Virtual AskQC Office Hours

Getting a fix on fixed field elements, part 2

OCLC Metadata Quality

February 2022
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On the call today

Charlene Morrison  
Database Specialist

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February 2022  
Virtual AskQC Office Hours: Getting a fix on fixed field elements, part 2
Thank you Charlene. While we are presenting part 2 today, what about part 1 you may ask.
Part 1 presented in October 2021
Go to oc.lc/askqc

October 2021
Getting a fix on fixed field elements
Cynthia Whitacre, Jay Weitz, Hayley Moreno, and Charlene Morrison explained usage of fixed fields common to most or all bibliographic formats, with a future presentation planned for fixed fields limited to specific formats. This presentation covered leader elements, as well as 001, 005, 006, and 008 fields, describing data such as encoding level, language codes, and dates.

Recording and slides and member questions available

• WebEx recording - October 12
• WebEx recording - October 21
• Presentation slides
• Member questions

Just a reminder that if you want to get to part 1, go to the oc.lc/askqc address on the web and navigate to the October 2021 session as shown here. There you will see the recordings from both sessions presented in October, the slides, and all the questions and answers posed at those sessions.
Today we'll plan to cover all the MARC fixed field elements that are used in only one or two of the bibliographic formats. We'll cover elements used in both the 008 and 006 fields. These are all the elements we did not cover in part 1, which was mentioned on the previous slide.
008/18-21, 006/01-04: Illustrations (Ills) (BKS)

Optional element  Not a factor in matching
Default: 4 blanks  Not indexed
Blank means no illustrations
May add up to 4 one-character codes
Common codes are:
  a for general illustrations
  b for maps
  f for plates

All of the elements for books discussed today apply to both print books and electronic books. 008/18-21 and 006/01-04 are where the codes for illustrations in books format reside. Illustrations is an optional element. The default code is four blanks, meaning no illustrations. Generally these codes correspond to information about illustrations in the 300 field. One uses "a" for any kind of illustration and may use other codes if more specific illustration information is present. I’ve noted 3 common codes on this slide; definitely consult the Illustrations page in Bibliographic formats and standards to see the full list of possible codes. This element and almost all the elements we are covering today are rarely coded in the 006 field. So, while those 006 positions are included on the headers of the slides, I won't be mentioning 006 coding. The illustration element is not used in matching bibliographic records and is not indexed. The example is for an edition of Grimm’s Fairy tales that has 40 unnumbered color plates, so is coded for both illustrations and plates.
008/30, 006/13: Festschrift (Fest) (BKS)

Optional one-character code
0 -- not a festschrift (default)
1 – is a festschrift

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008/30 and 006/13 is used only in the books format. This element is optional and contains coding for whether the book is or is not a festschrift. 0 is the default code and means the item is not a festschrift, with 1 being coded when the item is a festschrift. So, what is a festschrift you may ask? A festschrift is a book containing a collection of works – usually essays, but it could be short stories or research -- put together to honor an individual or a society. It may celebrate an anniversary. Festschriften are much more commonly collected in academic libraries rather than public libraries. The element is not used in matching records and is not indexed. The example is from a record for a Festschrift for the National Institute for Communicable Diseases of India, on its 40th annual day.
008/33 and 006/16 are for Literary form. The default for this one-character code is 0 meaning "not fiction". Notice I didn't say non-fiction. While there is a long list of possible codes, such as p for poetry and s for speeches, they are not always coded at such a granular level. Usually only 0 for not fiction or 1 for fiction are used, though you are welcome to use the others if you wish. This element is indexed in the material type indexes. The example is for a book of poems by Billy Collins, so is coded p for poetry in Literary Form.
008/34, 006/17: Biography (Biog) (BKS)

Optional one-character code
Default: blank (not a biography)
Other values are a for autobiography, b for individual biography, c for collective biography, and d for contains biographical information.

Not used in matching
Indexed:
• mt: material type word index
• mt= material type phrase index

008/34 and 006/17 for biography used in books format only, contain a one-character optional code. The default is blank meaning the item is not a biography. Coding of a and b is usually straight-forward if you are cataloging an autobiography or the biography of an individual written by someone else. c is coded when the resource is a biography of more than one person; d is coded when there is biographical information, such as personal correspondence, but the resource itself is not a biography. Like the previous literary form element, this element is indexed in the material type indexes. Example is for a book titled My own words by Ruth Bader Ginsburg. It contains some of her speeches, as well as biographical information in the chapter introductions written by her biographers, so has a code of d for contains biographical information.

And now over to Shanna for Continuing Resources coding and other formats.
Entry Convention is a mandatory one-character code that indicates whether the record is: successive entry, latest entry, or integrated entry cataloging.

Successive entry cataloging (value code of 0), means a new record is created each time there is a major title change or a corporate body used as a main entry or uniform title qualifier changes. The earlier or later title or name/title is recorded on each record in a linking field 780 for Preceding Entry or field 785 for Succeeding Entry.

Latest entry cataloging (value code of 1), means the serial record is cataloged under its latest (most recent) title or issuing body, with all former titles and/or issuing bodies given as notes in field 247 (Former Title), field 547 (Former Title Complexity Note), and field 550 (Issuing Body Note). However, the practice of latest entry cataloging for serials was abandoned with the introduction of AACR cataloging rules.

Integrated entry cataloging (value code of 2), means the record is cataloged under its latest (most recent) title and/or responsible person or corporate body for which a new record is created only for a major change in edition, a new work, or a title merger or split. The
integrated entry cataloging value should be used for integrating resources and electronic serials that do not retain their earlier titles.

The default value is 0 for Successive entry and may be edited.

The *Entry Convention* element is not indexed; however, it does play an important part in matching.

The example on the slide shows the *Entry Convention* coded as ‘0’ meaning the record follows the successive entry convention.
The *Frequency* element is an optional one-character code that indicates the frequency of a resource, or in the case of integrating resources, updates to a resource.

The default code is a fill character meaning no attempt was made to code; however, there are 19 other values to choose from such as ‘a’ for annual, ‘d’ for daily, ‘f’ for semiannual, and ‘m’ for monthly, just to name a few.

The *Frequency* code should agree with the coding of the *Regularity* element and is related to data in field 310 (Current Publication Frequency) and field 321 (Former Publication Frequency).

The element plays no direct part in matching and is not indexed.
Regularity is an optional one-character code that indicates the intended regularity of the continuing resource and may be edited.

Its default code is a fill character meaning no attempt was made to code.

As previously mentioned, the Regularity code should agree with the code in the Frequency element, meaning you can’t code a resource in Frequency as value ‘m’ for monthly, but then code Regularity as ‘u’ for unknown. This would cause validation to throw up an error because of the relationship between these two elements.

In the example shown on the slide, Frequency has the value ‘m’ for monthly, meaning the resource is issued or updated every month, and Regularity has the value ‘r’ for regular, meaning an intended regular publishing pattern.

As with the Frequency element, Regularity is also related to data in field 310 (Current Publication Frequency) and field 321 (Former Publication Frequency).

The element plays no direct part in matching and is not indexed.
The **Type of Continuing Resource** element is a mandatory one-character code for which the value indicates the type of continuing resource.

The default is *blank* meaning the type of continuing resource is not specified by one of the other 12 available values.

The element may be edited, is not used in matching, but is indexed in both the Material Type Word and Phrase indexes.

The example on the slide shows the code value ‘p’ as the **Type of Continuing Resource**, meaning the item is a periodical. Some of the other codes available include ‘g’ for magazine, ‘j’ for journal, and ‘n’ for newspaper.
008/22, 006/05 Form of Original Item (Orig) (CNR)

One-character code

Optional for non-microform items; Required if applicable for microform items

Default: blank (None of the following)

Indicates the physical form in which the serial was originally published

Does not factor into matching

Orig element is not indexed

Form of Original Item is a one-character code that is optional for non-microform resources but required if applicable for microform resources and indicates the physical form in which the serial was originally published.

The default code for both is blank meaning none of the other 10 available codes is appropriate.

This element may be edited, does not factor into matching, and is not indexed.

This example shows the code value ‘e’ for the Form of Original Item, meaning that the original item is printed in newspaper format. Other code values include ‘d’ for large print, ‘f’ for braille, and ‘o’ for online.
Nature of Entire Work is an optional one-character code that indicates the nature of a resource if it consists entirely of a certain type of material.

If the resource is considered to consist of more than one type of material, the types should be recorded in the Nature of Contents element, leaving the Nature of Entire Work element blank.

The default is blank meaning that the nature of the entire resource is not specified. This element does not play a part in matching and is not indexed.

In the example on the slide, the Nature of Entire Work element is coded ‘s’ for Statistics to show that the entire item is a collection of statistical data on a subject.
008/33, 006/16 Original Alphabet or Script of Title (Alph) (CNR)

Optional, one-character code

Default: blank (No original alphabet or script given/No key title)

Indicates the original alphabet or script of the title on the source item upon which the Key Title in field 222 is based.

Plays no direct part in matching

Alph element is not indexed

The Original Alphabet or Script of Title element is a one-character code that indicates the original alphabet or script of the title on the resource upon which the Key Title in field 222 is based.

The default is blank meaning there is no alphabet or script for the key title in field 222; however, blank may also be used when there is no key title in field 222 and you choose not to code the Original Alphabet or Script for the cataloging title in field 245 (Title Statement).

This element may be edited, plays no direct part in matching, and is not indexed.

In this example, the Original Alphabet or Script of Title element is coded ‘a’ for Basic Roman, meaning the title does not include special characters or diacritics.
Next, we will be looking at the Fixed Field elements that apply to the Maps format.

This first one is the *Type of Cartographic Material*. It is a mandatory one-character alphabetic code that indicates the type of cartographic resource being described.

The default is ‘a’ meaning the resource is a single map and may be edited.

The element does not figure into matching, but it is indexed in both the Material Type Word and Phrase Indexes.

This example shows the *Type of Cartographic Material* coded as
‘a’ for single map. Other codes include ‘d’ for globe and ‘e’ for atlas.
Relief is up to four, one-character alphabetic codes that indicates the relief type specified on the resource. The element is Optional and may be edited.

The default is *four blanks* meaning no relief is shown. If more than one code applies, they should be entered left-justified in order of their importance to the map. If fewer than four codes apply, the remaining positions should be left as *blank*.

Relief does not factor into matching and is not indexed.

The example here shows the *Relief* coded as ‘a’ and ‘g’ meaning that the relief on the resource is represented by contours and spot heights.
Projection is a two-character alphabetic code that indicates the projection specified on the resource and is used in tandem with the projection statement in field 255 (Cartographic Mathematical Data) subfield $b$.

Coding is Optional and may be edited. The default is two blanks meaning no projection is specified on the resource and is also used for most globes. If the resource does not specify a projection, the element should be left as the default blanks.

Projection plays no direct part in matching and is not indexed.

This example shows the Projection coded as ‘bh’ for Transverse Mercator.
The Special Format Characteristics element is up to two, one-character codes that indicate the special format characteristics of a map.

The codes should be entered in order of importance, and if more than two characteristics are appropriate to a resource, only the two most important should be recorded. However, if only one Special Format Characteristics code applies, that code should be entered in the first character position, leaving the second position blank.

The default is two blanks meaning the resource is a regular print map.
The element is optional and may be edited.

It does not play a direct part in matching, and it is not indexed.

The example on the slide shows the *Special Format Characteristics* coded as ‘l’ meaning the resource is a puzzle.
The last element I will be going over is valid only for the Computer File format.

*Type of Computer File* is a one-character alphabetic code that indicates the type of computer file. Such a file is a body of information or instructions encoded so that it requires the use of a computer or related machine to be properly interpreted.

The element is Optional and may be edited.

The default code is ‘u’ meaning the type of file is unknown. More specific information about the file may be described in textual form in field 516 (Type of Computer File or Data Note).
This element is not used in matching, but it is indexed in the Material Type Word and Phrase Indexes.

The example on the slide shows the *File* element coded as ‘g’ for game, meaning that the file is for recreational or educational use.

Now, I will pass it back to Cynthia to go over the elements for Sound Recordings and a couple other formats.
008/18-19, 006/01-02: Form of Composition (Comp) (REC/SCO)

Optional two-character code

Default: uu for unknown
Code nn for non-musical sound recordings; sd for square dance music; pp for popular music; jz for jazz; co for concertos, etc.

Not a factor in matching
Indexed:
- mc: musical composition word index
- mc= musical composition phrase index

008/18-19 is the Form of Composition abbreviated Comp in the Connexion display. This is the first element we'll consider for Sound Recordings and Scores. While OCLC often talks about Sound Recordings and Scores as two different formats, within the MARC world, the two of these combined is considered the MUSIC format. So, we'll be talking about scores and sound recordings together today. The form of composition code is used for both scores and sound recordings. Note that "nn" is coded for non-musical sound recordings. The default is "uu" meaning unknown, so you will likely need to edit this code when cataloging a score or sound recording. There are dozens of possible values, so please use the documentation and look up the appropriate value. I've listed a few on this slide. This element is indexed in the musical composition index. The example shows the code mu, which is for multiple forms, as this is a collection of songs in different styles of music.
The Format of Music code in 008/20 is for scores and not for sound recordings. Therefore, all sound recordings will be coded "n" for not applicable. There are over a dozen possible codes for scores, so please read the definitions in BFAS if you are coding this for a score. I've listed a few of them on the slide, with a for full score being quite commonly correct. The element is not used in matching and is not indexed. The example shows coding for a full score.
Once again, this field is applicable only to scores, so it is coded n for not applicable for sound recordings. For scores, the default is blank, since often there are no parts. But when the score has multiple parts, or only consists of parts, you will want to code this. I've listed most of the possible codes on the slide, but be sure to consult the definitions when you start coding this element. The presence or absence of parts in the 300 field is a factor in matching, but this particular element in the 008 field is not a factor in matching. The element is not indexed.

The example is for a string quartet with the 300 field stating 1 score plus 4 parts. So, the Music Parts element is coded e which means “instrumental parts are present in the item being cataloged”. The title of this score is “The blue horse walks on the horizon: for string quartet”, which I thought was an amusing title.
This code is similar to the Nature of Contents code used for Books and Continuing Resources. While this is optional code, you may record up to six one-character codes in alphabetical order. There are over a dozen possible codes, so please read the definitions carefully. The default is blank for all 6 positions; blank means no accompanying matter. I've listed some of the choices on the slide, such as d for an accompanying libretto or text, which would typically be the words to the music on a sound recording. This is not a factor in matching and it is not indexed. The example is from a CD called Believe, a collection of songs sung by Andrea Bocelli. It shows the code d for accompanying text and h for technical information on the music. These are in the form of a container insert.
This element of Literary Text applies only to Spoken word Sound recordings. It consists of a 1 or 2 one-character codes. There is a system supplied value of n and blank for scores with n meaning not applicable. For musical sound recordings, the correct code is 2 blanks, signifying that this is not a spoken word sound recording. These 2 blanks are the default code for sound recordings. The purpose of this code is to characterize the content of the spoken recording. There are over a dozen codes available, and you may use up to 2. So, if you have a biography that also includes an interview, you could have codes b & t. The example is for Cokie; a life well lived /by Steven Roberts. It is a biography of Cokie Roberts written and read by her husband; it is coded b for biography.
008/33-006/16: Transposition and Arrangement (TrAr) (REC/SCO)

System supplied default code *n* for sound recordings
Not a factor in matching
Not indexed

Optional one character code for scores
Default for scores: blank

Transposition = *a*
Arrangement = *b*
Both transposed and arranged = *c*

The Transposition and Arrangement element in 008/33 applies only to scores, so the one-character code of *n* for not applicable is system supplied for sound recordings. The default is blank for scores, meaning it is not an arrangement or transposition to a different key or pitch. I've listed the 3 values for this coding; *u* for unknown is also a valid code. The example shows a score that is an arrangement rather than the original composition.
Moving on from the music formats, we come to 2 elements for visual materials. The Type of Visual Material coding in 008/33 may factor into matching decisions. For example, one could have both a motion picture and a videorecording with the same title, so coding this element correctly is important. When you are cataloging online, OCLC forces you to code this element by supplying a fill character as the default value in the blank workform. With over a dozen codes possible, please read the definitions carefully when you first start cataloging visual materials. I've listed some of the codes. This element is indexed in the material type indexes. The example, showing “w” for a toy, is for a Brontosaurus hand puppet.
The last element we'll cover today is Technique in the 008/34 position. This is an optional one-character code with the default of n for not applicable. It is only used in the visual materials format for motion pictures and videorecordings to code the technique used to create motion. Some of the possible codes are listed, such as the letter L for live action. Please read the definitions when you start to apply these in cataloging. The example is for a videorecording on DVD that uses live action, so is coded L.

And now back to Charlene where we’ll take questions.
Part 1 presented in October 2021
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October 2021

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Thank you!

**March Virtual AskQC Office Hours**
Bibliographic Formats & Standards chapter 3: a deep dive

Tuesday, 8 Mar. at 10:00 AM Eastern
Thursday, 17 Mar. at 4:00 PM Eastern

Registration and session links available at [oc.lc/askqc](oc.lc/askqc)

Send cataloging policy questions at any time to [askqc@oclc.org](mailto:askqc@oclc.org)

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