blowing bubbles--1980-1990.lctgm

Military art and science--Forecasting.

Surgery, Operative--Computer simulation.

Noise pollution--California--San Clemente Island.

T-45 (Training plane) *not found in LC online; source not given*

Information technology--Interactive multimedia

650 0 ØaElephantsØzMalaysia.

650 7 ØaChildren blowing bubblesØy1980-1990.Ø2lctgm

650 0 ØaMilitary art and scienceØxForecasting.

650 0 ØaSurgery, OperativeØxComputer simulation.

650 0 ØaNoise pollutionØzCaliforniaØSan Clemente Island.

650 4 ØaT-45 (Training plane) *not found in LC online; source not given*

650 0 ØaInformation technologyØvInteractive multimedia.

**651****SUBJECT ADDED ENTRY: GEOGRAPHIC NAME**MARC Tag (Field Name):

|     |                                 |   |                           |
|-----|---------------------------------|---|---------------------------|
| 651 | Subject added entry: Geographic | a | Topical term              |
|     |                                 | x | General subdivision       |
|     |                                 | y | Chronological subdivision |

|                    |               |                        |                        |
|--------------------|---------------|------------------------|------------------------|
| <u>Indicators:</u> | <u>First</u>  | Undefined              | Blank                  |
|                    | <u>Second</u> | Subject heading system | 0 LC authority         |
|                    |               |                        | 4 Source not specified |
|                    |               |                        | 7 Source in Ø2         |

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Subfields are separated by system-supplied hyphens. If the field ends with closing parentheses, do not add a period following the closing parentheses.

Data Conventions/Comments:

This field contains a geographic name used as an indexing term. Search the Library of Congress Name Authority File (NAF) for the proper form of the name and enter it exactly as it is found.

Most entries using this field will use only the subfield a and y. The additional subfields are used in some ambiguous geographic headings, like the names of some wars, military parks, and forts.

Examples:

United States--History--Civil War, 1861-1865.

Boston (Mass.)

651 /0 ØaUnited StatesØxHistoryØyCivil War, 1861-1865.

651 /0 ØaBoston (Mass.)

**653****SUBJECT ADDED ENTRY: UNCONTROLLED INDEX TERM**MARC Tag (Field Name):

653      Subject Added Entry: Uncontrolled      a      Index term

|                    |               |                     |       |                         |
|--------------------|---------------|---------------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Level of index term | Blank | No information provided |
|                    | <u>Second</u> | Undefined           | Blank |                         |

Punctuation/Spacing:

The field does not end with a mark of punctuation unless the punctuation is part of the data.

Data Conventions/Comments:

This field contains index terms that are not derived from a controlled subject heading system or thesaurus. For the DVL, this field can be used to list the bucket terms in consideration for display purposes or for exhibit pages (for example, it can be used to group files related to one theme into a group). The subfield a can be repeated when more than one index term is assigned.

Examples:

Lifestyles

Explosions

653 // ØaLifestylesØaExplosions

**655****SUBJECT ADDED ENTRY: FORM/GENRE**MARC Tag (Field Name):

|     |                                 |   |                           |
|-----|---------------------------------|---|---------------------------|
| 655 | Subject added entry: Form/Genre | a | Form/Genre                |
|     |                                 | v | Form subdivision          |
|     |                                 | x | General subdivision       |
|     |                                 | y | Chronological subdivision |
|     |                                 | 2 | Source of term            |

|                    |               |                                |       |       |
|--------------------|---------------|--------------------------------|-------|-------|
| <u>Indicators:</u> | <u>First</u>  | Type of heading                | Blank | Basic |
|                    | <u>Second</u> | Source specified in subfield 2 | 7     |       |

Punctuation/Spacing:

A period is always at the end of this field. Each subfield should be separated by system-supplied hyphens.

Data Conventions/Comments:

Form and genre terms can be used to describe characteristics of the digital object. Subject headings can be assigned for the physical form of the digital object being described, but for DVL materials, the use of access points for physical characteristics has not been implemented. Possible form subject headings include Interactive multimedia and CD-ROMs. Subject headings can be used from the *Library of Congress Subject Headings* (LCSH) or the *Art and Architecture Thesaurus* (AAT) as appropriate.

The AAT is available online at: [http://shiva.pub.getty.edu/aat\\_browser/](http://shiva.pub.getty.edu/aat_browser/)

Examples:

Software. aat

CD-ROMs lcsh

655 /7 0aSoftware.02aat

655 /7 0aCD-ROMs.02lcsh

## 700

### ADDED ENTRY: PERSONAL NAME

#### MARC Tag (Field Name):

|                    |                            |                       |       |                         |
|--------------------|----------------------------|-----------------------|-------|-------------------------|
| 700                | Added entry: Personal Name |                       | a     | Personal name           |
|                    |                            |                       | b     | Numeration              |
|                    |                            |                       | c     | Titles                  |
|                    |                            |                       | q     | Fuller form of name     |
|                    |                            |                       | d     | Dates                   |
|                    |                            |                       | e     | Relator term            |
|                    |                            |                       |       |                         |
| <u>Indicators:</u> | <u>First</u>               | Type of personal name | 0     | Forename                |
|                    |                            |                       | 1     | Surname                 |
|                    |                            |                       | 3     | Family name             |
|                    |                            |                       |       |                         |
|                    | <u>Second</u>              | Type of added entry   | Blank | No information provided |

#### Punctuation/Spacing:

Enter data exactly as it appears in the Library of Congress Name Authority Files (NAF). A comma follows personal name data except when preceding a fuller form of the name in parentheses. A comma follows the fuller form of the name supplied in parentheses. A period comes at the end of the field. In the case where a life date is open-ended, do not add any punctuation.

#### Data Conventions/Comments:

The 700 field is used only for providing important controlled access to people who were directly involved in the creation or production of the digital object. Search NAF for the accepted style of entry for each name, and enter data exactly as it is found. This field may be repeated.

**Relator terms** that may be used in the DVL include the following: author, compiler, contractor, designer, distributor, editor, metadata contact, programmer, and sponsor. Do not add a relator term if the role in creation is unclear.<sup>12</sup>

If a name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

<sup>12</sup> DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like aut (author), dsr (designer), and prg (programmer). A code list of relator terms is maintained by the Library of Congress and is available at <http://lcweb.loc.gov/marc>.

Examples:

Sakaki, Hiroyuki, 1944-

Jones, Anita, Dr.

700 1/ ØaSakaki, Hiroyuki,Ød1944-

700 1/ ØaJones, Anita,ØcDr.

## 710

### ADDED ENTRY: CORPORATE NAME

#### MARC Tag (Field Name):

|     |                             |   |                   |
|-----|-----------------------------|---|-------------------|
| 710 | Added entry: Corporate Name | a | Corporate name    |
|     |                             | b | Subordinate units |
|     |                             | e | Relator terms     |

|                    |               |                        |       |                         |
|--------------------|---------------|------------------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of corporate name | 0     | Inverted name           |
|                    |               |                        | 1     | Jurisdiction name       |
|                    |               |                        | 2     | Name in direct order    |
|                    | <u>Second</u> | Type of added entry    | Blank | No information provided |

#### Punctuation/Spacing:

This field ends with a period or other mark of punctuation. A comma precedes the relator term; otherwise follow the same form of name listed in the Library of Congress Name Authority File (NAF).

#### Data Conventions/Comments:

This field contains names of corporate bodies directly involved with the digital object. Search NAF for the accepted style of entry for each name, and enter data exactly as it is found. This field may be repeated. If the name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

**Relator terms** that may be used in the DVL include the following: author, compiler, contractor, designer, distributor, editor, metadata contact, programmer, and sponsor. Do not add a relator term if the role in creation is unclear.<sup>13</sup>

<sup>13</sup> DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like aut (author), dsr (designer), and prg (programmer). A code list of relator terms is maintained by the Library of Congress and is available at <http://lcweb.loc.gov/marc>.

Examples:

United States. Bureau of Reclamation, sponsor.

Boston Dynamics, Inc., copyright holder.

Texas A&M University. Dept. of Mechanical Engineering, contractor.

710 1 ØaUnited States.ØbBureau of Reclamation,Øesponsor.

710 2 ØaBoston Dynamics, Inc.,Øecopyright holder.

710 2 ØTexas A&M University.ØbDept. of Mechanical Engineering,Øecontractor.

**711****ADDED ENTRY: MEETING NAME**MARC Tag (Field Name):

|     |                           |   |                     |
|-----|---------------------------|---|---------------------|
| 711 | Added entry: Meeting name | a | Meeting name        |
|     |                           | n | Number of meeting   |
|     |                           | d | Date of meeting     |
|     |                           | c | Location of meeting |
|     |                           | e | Subordinate unit    |

|                    |               |                      |       |                         |
|--------------------|---------------|----------------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Type of meeting name | 0     | Inverted name           |
|                    |               |                      | 1     | Jurisdiction name       |
|                    |               |                      | 2     | Name in direct order    |
|                    | <u>Second</u> | Type of added entry  | Blank | No information provided |

Punctuation/Spacing:

A period or other ending mark of punctuation is at the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a meeting or conference name used as an added entry. Examples include such meetings are exhibitions, expeditions, festivals, and seminars. Search the Library of Congress Name Authority File (NAF) for the accepted style of entry for each name, and enter data exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

Century of Progress International Exposition (1933-1934 : Chicago, Ill.)

711 21 ØaCentury of Progress International ExpositionØd(1933-1934 :ØcChicago, Ill.)

**730****ADDED ENTRY: UNIFORM TITLE**MARC Tag (Field Name):

|     |                            |   |                |
|-----|----------------------------|---|----------------|
| 730 | Added entry: Uniform title | a | Uniform title  |
|     |                            | d | Date of treaty |
|     |                            | f | Date of work   |

|                    |               |                      |                               |
|--------------------|---------------|----------------------|-------------------------------|
| <u>Indicators:</u> | <u>First</u>  | Nonfiling characters | 0-9                           |
|                    | <u>Second</u> | Type of added entry  | Blank No information provided |

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains an added entry for a version of the title that is a uniform title. Use this field to convey uniform title information that is not entered as part of the main entry in the 130 or uniform title in the 240. This field can also be used for added entries for radio and television programs, motion pictures, songs, and anonymous works.

Examples:

The guidelines for this field do not currently include any examples.

**740****ADDED ENTRY: UNCONTROLLED RELATED/ANALYTICAL TITLE**MARC Tag (Field Name):

|     |                                       |   |        |
|-----|---------------------------------------|---|--------|
| 740 | Uncontrolled related analytical title | a | Title  |
|     |                                       | n | Number |
|     |                                       | p | Name   |

|                    |               |                      |                                  |
|--------------------|---------------|----------------------|----------------------------------|
| <u>Indicators:</u> | <u>First</u>  | Nonfiling characters | 0-9                              |
|                    | <u>Second</u> | Type of added entry  | Blank    No information provided |

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a title that varies from the title listed in the 245 (title) field. Use the 246 (variant title) field for varying forms of the title, the 730 (uniform title) field for added uniform titles, and the 740 field for uncontrolled titles. The field is not anticipated to be used with any regularity in the DVL.

*GPO Cataloging Guidelines* uses this field to record the title of the remote file when a physical form also exists. In this case, they add a 530 note describing the additional form available as well.

Examples:

Estimations of U.S. population in the year 2000  
Population estimations 2000.  
*GPO Cataloging Guidelines example.*

245 00 \$aEstimations of U.S. population in the year 2000  
740 0 \$aPopulation estimations 2000.  
*GPO Cataloging Guidelines example.*

## 773 HOST ITEM ENTRY

### MARC Tag (Field Name):

|     |                 |        |                         |
|-----|-----------------|--------|-------------------------|
| 773 | Host Item Entry | t<br>w | Title<br>Control number |
|-----|-----------------|--------|-------------------------|

|                    |               |                             |   |                               |
|--------------------|---------------|-----------------------------|---|-------------------------------|
| <u>Indicators:</u> | <u>First</u>  | Note controller             | 0 | Display note                  |
|                    | <u>Second</u> | Display constant controller | 8 | No display constant generated |

### Punctuation/Spacing:

There is no closing mark of punctuation in this field.

### Data Conventions/Comments:

This field is used in component part for subunit records to refer to the 'host,' creating linkage between these various levels. Using the subfields referring to collection level title and collection level record control number creates a textual and numerical link between component parts. It is used at the subunit or item level to relate to the collection level record. It is not used to create a correlation between records for segments of a digital object and the record for the entire piece. Use the note field (500) for information about the relationship of digitized segments.

### Examples:

Gottschö-Schleisner Collection (Library of Congress) (DLC) 85861312

773 0/ ØtGottschö-Schleisner Collection (Library of Congress)Øw(DLC) 85861312

**787****NONSPECIFIC RELATIONSHIP ENTRY**MARC Tag (Field Name):

|     |                                |   |                       |
|-----|--------------------------------|---|-----------------------|
| 787 | Nonspecific relationship entry | i | Display text          |
|     |                                | n | Note                  |
|     |                                | o | Other item identifier |
|     |                                | t | Title                 |
|     |                                | w | Record control number |

|                    |               |                             |   |                               |
|--------------------|---------------|-----------------------------|---|-------------------------------|
| <u>Indicators:</u> | <u>First</u>  | Note controller             | 0 | Display note                  |
|                    | <u>Second</u> | Display constant controller | 8 | No display constant generated |

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

Data Conventions/Comments:

This field provides information about related materials. It can be used in conjunction with the 580 field (linking entry complexity note) when additional detail is required to define the relationship. For example, the field is used to express the linkage between DTIC videorecordings and the related technical report. It is possible that future electronic linkage to technical reports will utilize the 856 field. The field can include a record control number to provide linkage to a system control number, but use of the subfield w has not yet been implemented.

Examples:

Accompanies: Defense Technical Information Center technical report AD-M001 018  
Report of the Defense Science Board Task Force on National Imagery and Mapping  
Agency (with) The Defense Science Board Applications Scenarios (CD-ROM) 00000123  
*The record control number has been fabricated for this example.*

787 08 ØiAccompanies:Øn Defense Technical Information Center technical report  
ØoAD-M001 018ØtReport of the Defense Science Board Task Force on National  
Imagery and Mapping Agency (with) The Defense Science Board Applications Scenarios  
(CD-ROM)Øw00000123  
*The record control number has been fabricated for this example.*

## 852 LOCATION

### MARC Tag (Field Name):

|     |          |   |             |
|-----|----------|---|-------------|
| 852 | Location | a | Location    |
|     |          | b | Sublocation |
|     |          | e | Address     |
|     |          | n | Country     |

|                    |               |                 |       |                         |
|--------------------|---------------|-----------------|-------|-------------------------|
| <u>Indicators:</u> | <u>First</u>  | Shelving scheme | Blank | No information provided |
|                    | <u>Second</u> | Shelving order  | Blank | No information provided |

### Punctuation/Spacing:

There is no closing mark of punctuation in this field.

### Data Conventions/Comments:

This field contains information about the location of the material. This includes the name and address of the institution that holds the item or provides access to it. These holding institutions may have the original material used to create the digital file/s or the digital file/s themselves. The data in this field can be defaulted into every record from a particular holding institution.

DTIC is listed in the 852 field for all items with a DTIC AD number.

### Examples:

Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir, VA 22060 USA

Air Combat Command Heritage of America Band, 86 Hickory Street, Langley Air Force Base, VA 23665-2192 USA

852 // ØaAir Combat Command Heritage of America Band,Øe86 Hickory Street, Langley Air Force Base, VA 23665-2192ØnUSA

852 // ØaDefense Technical Information Center,Øe8725 John J. Kingman Road, Fort Belvoir, VA 22060ØnUSA

## 856 ELECTRONIC LOCATION & ACCESS

### MARC Tag (Field Name):

|     |                              |   |                             |
|-----|------------------------------|---|-----------------------------|
| 856 | Electronic location & access | a | Host name                   |
|     |                              | c | Compression info.           |
|     |                              | d | Path                        |
|     |                              | f | Electronic name             |
|     |                              | j | Bits per second             |
|     |                              | n | Name of host                |
|     |                              | q | Electronic format type      |
|     |                              | s | File size                   |
|     |                              | u | Uniform Resource Identifier |
|     |                              | x | Nonpublic note              |
|     |                              | z | Public note                 |
|     |                              | 2 | Access method               |
|     |                              | 3 | Materials specified         |

|                    |               |               |   |                        |
|--------------------|---------------|---------------|---|------------------------|
| <u>Indicators:</u> | <u>First</u>  | Access method | 0 | Email                  |
|                    |               |               | 1 | FTP                    |
|                    |               |               | 3 | Dial-up                |
|                    |               |               | 4 | HTTP                   |
|                    |               |               | 7 | Method specified in Ø2 |
|                    | <u>Second</u> | Relationship  | 0 | Resource               |
|                    |               |               | 1 | Version of resource    |

Note: When the first indicator is coded with a '0' the display constant *Electronic resource*: may be generated by the system; when the second indicator is coded with a '1' the display constant *Electronic version*: may be generated by the system.

### Punctuation/Spacing:

There is no closing mark of punctuation in this field.

### Data Conventions/Comments:

This field contains information required to identify, locate and retrieve an electronic item. These guidelines document current usage of naming conventions, subfield selection, and field format. As metadata requirements for long-term preservation and access to digital material are refined, the use of this field will be revised. Practice in cases where multiple digital formats are represented remains in development.

**Subfield a** (host name) is <http://dvl.dtic.mil>.

**Subfield f** contains the electronic file name. DVL file names for complex digital objects are composed of the prefix “CX” followed by the item identification number. The file name may or may not include a file extension. Current complex digital object cataloging has not implemented file name in the subfield f because there have been too many files to enter individually in order to provide the level of reference required to be of use.

Examples of DVL file naming conventions are now established for the handle and its subelements, but may receive revision. Subelements of the handle devised for moving image materials included the following:

1. full-length renditions, which are represented by the handle itself (MIADM001018);
2. a segment of the moving image, represented with the use of the underscore sign (MIADM000285\_1 for segment 1); and
3. a clip of a segment, represented with the use of underscore signs (MIADM000285\_1\_clip1 for clip 1 of segment 1).

This pattern will be applied to complex digital objects as necessary. In many cases there is no need to assign handles to subelements since they are directly linked to the primary element and do not need independent access. Handles will only be assigned when direct access to a subelement is required or preferred.

**Subfield n** (name of host) is defaulted to “Defense Technical Information Center, Fort Belvoir, Virginia.”

**Subfield q** can be used to identify the type of resource identified in the subfield u of the 856 (i.e. text/html or Postscript file).

**Subfield s** is used to record file size. DVL practice is to enter file size using kilobytes instead of bytes. Current complex digital object cataloging has not implemented file size in the subfield s because there have been too many files to enter individually in order to provide the level of reference required to be of use.

**Subfield u** contains the Uniform Resource Name, or handle. It begins with the acronym ‘hdl:.’ The handle in subfield u must be represented with upper case letters. The handle prefix for all digital objects is “CX.” This is followed by an item identification number, which can incorporate previously assigned numbering or be assigned arbitrarily.

**Subfield x** contains nonpublic notes and can be used for administrative information.

**Subfield z** (Public note) is intended for public display. Sample records use this subfield for information about how the user can access the digital file. This field is repeatable and can be used to communicate information about the file to the user. For example, the *GPO Cataloging Guidelines* contain the following example of subfield z implementation:

856 4 \$zAdobe Acrobat reader required \$zURL accesses listing of general NCES publications.

**Subfield 3** (Materials specified) is used for a textual description of the aspect of the electronic resource that is available.

The standard phrasing for this field includes:

- Interactive multimedia
- Sound
- Game
- Document

Information about associated technical reports is provided in the 787 field (Nonspecific relationship entry). The 787 field includes the link to the electronic file for the technical report, but the linkage to this electronic file may be migrated to the 856 field in the future.

Compression information, path, bits per second, and access method are other subfields that may be implemented in future DVL work.

In cases where there are **multiple electronic files** representing the original item, current practice is to create a single bibliographic record, providing linkage to the electronic files through one 856 field that represents the entire digital object.

For further information about the use of this field, review *Guidelines for the Use of Field 856* (revised August 1999), prepared by the Network Development and MARC Standards Office, Library of Congress (<http://lcweb.loc.gov/marc/856guide.html>).

Additional MARC fields identified that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 583 field (Action note).

Examples:

Electronic resource: dvl.dtic.mil Defense Technical Information Center, Fort Belvoir, Virginia hdl:100.1/CXADM001018 Interactive multimedia To begin presentation, start PowerPoint and select File Open, then navigate to the DSB folder. Select the DSB1.ppt file, then under Slideshow, select View Show.

Electronic resource: dvl.dtic.mil Defense Technical Information Center, Fort Belvoir, Virginia hdl:100.1/CX2 Interactive multimedia To begin the presentation, point your browser to <http://www.ee.surrey.ac.uk/SSC/H202CONF/index.htm>.

856 40 Øadvl.dtic.milØnDefense Technical Information Center, Fort Belvoir, VirginiaØuhdl:100.1/CXADM001018Ø3Interactive multimediaØzTo begin presentation, start PowerPoint and select File Open, then navigate to the DSB folder. Select the DSB1.ppt file, then under Slideshow, select View Show.

856 40 Øadvl.dtic.milØnDefense Technical Information Center, Fort Belvoir, VirginiaØuhdl:100.1/CX2Ø3Interactive multimediaØzTo begin the presentation, point your browser to <http://www.ee.surrey.ac.uk/SSC/H202CONF/index.htm>.

## **9XX**

### **EQUIVALENCE AND CROSS-REFERENCE FIELDS**

#### Field Name (MARC Tag):

|     |                                        |   |      |
|-----|----------------------------------------|---|------|
| 9XX | Equivalence and cross-reference fields | a | Note |
|-----|----------------------------------------|---|------|

#### Indicators:

Indicator codes are not defined for this field.

#### Punctuation/Spacing:

None.

#### Data Conventions/Comments:

9XX fields could be defined to incorporate structural and administrative metadata that does not fit into any established MARC field. Local fields can contain information needed for long-term management of digital materials.

For example, The University of Rochester Libraries created Guidelines for Coding 999 (Local Internet Description) Field (see <http://128.151.244.128/cat/code999.htm>). They use their local field to facilitate access to remote electronic resources. The field has been designed to have a single subfield, although it is possible to enter four information elements there: a resource designation term, a university cataloging agency, the word Internet, and a temporary designation.

Any implementation of a local field will be documented in these guidelines to provide standardization of DVL practice. Design and format of data entry in these fields is to be defined by DVL project managers.

#### Examples:

The guidelines for this field do not currently include any examples.

**952**  
**CATALOGER'S NOTE**

MARC Tag (Field Name):

|     |                  |   |      |
|-----|------------------|---|------|
| 952 | Cataloger's note | a | Note |
|-----|------------------|---|------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to convey information not intended for use by the public. Examples include information about the condition of the digital object, or a listing of sources consulted in compiling notes.

This field can be used to record in-house information noting citations to publications and other resources used to compile the catalog record. Although it is not necessary to document the origin of all cataloger-supplied information, the DVL includes nonpublic notes related to sources.

Examples:

Title and date supplied by:

Date based on...

Digital file viewed by JG.

LCCN 99183603 is bib record describing conference publication.

952 // ØaTitle and date supplied by:

952 // ØaDate based on...

952 // ØaDigital file viewed by JG.

952 // ØaLCCN 99183603 is bib record describing conference publication.

**969**  
**SHORT TERM TEMPORARY NOTE**

MARC Tag (Field Name):

|     |                           |   |      |
|-----|---------------------------|---|------|
| 969 | Short term temporary note | a | Note |
|-----|---------------------------|---|------|

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

None.

Data Conventions/Comments:

This field is used to record information during the process of cataloging and review, such as comments related to the record or reminders about additional work to be performed before the record is complete. The field should not contain information after cataloging is complete and verified. No standard punctuation or formatting is necessary in this temporary field.

This field can be used to indicate the status of the record during cataloging. Use standard terminology to describe the status of the record, like “In progress” and “Verified.”

Examples:

Fields to review: Copyright 1997.

Record status: In progress.

Record status: Verified.

969 // ØaFields to review: Copyright 1997.

969 // ØaRecord status: In progress.

969 // ØaRecord status: Verified.

## 985 LOCAL RECORD HISTORY

### MARC Tag (Field Name):

|     |                      |   |              |
|-----|----------------------|---|--------------|
| 985 | Local record history | a | Agency       |
|     |                      | e | Project name |

### Indicators:

Indicator codes are not defined for this field.

### Punctuation/Spacing:

There is no closing mark of punctuation in this field.

### Data Conventions/Comments:

This field is a Library of Congress in-house field used to identify the creator of the records and a project code. It can be used to distinguish the various projects within the DVL, and link the record with the appropriate project. The codes used in the example below are possible acronyms. They can be revised to better serve DVL needs. For example, it may be preferable to provide a textual description or title for each project instead of using coded descriptions.

To date, the codes used represent the format of the item (for example, do for digital object, mi for moving image, aud for audio, and ph for photo), but codes could be established that specify particular projects within a format (for example, using mi-cm for Carnegie-Mellon or mi-dtic for DTIC materials).

### Examples:

dtic/do dvl

985 // Øadtic/doØedvl

## SAMPLE RECORDS

OCLC: DTIC-000011 Rec stat: n Entrd: 001227 Used: 20010607  
 Type: m Elvl: 7 Srce: d Audn: | Ctrl: Lang: eng  
 Blvl: m TMat: TCom: i GPub: f AccM: MRec: Ctry: xxu  
 Desc: a Time/Comp: Tech: Dtst: e Dates: 1998,11|| LTxt(sound):  
 COM:c SMD:o CL:c DIM:g SND:a IMBD: NFF:m QAT:a SRC:c COMP:m REFQ:a  
 COM:m SMD: CL: PR: SEP: MDS: WD: CONF: PRE: +/-: GEN: BSE:  
 RCL: KND: DET: COM: INSDATE:  
 COM:g SMD: OR: CL: PRS: SEP: MDS: WD: SSP:  
 COM:k SMD: OR: CL: PRS: SSN: COM:t SMD:  
 COM:v SMD: OR: CL: VF: SEP: MDS: WD: CONF:  
 COM:s SMD:OR:SPD: SND:GRV:DIM: WID:TC: KD: KM: KC: RC:CAP:  
 035 0aCXADM000853  
 037 0aADM000853 0bViFbDTIC 0c(CD-ROM)  
 099 0aAD-M000 853  
 245 00 0aWorkshop on "Dynamics in quantum structures far from  
 equilibrium" 0h[interactive multimedia] : 0b11, 12 July 1997, UC Santa  
 Barbara.  
 246 3 0iTitle from report documentation form: 0aDynamics in Quantum  
 Structures Far from Equilibrium (CD-ROM)  
 256 0aComputer interactive multimedia.  
 260 0aSanta Barbara, Cal. : 0bUniversity of California, Quantum  
 Institute ; 0aFort Belvoir, VA. : 0bDefense Technical Information Center  
 [distributor], 0c1998 Nov.  
 300 0a1 computer optical disc (CD-ROM) : 0bsd., col. ; 0c4 3/4 in.  
 500 0aTitle from title screen of opening page.  
 500 0aConference organized by S.J. Allen (University of California,  
 Santa Barbara [UCSB]) and Hiroyuki Sakaki (University of Tokyo);  
 sponsored by the Quantum Transition Project (Japan Science and  
 Technology Corp.), QUEST (National Science Foundation Science and  
 Technology Center at UCSB), the DoD MFEL Program, and the Quantum  
 Institute (UCSB).  
 500 0aContains a file of Powerpoint presentations organized into  
 separate speaker files, in addition to a Photo Album documenting the  
 conference with a table of contents and 21 slides of photographs with  
 corresponding captions.  
 538 0aSystem requirements: Windows, Adobe Acrobat 3.0, Excel 5.0 or  
 later, Netscape Navigator 3.x or higher or Microsoft Internet Explorer  
 3.x or higher.  
 538 0aMode of access: Available electronically via Internet.  
 516 0aInteractive multimedia  
 520 8 0a60 researchers attended this two day workshop, covering spin  
 injection; coherent control, Terahertz electro-optics, dynamics in  
 microcavities, and high field transport in quantum structures.  
 540 0aReproduction rights may be restricted through copyright.  
 556 8 0aDocumentation in "readme" file.  
 611 24 0aDynamics in Quantum Structures Far from Equilibrium 0d(July  
 1997 :0cSanta Barbara, Calif.)  
 650 0 0aNanostructures 0vInteractive multimedia.  
 650 0 0aQuantum theory 0xCongresses.  
 650 0 0aElectrooptics.  
 650 0 0aQuantum electronics.  
 700 1 0aSakaki, Hiroyuki, 0d1944-  
 710 2 0aUniversity of California, Santa Barbara.

710 1    ØaUnited States. ØbOffice of Naval Research, Øesponsor.  
852    ØaDefense Technical Information Center Øe8725 John J. Kingman  
Road, Fort Belvoir, VA 22060 ØnUSA  
856 40 Øadvl.dtic.mil ØnDefense Technical Information Center, Fort  
Belvoir, Virginia Øuhdl:100.1/CXADM000853 Ø3Interactive multimedia ØzTo  
begin the presentation, point your browser to the file index.htm in the  
Dynwork folder.  
969    ØaFields to review: Name conflict for conference organizer S.J.  
Allen (could be a 700).  
969    ØaRecord status: In progress.  
985    Øadtic/do Øedvl  
900    Øa2000/12/27 Øcsuper Øm2001/06/07 Øusuper

OCLC: DTIC-000014 Rec stat: n Entrd: 010508 Used: 20010607  
 Type: m Elvl: 7 Srce: d Audn: | Ctrl: Lang: eng  
 Blvl: m TMat: TCom: i GPub: f AccM: MRec: Ctry: xxu  
 Desc: a Time/Comp: Tech: Dtst: e Dates: 2000,0512 LTxt(sound):  
 COM:c SMD:o CL:c DIM:g SND:a IMBD: NFF:m QAT:a SRC:c COMP:m REFQ:a  
 COM:m SMD: CL: PR: SEP: MDS: WD: CONF: PRE: +/-: GEN: BSE:  
 RCL: KND: DET: COM: INSDATE:  
 COM:g SMD: OR: CL: PRS: SEP: MDS: WD: SSP:  
 COM:k SMD: OR: CL: PRS: SSN: COM:t SMD:  
 COM:v SMD: OR: CL: VF: SEP: MDS: WD: CONF:  
 COM:s SMD: OR: SPD: SND:GRV: DIM: WID: TC: KD: KM: KC: RC: CAP:  
 035 0aCXADM001149  
 037 0aADM001149 0bViFbDTIC 0c(CD-ROM)  
 099 0aAD-M001 149  
 245 02 0aA Multimodal virtual environment for ship familiarization 0h  
 [interactive multimedia].  
 246 3 0iTitle from report documentation form: 0aA Multimodal Virtual  
 Environment For Ship Familiarization (CD-ROM).  
 256 0aComputer interactive multimedia.  
 260 0aWashington, D.C. : 0bNaval Research Laboratory ; 0aFort  
 Belvoir, VA. : 0bDefense Technical Information Center [distributor],  
 0c2000 May 12.  
 300 0a1 computer optical disc (CD-ROM) : 0bsd., col. ; 0c4 3/4 in.  
 500 0aTitle from title page.  
 500 0aContains two QuickTime movie demonstrations of the interface  
 (short.mov (00:00:10) and long.mov (00:02:29)).  
 500 0aAuthors are David L. Tate (Navy Technology Center for Safety  
 and Survivability, Chemistry Division), Stephanie S. Everett, Tucker  
 Maney, and Kenneth Wauchope (all of the Navy Center for Applied Research  
 in Artificial Intelligence, Information Technology Division).  
 520 8 0aDescribes the prototype development of a virtual reality tool  
 to familiarize sailors with a ship. The tool uses speech pattern  
 recognition, natural language processing, and route planning to create  
 an automated system to use as a wayfinding aid. Prototype uses a model  
 of the Shadwell. User interface supports both a desktop monitor and  
 head-mounted display.  
 538 0aSystem requirements: Windows 3.1, 95 or NT; Adobe Acrobat,  
 QuickTime software; audio-video driver.  
 538 0aMode of access: Available electronically via Internet.  
 516 0aInteractive multimedia  
 540 0aReproduction rights may be restricted through copyright.  
 650 0 0aVirtual reality 0zUnited States 0vInteractive multimedia.  
 650 0 0aAutomatic speech recognition 0zUnited States.  
 650 0 0aShip models 0zUnited States.  
 650 0 0aNatural language processing (Computer science) 0zUnited States.  
 650 0 0aMarine engineering 0zUnited States.  
 710 2 0aNaval Research Laboratory (U.S.)  
 852 0aDefense Technical Information Center 0e8725 John J. Kingman  
 Road, Fort Belvoir, VA 22060 0nUSA  
 856 40 0advl.dtic.mil 0nDefense Technical Information Center, Fort  
 Belvoir, Virginia 0uhdl:100.1/CXADM001149 03Interactive multimedia 0zTo  
 begin the presentation, point to FR9939.pdf.  
 969 0aRecord status: In progress.  
 985 0adtic/do 0edvl  
 900 0a2001/05/08 0csuper 0m2001/06/07 0usuper

**REQUIRED AND OPTIONAL DATA ELEMENTS**  
**COMPLEX DIGITAL OBJECTS**  
**MARC FIELDS**

**Required fields appear in bold typeface.**

| <b>MARC TAG</b> | <b>FIELD NAME</b>                          | <b>SUBFIELD and SUBFIELD NAME</b> |                                |
|-----------------|--------------------------------------------|-----------------------------------|--------------------------------|
| <b>LEADER</b>   |                                            |                                   |                                |
| <b>001</b>      | <b>Control Number</b>                      |                                   | <b>System generated number</b> |
| <b>005</b>      | <b>Date and time of latest transaction</b> |                                   |                                |
| 006             | Additional materials fixed field           |                                   |                                |
| <b>007</b>      | <b>Physical description fixed field</b>    |                                   |                                |
| <b>008</b>      | <b>Fixed length data elements</b>          |                                   |                                |
| 010             | LC control number                          | a                                 | LCCN                           |
| 024             | Other standard identifier                  | a                                 | Number or code                 |
|                 |                                            | d                                 | Additional codes               |
|                 |                                            | z                                 | Invalid number                 |
| 028             | Publisher number                           | a                                 | Publisher number               |
|                 |                                            | b                                 | Source                         |
| 033             | Date/time and place of event               | a                                 | Formatted date/time            |
| <b>035</b>      | <b>System control number</b>               | <b>a</b>                          | <b>Number</b>                  |
| 037             | Source of acquisition                      | a                                 | Stock number                   |
|                 |                                            | b                                 | Source of number               |
|                 |                                            | c                                 | Terms                          |
| 040             | Cataloging source                          | a                                 | Original agency                |
|                 |                                            | d                                 | Modifying agency               |
|                 |                                            | e                                 | Description conventions        |
| 082             | Dewey Decimal call number                  | a                                 | Classification number          |
|                 |                                            | b                                 | Item number                    |
| 088             | Report number                              | a                                 | Report number                  |
| 099             | Local call number                          | a                                 | Local call no.                 |
|                 |                                            |                                   |                                |
| <b>1XX</b>      | <b>Main entry: One Field Only</b>          |                                   |                                |
| 100             | Personal name                              | a                                 | Personal name                  |
|                 |                                            | b                                 | Numeration                     |
|                 |                                            | c                                 | Titles                         |
|                 |                                            | q                                 | Fuller form of name            |
|                 |                                            | d                                 | Dates                          |
|                 |                                            | e                                 | Relator term                   |
| 110             | Main entry: Corporate name                 | a                                 | Corporate name                 |
|                 |                                            | b                                 | Subordinate units              |
|                 |                                            | e                                 | Relator term                   |

| MARC TAG   | FIELD NAME                           | SUBFIELD and SUBFIELD NAME |                            |
|------------|--------------------------------------|----------------------------|----------------------------|
| 111        | Main entry: Meeting name             | a                          | Meeting name               |
|            |                                      | n                          | Number of meeting          |
|            |                                      | d                          | Date of meeting            |
|            |                                      | c                          | Location of meeting        |
|            |                                      | e                          | Subordinate unit           |
| 130        | Main entry: Uniform title            | a                          | Uniform title              |
| 240        | Uniform title                        | a                          | Uniform title              |
| <b>245</b> | <b>Title</b>                         | <b>a</b>                   | <b>Title</b>               |
|            |                                      | b                          | Remainder of title         |
|            |                                      | c                          | Remainder of transcription |
|            |                                      | <b>h</b>                   | <b>Medium</b>              |
|            |                                      | n                          | Number of part             |
|            |                                      | p                          | Name of part               |
| 246        | Variant title                        | a                          | Title                      |
|            |                                      | b                          | Remainder of title         |
|            |                                      | i                          | Display text               |
| 250        | Edition statement                    | a                          | Edition statement          |
| 256        | Computer file characteristics        | a                          | Characteristics            |
| <b>260</b> | <b>Publication (Date)</b>            | a                          | Place of publication       |
|            |                                      | b                          | Publisher                  |
|            |                                      | <b>c</b>                   | <b>Date of execution</b>   |
|            |                                      | e                          | Place of manufacture       |
|            |                                      | f                          | Manufacturer               |
| 300        | Physical description                 | a                          | Extent                     |
|            |                                      | b                          | Other physical details     |
|            |                                      | c                          | Dimensions                 |
|            |                                      | e                          | Accompanying material      |
| 351        | Organization & arrangement           | a                          | Organization               |
|            |                                      | b                          | Arrangement                |
| 440        | Series statement/Added entry (Title) | a                          | Title                      |
|            |                                      | n                          | Number of part/section     |
|            |                                      | p                          | Name of part/section       |
|            |                                      | v                          | Volume number              |
| 500        | General note                         | a                          | General note               |
| 505        | Formatted contents note              | a                          | Note                       |
| 506        | Restrictions on access note          | a                          | Terms governing access     |
|            |                                      | b                          | Jurisdiction               |
|            |                                      | d                          | Authorized users           |
|            |                                      | e                          | Authorization              |
| 508        | Creation/production credits note     | a                          | Note                       |
| 510        | Citation/references note             | a                          | Name of source             |
|            |                                      | c                          | Location in source         |
| 516        | Type of computer file or data note   | a                          | Note                       |

| MARC TAG | FIELD NAME                            | SUBFIELD and SUBFIELD NAME |                           |
|----------|---------------------------------------|----------------------------|---------------------------|
| 520      | Summary, abstract, scope note         | a                          | Summary note              |
| 530      | Additional physical form note         | a                          | Note                      |
|          |                                       | b                          | Availability source       |
|          |                                       | c                          | Availability conditions   |
|          |                                       | d                          | Order number              |
| 533      | Reproduction note                     | a                          | Type of reproduction      |
|          |                                       | b                          | Place of reproduction     |
|          |                                       | c                          | Responsible agency        |
|          |                                       | d                          | Date                      |
|          |                                       | e                          | Physical description      |
|          |                                       | f                          | Series statement          |
|          |                                       | m                          | Date of publication       |
|          |                                       | n                          | Note about reproduction   |
|          |                                       | 7                          | Fixed length elements     |
| 535      | Location of originals/duplicates note | a                          | Custodian                 |
|          |                                       | b                          | Postal address            |
|          |                                       | c                          | Country                   |
|          |                                       | d                          | Telecommunication address |
|          |                                       | 3                          | Materials specified       |
| 538      | System details note                   | a                          | Note                      |
| 540      | Terms governing use & reproduction    | a                          | Terms note                |
|          |                                       | b                          | Jurisdiction              |
|          |                                       | c                          | Authorization             |
|          |                                       | d                          | Authorized users          |
| 541      | Immediate source of acquisition       | c                          | Method of acquisition     |
|          |                                       | a                          | Source of acquisition     |
|          |                                       | d                          | Date of acquisition       |
|          |                                       | e                          | Accession number          |
| 545      | Biographical/Historical note          | a                          | Note                      |
| 546      | Language note                         | a                          | Note                      |
| 555      | Cumulative index/finding aid note     | a                          | Note                      |
| 556      | Information about documentation note  | a                          | Note                      |
| 562      | Copy and version identification note  | a                          | Identifying markings      |
|          |                                       | b                          | Copy identification       |
|          |                                       | c                          | Version identification    |
|          |                                       | d                          | Presentation format       |
|          |                                       | 3                          | Materials specified       |
| 567      | Methodology note                      | a                          | Note                      |
| 580      | Linking entry complexity note         | a                          | Note                      |
| 581      | Publications note                     | a                          | Note                      |

| MARC TAG | FIELD NAME                         | SUBFIELD and SUBFIELD NAME |                           |
|----------|------------------------------------|----------------------------|---------------------------|
| 583      | Action note                        | a                          | Action                    |
|          |                                    | b                          | Action identification     |
|          |                                    | c                          | Time of action            |
|          |                                    | d                          | Action interval           |
|          |                                    | f                          | Authorization             |
|          |                                    | i                          | Method of action          |
|          |                                    | j                          | Site of action            |
|          |                                    | k                          | Action agent              |
|          |                                    | l                          | Status                    |
|          |                                    | x                          | Nonpublic note            |
|          |                                    | z                          | Public note               |
| 600      | Subject added entry: Personal      | a                          | Personal name             |
|          |                                    | b                          | Numeration                |
|          |                                    | c                          | Titles                    |
|          |                                    | q                          | Fuller form of name       |
|          |                                    | d                          | Dates                     |
|          |                                    | x                          | General subdivision       |
|          |                                    | z                          | Geographic subdivision    |
| 610      | Subject added entry: Corporate     | a                          | Corporate name            |
|          |                                    | b                          | Subordinate units         |
|          |                                    | x                          | General subdivision       |
|          |                                    | y                          | Chronological subdivision |
|          |                                    | z                          | Geographic subdivision    |
| 611      | Subject added entry: Meeting       | a                          | Meeting name              |
|          |                                    | n                          | Number of meeting         |
|          |                                    | d                          | Date of meeting           |
|          |                                    | c                          | Location of meeting       |
|          |                                    | e                          | Subordinate unit          |
|          |                                    | x                          | General subdivision       |
| 630      | Subject added entry: Uniform title | a                          | Uniform title             |
|          |                                    | v                          | Form subdivision          |
| 650      | Subject added entry: Topical term  | a                          | Topical term              |
|          |                                    | x                          | General subdivision       |
|          |                                    | v                          | Form subdivision          |
|          |                                    | y                          | Chronological subdivision |
|          |                                    | z                          | Geographical subdivision  |
|          |                                    | 2                          | Source of heading         |
| 651      | Subject added entry: Geographic    | a                          | Topical term              |
|          |                                    | x                          | General subdivision       |
|          |                                    | y                          | Chronological subdivision |
| 653      | Subject added entry: Uncontrolled  | a                          | Index term                |

| MARC TAG | FIELD NAME                      | SUBFIELD and SUBFIELD NAME |                           |
|----------|---------------------------------|----------------------------|---------------------------|
| 655      | Subject added entry: Form/Genre | a                          | Form/Genre                |
|          |                                 | v                          | Form subdivision          |
|          |                                 | x                          | General subdivision       |
|          |                                 | y                          | Chronological subdivision |
|          |                                 | 2                          | Source of term            |
| 700      | Added entry: Personal name      | a                          | Personal name             |
|          |                                 | b                          | Numeration                |
|          |                                 | c                          | Titles                    |
|          |                                 | q                          | Fuller form of name       |
|          |                                 | d                          | Dates                     |
|          |                                 | e                          | Relator term              |
| 710      | Added entry: Corporate name     | a                          | Corporate name            |
|          |                                 | b                          | Subordinate units         |
|          |                                 | e                          | Relator term              |
| 711      | Added entry: Meeting name       | a                          | Meeting name              |
|          |                                 | n                          | Number of meeting         |
|          |                                 | d                          | Date of meeting           |
|          |                                 | c                          | Location of meeting       |
|          |                                 | e                          | Subordinate unit          |
| 730      | Added entry: Uniform title      | a                          | Uniform title             |
|          |                                 | d                          | Date of treaty            |
|          |                                 | f                          | Date of work              |
| 740      | Added entry: Variant title      | a                          | Title                     |
|          |                                 | n                          | Number                    |
|          |                                 | p                          | Name                      |
| 773      | Host item entry                 | t                          | Title                     |
|          |                                 | w                          | Control number            |
| 787      | Nonspecific relationship entry  | i                          | Display text              |
|          |                                 | n                          | Note                      |
|          |                                 | o                          | Other item ID             |
|          |                                 | t                          | Title                     |
|          |                                 | w                          | Record control number     |
| 852      | Location                        | a                          | Location                  |
|          |                                 | b                          | Sublocation               |
|          |                                 | e                          | Address                   |
|          |                                 | n                          | Country                   |
| 856      | Electronic location and access  | a                          | Host name                 |
|          |                                 | c                          | Compression info.         |
|          |                                 | d                          | Path                      |
|          |                                 | f                          | Electronic name           |
|          |                                 | j                          | Bits per second           |
|          |                                 | n                          | Name of location of host  |
|          |                                 | q                          | Electronic format type    |

| MARC TAG   | FIELD NAME                             | SUBFIELD and SUBFIELD NAME |                            |
|------------|----------------------------------------|----------------------------|----------------------------|
|            |                                        | <b>s</b>                   | <b>File size</b>           |
|            |                                        | <b>u</b>                   | <b>URI</b>                 |
|            |                                        | <b>x</b>                   | <b>Nonpublic note</b>      |
|            |                                        | <b>z</b>                   | <b>Public note</b>         |
|            |                                        | <b>2</b>                   | <b>Access method</b>       |
|            |                                        | <b>3</b>                   | <b>Materials specified</b> |
| 9XX        | Equivalence and cross reference fields |                            |                            |
| 952        | Cataloger's note                       | a                          | Note                       |
| 969        | Short term temporary note              | a                          | Note                       |
| <b>985</b> | <b>Local record history</b>            | <b>a</b>                   | <b>Agency</b>              |
|            |                                        | <b>e</b>                   | <b>Project name</b>        |

## END OF FIELD PUNCTUATION

|         |                                                                                               |
|---------|-----------------------------------------------------------------------------------------------|
| LEADER  | None                                                                                          |
| 0XX     | None                                                                                          |
| 1XX     | Period unless an open life date with no relator term or closing parentheses                   |
| 240     | None, unless ending text contains initial letters or an abbreviation                          |
| 245     | Period                                                                                        |
| 246     | None, unless ending text contains initial letters or an abbreviation                          |
| 250-256 | Period or other closing punctuation                                                           |
| 257     | Period                                                                                        |
| 260     | Period or other closing punctuation                                                           |
| 300     | Period or other closing punctuation                                                           |
| 306     | None, unless ending text contains initial letters or an abbreviation                          |
| 351     | Period or other closing punctuation                                                           |
| 440     | None, unless ending text contains initial letters or an abbreviation                          |
| 500     | Period (even when closing parentheses or bracket is used) or other ending mark of punctuation |
| 505     | Period when complete or partial contents, but no period when incomplete contents.             |
| 506     | Period or other closing punctuation                                                           |
| 508     | Period or other closing punctuation                                                           |
| 510     | None                                                                                          |
| 516     | None, unless ending text contains initial letters or an abbreviation                          |
| 520-581 | Period or other closing punctuation                                                           |
| 583     | None, unless ending text contains initial letters or an abbreviation                          |
| 600     | Period, unless an open life date                                                              |
| 610     | Period or other closing punctuation, unless field ends with closing parentheses               |
| 611     | Period or other closing punctuation                                                           |
| 630     | Period or other closing punctuation                                                           |
| 650     | Period or other closing punctuation, unless field ends with closing parentheses               |
| 651     | Period or other closing punctuation                                                           |
| 653     | None                                                                                          |
| 655     | Period or other closing punctuation. None if Ø2 ends the field                                |
| 700     | Period unless an open life date with no relator term or closing parentheses                   |
| 710     | Period or other closing punctuation                                                           |
| 711     | Period or other closing punctuation, unless field ends with closing parentheses               |
| 730-740 | Period or other closing punctuation                                                           |
| 773     | None                                                                                          |
| 787     | None, unless ending text contains initial letters or an abbreviation                          |
| 8XX-9XX | None                                                                                          |
| 952     | Period or other closing punctuation                                                           |

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