UKMARC AMC

Draft

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UK MARC FORMAT FOR ARCHIVES AND MANUSCRIPTS CONTROL
(UK MARC AMC)

0 Notes

This draft is the first attempt to establish a UK MARC specifically for Archives and Manuscripts Control since the British Library indicated that it would countenance such extensions to the national UK MARC format. In order to keep consistency with the general UK MARC format, standard UK MARC subject fields are not included in this document, since they should be taken from the latest version of the *UK MARC manual*. {A note of them should perhaps be included in UK MARC AMC.} {NB Text in braces is intended to be explanatory material for readers of this draft}. Certain other fields have not been included that might occasionally be used in the cataloguing of archival materials but would generally only be used for such materials in organizations which were combining archive databases with library databases.

This MARC version is intended for use with descriptions of archive or manuscript material that follow, or fit, the traditional style of cataloguing: we assume that these will normally relate to paper or parchment originals. It is not intended for use with descriptions of other kinds of material. For these, fields may be drawn from the appropriate UK MARC document. MARC versions for use with archives in special formats should be developed, in order to complete the full range of facilities available to archivists and curators.

1 Introduction

The original initiative for a UK MARC format for Archive and Manuscript control came from the Society of Archivists, and in particular from the report produced by the University of Liverpool's Archival Description Project in 1988_—[1]. At that time, the suggestion that specialised MARC versions should form part of UK MARC was opposed by the British Library. Subsequently, and in part because of this opposition, the National Council on Archives rejected UK MARC as a possible format for the exchange of archival data in its March 1990 report on IT development_—[2].

As a result of pressure from specialists in the field of rare books and manuscripts, the British Library later revised its previous view on the development of additional or variant fields to be added to the format, for use with specialised materials. The work on rare books may have been seen as an appropriate starting point for this extension to cover archival materials.

Although it is accepted that MARC may not be the ideal format for the treatment of archival material in every instance, it has a firm base in its extensive use in the UK library community. In this community, it is seen as an invaluable tool for the promotion of standardised procedures in the recording and control of bibliographic materials, and not just for transferring data and the production of databases. The availability of large shared databases is however an important development that can now be seen as significantly affecting archival practice. For librarians, online databases can act in the same way as union catalogues did in pre-automated days. In general, archivists have not had the benefit of these, but those of them who are most involved with technological developments are coming to see the value of these developments, and indeed their necessity. In Britain, the best known of the online databases is probably BLCMP, which began as the Birmingham Libraries Cooperative Mechanisation Project. As far as we know, this database does not as yet carry

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[1]M.Cook. Archival Description Project, University of Liverpool, 1988.
[2]C.Kitching (Convener). Report to the National Council on Archives, 1992. The report is obtainable from the National Register of Archives, London.

any archival descriptions, but the two main American-based databases, OCLC and RLIN, do already contain many_—[3].

It is hoped that the appearance of this MARC version will facilitate the increased use of shared databases, and data exchange generally, by all those concerned with the archives field. It has never been easy to distinguish consistently between some archival and some library materials. It will be a great advantage if organizations which set out to include both kinds of material can use one common format. The archives world as a whole will find that there is advantage in easy data exchange. Even where this is not immediately in view, organizations will benefit from the existence of a standard which should foster the development of automated systems for archives.

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[3]Detail is given in M.Cook. *Information Management and Archival Data.* Library Association Publishing, 1993, 169–172.

2 Format principles

This format follows UK MARC fields wherever possible, adding fields derived from US MARC AMC to supplement these. UK MARC subfield and indicator conventions will always be followed in preference to US MARC. Conventions adopted for rare books in UK MARC are also followed wherever appropriate.

Using MARC requires that a formal cataloguing standard should be followed. In UK MARC AMC the technical terminology and rules of MAD2_—[4] are followed wherever possible, supplemented where necessary by those of ISAD(G)—[5]. (The cataloguing rules used in the USMARC version are APPM_—[6], which is an adaptation of AACR2_—[7]).

MAD2 provides cataloguing rules that are specifically and distinctively structured for archives, and not for bibliographic materials. This has involved us in a good deal of adaptation. Some of the problems that arose are discussed in the next section.

We have replaced the bibliographic level code in the label by 'x', to indicate that the level will be found elsewhere: in Field 351 subfield c. After experience of use, it may be found that some further adaptation is still needed.

Certain US MARC AMC fields have not been included; these are listed in appendix 4.

In this version there are a number of fields for which the tag must be allocated by the British Library National Bibliographic Service. There may be other changes. No tag supplied in this document should be regarded as necessarily indicating that a final decision has been taken on it.

{Comments and suggestions are invited from users.}

2.1 Levels of archival description; the multi-level rule

MARC formats have traditionally been used by libraries to catalogue single items. Multi-part items such as volumes in a series have usually been treated as single items with only a statement of the serial being added; this has entailed a certain amount of repetition of data from one record to another.

MARC AMC can be used like this, but it is adapted to make it possible to enter true archival descriptions. Such descriptions must respect the established levels of arrangement, and should obey the multi-level rule of MAD2 and ISAD(G). This states that:

> Archival descriptions should always be provided at two or more levels;
> The process of description should begin with the description of the largest aggregates and only after this is completed should descriptions of their components down to individual items be included;
> The established levels of arrangement should be used. These are:

> Level No   British term   International term

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[4] M.Cook & M.Procter. *Manual of Archival Description*, 2nd ed. Gower Publishing, Aldershot, 1989.
[5] *General International Standard Archival Description*, ISAD(G). International Council on Archives, Ad Hoc Commission on Archival Description. Available from the Commission's Secretariat, c/o the National Archives of Canada, Ottawa.
[6] S.Hensen. *Archives, Private papers and Manuscripts: a cataloging manual for archival repositories, historical societies and manuscripts libraries.* 2nd ed, Society of American Archivists, Chicago, 1989.
[7] Anglo-American Cataloguing Rules, 2nd edition Revised.

```
_____
2                  Group (collection)       Fonds
2.nn               Subgroup                 Sub-fonds
3                  Class                    Series
4                  Item                     File
[Additional levels are possible, and are set out in MAD2]
```

> Descriptions at higher levels should be linked to descriptions at the related lower
> levels. In general, higher level descriptions provide information on context, background
> and provenance, while lower level descriptions hold content information and data on
> physical form. Higher level descriptions should also include all information that is
> common to the materials in the relevant lower level descriptions, or which gives a general
> overview of it. Such material should not be repeated in the lower-level descriptions
> unless there is specific reason for it.

A consequence of this rule is that both standards and systems for archival description should
allow the linking of descriptions of archival aggregates at different levels, to make up
a meaningful record: an item description would be meaningless without a related description
of the class or group to which it belongs.

Although MARC records in general are exchanged as single item records, it is possible to
use the multi-level method of operation and make sense in a cooperative system. Each
participating organization records its archival materials, setting out its data in separate
but related records corresponding to the archival levels of group, subgroup, class and item.
End users would then be able to extract and interpret the kind of data they were looking
for from a source database.

In a national system for archival data exchange, it would also probably be necessary to make
it possible for repositories to include descriptions at the level of management group, but
we would expect that most participants would offer descriptions at group (fonds, collection)
level. There would certainly be cases where the related class (series) descriptions would
be provided, with a linkage. Sharing item records might be required in particular cases,
and these would also, of course, have to be linked with their contextual and provenance
descriptions.

There are different ways in which these linkages may be entered in a MARC record. We propose
that data relating to each archival level be entered in a separate record, with links made
between the records using the 773 field 'Host item entry'.

This procedure has two implications which must be considered:

1) MARC has a procedure for updating records but, hitherto, there has never been much of
a mechanism for ensuring that if a link is present in one record pointing to another, then
both records are made present together on an exchange tape. That is because most processing
of library materials can be done on single items. Any such mechanism will require additional
software to support it.

2) Guidelines are required for mapping multi-level archival data into MARC and for exchanging
and updating sets of related records, to ensure that data exchanged make up meaningful entities.
These guidelines are not provided in this document, but will be needed in an appendix or
in a user's guide, or in additional conventions agreed to by parties to an exchange. {See
also Appendix 5 "Standards for use with this format"}.

2.2 The Relationship between UK MARC and UK AMC

Certain fields which are not appropriate to the normal run of archival material are not included
in this version. An example is the National Bibliography Number. The relevant fields remain

available, and if a repository wishes to include a description of a book, it should use the fields from the general UK MARC standard. It will then need to use only linking fields (7xx) to indicate its place in the hierarchy of other descriptions.

Unlike US MARC, UK MARC exists only as one format. This means that any fields from the general UK MARC may be used along with these more specialised fields added or amended as AMC. Since books can be adequately described under AACR rules, and coded by the general UK MARC, it is not necessary for us to reproduce the general fields and examples in this document.

3. About this version of MARC AMC

It is envisaged that eventually a full version of UK MARC will be published for the use of archivists. This will set out all the fields from the general UK MARC that might be required for archives plus these additional ones in AMC. The full version should include fields needed for the description of archives in special formats.

In the rest of this document which describes the format, examples are given with the indicators preceding the subfields as they would be stored on an exchange tape.

The tag is given only when it differs from the one being exemplified.

4. The AMC format

4.1 List of fields used in AMC
Fields normally most used are in bold type.

001 Record Control Number
005 Archival description level
008 Information codes
016 Reference code
017 Correction message
018 Amendment message
035 Accession number
041 Languages
043 Area codes
050–085   Various classification codes
100 Main entry heading: personal name
110 Main entry heading: corporate name
111 Main entry heading: conference, congress, meeting
240 Uniform title
245 Title
260 Creation, issue or release
300 Physical description
340 Medium
351 Organisation and arrangement
500 General note
505 Contents note
506 Restrictions on access
510 Citation note
520 Summary abstract note
524 Preferred citation of material
530 Additional physical form available
533 Reproduction note
535 Location of originals
540 Conditions governing use
541 Immediate source of acquisition
544 Location of associated materials
545 Biographical or administrative history note
546 Language note
555 Related finding aids or indexes
561 Provenance note
580 Linking entry complexity note
583 Action note
584 Accumulation and frequency of use note
6xx Access points from content descriptions
600 Added entry: personal name
610 Added entry: corporate name
611 Added entry: conference, congress or meeting
656 Index term: occupation
657 Index term: function
7xx Access points from provenance descriptions
700 Additional entry heading: personal name
710 Additional entry heading: corporate name
711 Additional entry heading: conference, congress or meeting
755 Added entry – physical characteristics
773 Host item entry
851 Location

4.2 Label

The first part of the record consists of the label. Most values in this area are concerned with the structure of the record rather than the content of the item being recorded.

Most values will stand as in UK MARC

4.3 Record status

Only the following values will be appropriate

n   new record
c   changed record
d   deleted record

4.4 Implementation codes

TYPE OF RECORD

{A code should be sought to indicate archive material.}

It is assumed throughout, that any bibliographic material recorded by an archive service or repository would be entered according to UK MARC standard version.

CLASS OF RECORD

Use 'x' to indicate archival materials.

Do not use this field to indicate the level of archival description (see 005).

00x fields

Fields with tags beginning with '0' contain preliminary or general information that sets the following description(s) into particular categories, or indicates particular modes of operation.

001 Record Control Number [UK MARC]

This field has no subfields or indicators

Notes

This number should define the record uniquely. In a cooperative system there must be conventions for ensuring that record control numbers are unique; this can be done at the point where records are added to a large database. A record-producing organization should ensure that its own records are given unique numbers.

Ideally a number should contain a code identifying the repository: an authority list for this should be sought from the National Council on Archives.

The number should be entered precisely with regard to spacing and punctuation.

[MAD2 9.10] [ISAD(G) 3.1.1]

Related fields

A Reference code should be entered at field 016.
An accession number should be entered at field 035.

Levels

All

Examples

LUA/DCU/GM 1/2, p.3
BAs/AD1
PRO/KB119
Cheshire RO/CCC/1

002 Subrecord directory datafield [UK MARC]

This field is used by UK MARC for handling analyticals. The methodology used is not appropriate for archival levels, so this field should not be used.

005 Archival level [NEW FIELD]

The identification of the level of archival description used for the main part of the record (that identified in fields 245 and 260). Use MAD2 level numbers.

Related field

   351 Organisation and arrangement

008 Information codes [UK MARC]

This field is a fixed field of 40 characters which contains commonly sought information in a coded form.

This field does not have indicators or subfields

Levels

All records should contain this field and it should apply to the level in field 005.

DATA ELEMENT	CHARACTER POSITION
Date entered on file (YYMMDD)	1-6
Date: type of date	7
Date 1	8-11
Date 2	12-15
Country of origin	16-18
Illustration codes (leave blank)	19-22
Intellectual level code (leave blank)	23
Material designation	24
Form of publication codes (leave blank)	25-28
Public record indicator	29
Conference proceedings indicator (leave blank)	30
Festschriften indicator (leave blank)	31
Index indicator (leave blank)	32
Heading repeated in title indicator (leave blank)	33
Literary text and type of publication code (leave blank)	34
Biographical material (leave blank)	35
Main language of material	36-38
Periodicals (leave blank)	39

Date entered on file

This will generally be supplied by the system.

Date of creation of the current record. Use format YYMMDD.
Example, 921225 for 25 December 1992

{Should MARC not upgrade up to an 8 character code. Could archivists use 8 characters even if others use 6?}

Date: type of date

s Single year: An item with a single year of creation e.g. 1992 (the last four characters are blank

: Reprint date: The year of the reprint followed by the year of the original. Do not enter the year of the reprint if it is insignificant (e.g. a photocopy) and enter as s above

ı Multiple date of a set of archival material: Enter the start year followed by the end year. If it is incomplete, enter 9999 for end year.

ı Complete date: Equivalent to s but to enter month and year where known and important for sorting

   NB These dates are intended for machine searching. A guess should be made where precise dates are not known

Country of origin

Enter two digit code for country of origin.

Illustration codes

Not used for archival material

Intellectual level code

Not used for archival material

Material designation

Not used for archival material

Form of publication codes
Not used for archival material

Public record indicator

1 if item is a public record, otherwise 0

A public record is defined as material that comes within the Public Records Acts 1958, 1967

Conference proceedings

Not used for archival material

Festschriften indicator

Not used for archival material

Index indicator

Not used for archival material

Heading repeated in title indicator

Not used for archival material

Literary text and type of publication code

Not used for archival material

Biographical materials

Not used for archival material

Main language of material
A single three digit code (as used in field 041)

Periodicals
Not used for archival material

016 Reference code [MAD2, ISAD] (Not repeatable)

Indicators 00

Subfields

$a Reference code (Not repeatable)

Notes

This field should contain the identifier, code or number allocated by the archive to the entity being recorded to identify it uniquely. It will often, though not necessarily, indicate by its notation the position of the entity and its relationship to other entities in the collection.

MAD2 recommends that there should be an element representing each level of description (unless this would make the reference code too complex for comprehension by end users); and that elements down to subgroup should be alphabetic, and from class down should be numerical.

The number should be entered precisely with regard to spacing and punctuation.
[MAD2 9.10] [ISAD(G) 3.1.1]

Related fields

The control number for the record within a computer system is entered in field 001.
An accession number, if used, should be entered at field 035

Levels

All

Examples

TGA 815.66
LUA/DCU/GM 1/2, p.3
BAs/AD1
PRO/KB119
Cheshire RO/CCC/1

017 Correction message

A processing field which may be included as in UK MARC.

018 Amendment message

A processing field which may be included as in UK MARC.

035 Accession number (repeatable) [US MARC AMC LOCAL SYSTEM CONTROL NUMBER]

This field is used to record a control number for the entity being recorded, different from the Reference Code.

Use this field where an accession number (or other code) is to be used for a period instead of, or as well as, a final Reference Code

Indicators   00

Subfields

$a Accession number **(Not repeatable)**

Related field

The control number for the record within a computer system is entered in field 001.

041 Languages (Not repeatable)

In this field language is always expressed by the three-digit Library of Congress language codes. Use 'und' for undefined and 'mul' for many languages

Indicators   00

Subfields

$a Language of the material where there are more than one, otherwise use only 008 field **(Not repeatable: repeat code in same subfield, e.g. engfre)**
$b Language of parts, summaries, notes **(Not repeatable)**
$c Languages of other versions available {not appropriate for archival material}

Related fields

Field 008 (character positions 36-38) Main language of text. Field 041 is used when there is more than one language.
546 Language note

Levels
***explain meaning – how related to 005?
This field may be completed at any level
Need for a code to indicate levels of description

Example
Where the language of the material in the class is Portuguese and Spanish, enter in the record:

00 $aporspa

043 Area codes

These codes are used for 7-character area codes and applied only to material whose subject covers a particular area.

Take these from UK MARC
***include list?

050 – 085 Various classification fields

These fields are fields used predominantly for library classification.

These may be used by archival systems and should be accepted as they are in UK MARC.

100 Main entry heading – Personal name (Not repeatable) [UK MARC]

```
   First indicator   0  Name of person entered under given name, byname, etc
   First indicator   1  Name of person entered under a single surname, a single title of nobility,
                           or under the last element of the name
   First indicator   2  Name of person entered under a compound surname, a surname with a separate
                           prefix, a compound title of nobility, or under any other element of the
                           name other than the first or last element
   First indicator   3  Name of family
```

```
Second indicator   0
```

Subfields

```
$a Name (entry element) (Not repeatable)
$c Dates (printed with the personal name heading) (Not repeatable)
$d Second or subsequent additions to names
$e Roman numerals or additions to names appearing between the entry element and other parts of the
     name (Not repeatable)
$f Additions to names other than dates
$h Inverted element of name (forenames) (Not repeatable)
$k Spelled out form of name for printing (Not repeatable)
$l Parenthetical general designation (Not repeatable)
$q Spelled out form of name (non-printing) (Not repeatable)
$r Dates (non-printing) (Not repeatable)
$u Affiliation of person to institution (Not repeatable)
$y Designation of function (Not repeatable)
```

Enter here the principal personal name that is an element in the title of the material being described. This is normally the name of the creator of the material, or the name of the person mainly responsible for its existence

Levels

Enter at the highest level applicable. Thus the Group- or Collection level (MAD2 level 2) description of the papers of an individual would carry that name in the main entry. It could be repeated in records at lower levels in order to provide linkage.

Related fields

[MAD2 title: name element] [ISAD(G) Title]
545 Biographical or administrative history note

Notes

Entries in this field should where possible conform to authority lists

Examples

Item

```
The writer of a letter, Alison May, for editor Listener, Broadcasting House
10 $aMay$hAlison$yFor editor$uListener, Broadcasting House
```

```
The writer of a letter, J. Cleveland-Belle, Director, Colour Design and Style centre, The Cotton
Board, Manchester
20 $aCleveland-Belle$hJ$yDirector$uColour Design and Style Centre, The Cotton Board, Manchester
```

```
Principal name in an institution bond
10 $aAllen$hWilliam$fclerk in holy orders

Duchy order against Cuthbert Musgrave for deer-stealing
10 $aMusgrave$hCuthbert
```

Class

```
Correspondence with John Bridgeman, Bishop of Chester
10 $aBridgeman$hJohn$fBishop of Chester

Notes compiled by Francis Gastrell
10 $aGastrell$hFrancis
```

Group

```
The originator of a collection of papers (not usually known by other than initials but distinguished
by dates from another C.F.H. Allen)
10 $aAllen$hC.F.H.$qCharles Francis Hitchcock$c1895-

The originator of a collection of papers (usually known as DH Lawrence but full names included
according to AACR practice)
10 $aLawrence$hD.H.$qDavid Herbert

In the case of papers originating from two or more persons, a second person is entered in field
700, second indicator 1:
100 10 $aDewey$hGeorge
245 00 $aGeorge and Suzette Dewey papers
700 10 $aDewey$hSuzette

The accounts of John Byram of Overpool, farmer
10 $aByram$hJohn$fof Overpool, farmer

Owens family of Townsend Farm, Barnston
30 $aOwens
```

Other examples of names:

```
Mary, Countess of Stamford
00 $aMary$fCountess of Stamford

Arthur Wellesley, 1st Duke of Wellington
10 $aWellesley$hArthur$f1st Duke of Wellington

Ralph Williams of Wybunbury, butcher
10 $aWilliams$hRalph$fof Wybunbury, butcher
```

110 Corporate name main entry heading (Not repeatable) [UK MARC]

First indicator   1 Name of government
First indicator   2 Name of non-government corporate body

Second indicator   0

Subfields

$a Name (entry element) **(Not repeatable)**
$c Subordinate body, related body, or government agency or official
   entered subordinately
$e Additions to names **(Not repeatable)**
$g Miscellaneous information **(Not repeatable)**
$i Number of conference, etc. **(Not repeatable)**
$j Location of conference, etc. **(Not repeatable)**
$k Date of conference, etc. **(Not repeatable)**
$p Location added to name (non-printing) **(Not repeatable)**
$q Inverted term denoting incorporation, etc. **(Not repeatable)**
$y Designation of function **(Not repeatable)**

Enter here the principal name element in the title of the materials being described, where this
is the name of a corporate body of any kind.

Levels

Applicable at any level.

Notes

Entries in this field should where possible conform to authority lists.
This entry should use the modern form, as in the authority; do not use historic or outmoded forms,
even if these are in common use.
Local governments and their departments should be given first indicator 2.

Related field

545 Biographical or administrative history note

Examples

Group

The archives of the Municipal Borough of Flint
20 $aFlint$eMunicipal Borough

Other examples:

20 $aActon Bridge & Hartford Green Turnpike Trust

20 $aExeter$eDiocese

20 $aLombard Street Council School

20 $aCheshire Congregational Union

Class

Output books of Ruabon Coal & Coke Co.
20 $aRuabon Coal & Coke Co.

                                    [Specific class title under 245]

Vouchers of Ewloe & Ewloe Green Potteries
20 $aEwloe & Ewloe Green Potteries

Item

Deed of settlement of Mold Gas & Coke Co.
20 $aMold Gas & Coke Co.

Court book of Archdeacon of Richmond
20 $aArchdeacon of Richmond
Minute book of Nantwich Rural Sanitary Authority
20 $aNantwich Rural Sanitary Authority

111 Conference, congress, meeting, etc. name main entry heading (Not repeatable) [UK MARC]

```
Indicators        00
```

Subfields

$a Entry element **(Not repeatable)**
$c Subdivision of conference
$e Addition to name other than number, location and date **(Not repeatable)**
$i Number of conference, etc.**(Not repeatable)**
$j Location of conference, etc. **(Not repeatable)**
$k Date of conference, etc. **(Not repeatable)**
$y Designation of function **(Not repeatable)**

Enter here the main entry if it is a conference name.

Levels

Applicable at any level.

Notes

Entries in this field should where possible conform to authority lists.
This entry should use the modern form, as in the authority list. Do not use historic or outmoded forms, even when these are in common use.

Related field

545 Biographical or administrative history note

Examples

00 $aLambeth Conference$k1968

00 $aWorld Peace Congress$i1st$k1949$jParis and Prague

00 $aInternational Experimental Film Competition$i5th$k1974-75$jKnokke-Heist Belgium

240 Uniform Title – excluding collective titles (Not repeatable) [UKMARC]

First indicator   0 No uniform title access point: uniform title not given in the main entry
First indicator   1 No uniform title access point: uniform title given in the main entry
First indicator   2 Uniform title access point: uniform title not given in the main entry
First indicator   3 Uniform title main entry heading
First indicator   4 Uniform title access point other than main entry heading: uniform title
                       given in main entry

Second indicator 0-9 Number of characters to be ignored in filing

Subfields

$a Uniform Title **(Not repeatable)**
$j Parenthetical identifying element **(Not repeatable)**
$o Year of imprint **(Not repeatable)**
$p Subheading **(Not repeatable)**
$q Version of Bible **(Not repeatable)**
$r Language **(Not repeatable)**
$s Part of a work **(Not repeatable)**

Levels

This field may be used for particular cases, for example to bring together a manuscript and a
published work.

Note

This field will not be used for archival material except in order to provide consistent access
points when the data are in a catalogue combined with a library's catalogue.

Examples

For examples, see *UK MARC manual*.

245 Title area (Not repeatable) [UKMARC] Title [MAD2, ISAD(G)]

```
First indicator    0  Title not entered in an index
First indicator    1  Title would be entered in an index
First indicator    3  Title is main entry
```

Second indicator   0-9 Number of characters to be ignored in filing

Subfields

$a Title **[MAD2 14.2B] [ISAD 3.1.2] (Not repeatable)**
$b Other title information, subtitle **(Repeatable)**
$k Parallel title **(Repeatable)**
***$? Simple inclusive dates **[MAD2 14.2B5] (Not repeatable)**
***$? Simple bulk dates **[MAD2 14.2B5] (Not repeatable)**

Levels

This field is mandatory in every record

Note
Enter here the name by which the archival entity is usually known.
A default term might be 'Archives of...', or 'Papers of...'.

In describing bibliographic materials, other subfields are used for any statement of responsibility, unless the statement is not grammatically separable (e.g. *Burke's peerage*) in which case the whole is entered as a title.

Examples

Group

10 $aArchives of the firm and personal papers

Protestation returns 1641-2 [in the House of Lords record office]
10 $aProtestation returns$?1641-2

Parish registers of a specific parish. The name of the parish is entered in field 110
10 $aParish registers

Entered under the name of the sessions
10 $aContracts, plans and papers

Entered under the name of the family
10 $aFamily papers

Class

The court books for Cartmel of the Cavendish of Holker family. 5 volumes
100 30 $aCavendish of Holker$dfamily
245 10 $aCourt Books for Cartmel

Part of a larger collection
10 $aLetters of Presbyterian missionaries serving in Manitoba

00 $aLetters sent   [Note non-indexed title]

14 $aThe legal Books of Account

Item

10 $aClaughton survey and valuation

12 $aA legal book of account

260 Creation, issue or release (Not repeatable)

First indicator   0
Second indicator   0

Subfields

$c Dates of creation [**ISAD 3.1.3] (Not repeatable)**

Levels

Applicable mainly at the item and piece levels, since field 245$? Simple inclusive dates; single bulk dates is used for dates relating to higher levels than item or piece. Where a number of pieces constituting one item have the same date, the date should be included at the item level.

Related field

Field 245$? Simple inclusive dates; single bulk dates

Notes

Examples

Item

00 $c16 April 1994

00 $a1886

300 PHYSICAL DESCRIPTION (Repeatable) [UKMARC]

Indicators: 00

$f Extent of unit of description (e.g. number of volumes) **(Not repeatable)**
                                           [MAD2 14.4C1/2 ISAD(G) 3.1.5] (Not repeatable)
$n Specific material designation   **[MAD2 14.4C1/2 ISAD(G) 3.4.5] (Not repeatable)**
$a Length, bulk (e.g. page numbers)   **[MAD2 14.4C1/2 ISAD(G) 3.1.5] (Not repeatable)**
$h Physical characteristics relating to use **(Not repeatable)**
$b Physical characteristics   **(Not repeatable)**
$c Dimensions not affecting use (e.g. of a page or leaf) **(Not repeatable)**
$3 Materials specified **(Not repeatable)**

No subfields may be repeated within one field
The field may be repeated for each subfield $3

Level

Applicable at any level

Notes

[ISAD 3.1.5]

Linear footage or metrage, number of items, weight or other measures are entered in $f, with the name of the unit in $n. Specific dimensions of a single item are in $c.

It is recommended to use only $f and $n; and $c for exceptional cases particularly at the item level

Examples

00 $f3$nfiles
00 $f30$nmetres of shelving
00 $f3$nitems in envelopes
00 $f1$nsound tape reel$a20 mins
00 $f250$nphotographs
00 $f110$nbundles
00 $f104$nboxes, volumes, etc
00 $f1$ndocument
00 $f1$ncarbon copy$bwith annotations in pen

340 Medium (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Material base and configuration   (Repeatable)
$b Dimensions   (Repeatable)
$c Material applied to surface   (Repeatable)
$d Information recording technique   (Repeatable)
$e Support   (Repeatable)
$f Production rate/ration   (Repeatable)
$h Location within medium   (Repeatable)
$i Technical specifications of medium (Repeatable)
$3 Materials specified   (Not repeatable)

Related fields

Level

Applicable at any level

Notes

This field holds data on the physical characteristics of materials which require special conditions
for conservation, storage and retrieval.

{An authority list of terms needed.}

Example

00 $aVideotape$bhalf inch VHS$iVHS Video recorder
00 $aAcetate$csilver$dPositive microfilm$b35mm$f16x (1B)

351 Organization & Arrangement   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Organization   **[MAD2 14.3C3] [ISAD 3.2.8]**
$b Arrangement   **[MAD2 14.3C3]**
$c Archival level of arrangement   **[MAD2 14.2C] [ISAD 3.1.4]**
$3 Materials specified

Related fields

{005 Archival level. This may replace $c and has to be seen as an alternative: they should not co-exist}

Levels

Subfields other than $c will not apply at the item or piece level.

Notes

This field should be used in every record to indicate the archival level of the record (in subfield $c). This should be applied consistently
Use level numbers from MAD2.

Example

For a Group record

00 $bThe material was unsorted, but it was possible to arrange it into the following subgroups:-
769.1   Writing by Nash; 769.2   Material about Nash; 769.3   Correspondence to Paul Nash, Margaret Nash and others$c2.0; 769.4 Artwork; 769.5 Source material

00 $bPart of....$cClass

00 $bComprises 2 classes$cminutes 1921-1976; accounts 1952-1967

00 $b106 transfer cases in numerical order of the transfer, which took place between 1941 and 1953

For an Item record

00 $cPiece

500 General note   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a General note **(Not repeatable)**
$z Source of note information **(Not repeatable)**
$3 Materials specified **(Not repeatable)**

Related fields

Level

Applicable at any level

Notes

This field can be used for a free-text note for any information for which a specialised note has not been provided. **[MAD2 14.4B] [ISAD 3.6.1]**

Example

00 $aSigned: A White ('Quhyte')
00 $aMarginal note: 'ultimo Maij 1490'
00 $aPublic records transferred under section 4(1) of the Public Records Act 1958. **[ISAD 3.4.1]**
00 $aThe development of the regular army, the militia and the volunteer movement is a complex story, to which there is at present no comprehensive guide. Most records of regular army units are eventually preserved in the Public Record Office, but a few miscellaneous items concerning the Gloucestershire Regiment have been deposited and are listed in the office. Records of naval and army officers who served in the Regulars are also often preserved in estate and family collections.

505 Contents note (repeatable)

Indicators: 00

Subfields

$a Contents note **(Not repeatable)**

Use this field for any information that does not more appropriately appear in 520. This field may be used for editorial comment or information deduced from the content of archival materials.

Related fields

520, which is the preferred field except where the information very specifically refers to the content rather than to the character of the record.

Levels

Applicable at any level. Will usually be used at the lowest level in a hierarchy to indicate material at lower levels which have not been catalogued separately

Notes

[MAD2 14.4A] [ISAD 3.3.1]

506 Restrictions on access (Repeatable) [USMARC]

Indicators: 00

Subfields

$a Terms governing access   **(Not repeatable)**
$b Jurisdiction   **(Not repeatable)**
$c Physical access provisions **(Not repeatable)**
$d Authorised users   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

Level

Applicable at any level. Will usually be used at the highest level at which it can be applied in any collection.

Notes

[MAD2 14.5A] [ISAD 3.4.2]

$a records legal, physical or administrative restrictions
$b identifies the authority on which the restrictions are based
$c specifies conditions for physical access, which may change
$d identifies individuals or groups to which the restrictions in $a are not applied

Examples

Group:
00 $bSubject to direction by the Lord Chancellor under the Public Records Acts

Class:
00 $3Newspaper cuttings$cRequire 24 hours notice
00 $3Family correspondence$aclosed until 2010

Item:
00 $3Box 12, folder 22$arestricted
00 $3Box 5$aclosed until 31 December 1999$dMay be consulted by family members$bSee letter HRC 86.8.A from donor

510 Citation note   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Name of source   **(Not repeatable)**
$c Location within source   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

533

Level

Applicable at any level

Notes

This field records notes that give a brief description of citations or references to published descriptions and to publications in which abstracts, citations, descriptions, indexes, edited versions or critical examination of archival materials appear.

[MAD2 14.5B][ISAD 3.5.5]

Example

00 $aConnoisseur$cVol 92, No 6, (Nov. 1986)

00 $aQuoted in C. Young. 'An assessment of Scottish sequestrations as a source in historical analysis'. Journal of the Society of Archivists 12, (1991), p.129

520 Summary, abstract note   (Repeatable) [USMARC, Guildhall]

Indicators: 00

Subfields
$a Summary   **(Not repeatable)**
$z Source of note   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Information entered in this field should summarise the **content** of the archives being described. Information about the origin, background and context of the materials should be in the administrative/biographical history.

Related fields

505; use 520 for descriptions of the specific content of the archival materials being described.

{Compare UKMARC 513}

Level

Applicable at any level

Notes

[MAD2 14.4A] [ISAD 3.3.1]

The purpose of this field is to summarise the content or specific informational character of the materials. The amount of detail or the completeness of this record depends on the purpose of the finding aid and the level. The abstract is normally free text and has no limit of length.

Example

Group

Describing a small collection of Paul Nash material.

00 $aContains a wide range of useful and interesting material; manuscripts and drafts of poems, articles and commentaries by Nash, some personal notebooks, biographical pieces by his wife Margaret, many informative lists and catalogues of paintings and works, as well as a small but fine collection of artwork including proofs of illustrations

00 $aFamily papers, diaries, accounts, correspondence, inventories, etc. and some deeds of the Davies-Colley and related Clubbe, Denton, Nevitt-Bennett and other families with property in Churton Heath, Chester, Shotwick and Saughall, Kingsley and Weaverham and elsewhere, 1580-1931.

Class
00 $aAn account of the storekeeper's disbursements, entry books of in- and out-letters of the clerk of the works and others, diaries showing the work performed each day and the numbers and grades of men employed, and day journals of the stores issued and received.

Description of Aliens Restriction entry books, HO 162

00 $aEntry books of out-letters relating to various aspects of the working of the Aliens Act 1905, including the appointment of Immigration Officers, Medical Inspectors and Immigration Boards, the issue of bonds of exemption for shipping companies, expulsion etc.

Item
00 $aIncomplete with unidentified annotations; details of content and provenance of 'Graveyard in a Ruined Orchard near Vimy' (1918) and 'Dumbarton Lakes'

00 $aDeposition in Grosvenor v. Swymmer (over boundary between lordship of Mold and lordship of Bromfield and Yale, with reference to leadmines on Mold Mountain), with vertical section of lead mines, c1750

524 Preferred Citation of material   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Preferred citation of described material **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Gives the reference by which the material being described should be referred to in publications, etc

Related fields

Distinguish from 510 Citation note

Level

Applicable at any level

Notes

The form in which the archive repository wishes the archival entity to be cited in future publications.

Example

00 $aTate Gallery Archive. Sir Kenneth Clark papers

00 $aBerkshire Record Office. DDX/16

00 $aKeighley Reference Library, Steeton with Eustburn Parish Council records 1987–1988

530 Additional physical form available (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Additional physical form available note **(Not repeatable)**
$b Availability note   **(Not repeatable)**
$c Availability conditions   **(Not repeatable)**
$d Order number   **(Not repeatable)**
$z Source of note information   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

Level

Applicable at any level, but more often at item

Notes
[MAD2 14.5C2][ISAD 3.5.2, 3.5.4]
Records information about any additional and different physical form in which the archival entity described is available: for example as a published text. Details of accessibility and conditions may be added.

Example

$aAvailable as microfilm$bfrom University Microfilms$dOrder no. 4356

$aPublished as: Papers of the George Brown collection$bLondon : Macmillan, 1976

533 Reproduction note   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Type of reproduction   **(Not repeatable)**
$b Place of reproduction   **(Not repeatable)**
$c Agency responsible for reproduction **(Not repeatable)**
$d Date of reproduction   **(Not repeatable)**
$e Physical description of reproduction **(Not repeatable)**
$f Series statement for reproduction   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

530 Additional physical form available

Level

Applicable at any level, but more often at item

Notes

[MAD2 14.5C1; Not MAD2 14.5C2 which is the reverse. **ISAD(G) 3.5.2]**

Used to record information when the archival entity is a reproduction of other or previously existing materials.
The original item, class or group is described in the record and this field holds information on any reproduction.

Example

00 $aPhotocopy

(Record includes the location of the original in field 535)

Microfilmed by Australian Archives copying project

00 $cAustralian Archives copying project

Record of a non-original item in a collection of papers.

245 10 $aDrama in the 19th century$ba thesis presented for the degree of M. Phil.
533 00 $aOn microfilm$bNew York$cCollege Microfilms$d1981

If the above record was in the record of a class or group, it could include in the field 533

    $3Thesis

to denote that this statement was applicable only to the thesis.

535 Location of originals   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Custodian   **(Not repeatable)**
$b Postal address   **(Not repeatable)**
$c Country of repository   **(Not repeatable)**
$d Telecommunications address   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

530 Additional physical form available

Level

Applicable at any level, but more often at item

Notes

[MAD2 14.5C] [ISAD 3.5.1]

This field holds information as to the location of an original when the archive has only a copy

Example

00 $aUniversity of Oxford, Bodleian Library$bOxford OX1 3BE$3Letter from Vanessa Bell dated 13 Aug 1933
00 $aScottish Record Office
00 $aSociety for the Protection of Ancient Buildings$b37, Spital Square, London E1 6DY
00 $aLiddell Hart Centre for Military Archives$bKing's College, London
00 $aArchiv Sohm, Staatsgalerie$bStuttgart$cGermany

540 Conditions governing use   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Conditions governing use and reproduction **(Not repeatable)**
$b Jurisdiction   **(Not repeatable)**
$c Authorisation   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

506 Restrictions on access

Level

Applicable at any level; should be used at highest level applicable

Notes

Used to record information about conditions governing the use of the materials after access has been given. Included are copyright **[MAD2 14.5A3] [ISAD 3.4.3],** restrictions on copying **[MAD2 14.5A2] [ISAD 3.4.3],** exhibition or quotation.

Example

00 $aAuthorisation to publish from the papers must be obtained from:$cThe University Archivist, University of Liverpool

541 Immediate source of acquisition (Repeatable) [USMARC, Guildhall]

Indicators: 00

Subfields

$a Source of acquisition   **[MAD2 14.7A4] (Not repeatable)**
$b Address
$c Method of acquisition   **[MAD2 14.7A3] (Not repeatable)**
$d Date of acquisition   **[MAD2 14.7A2] (Not repeatable)**
$e Accession number   **[MAD2 14.7A1] (Not repeatable)**
$f Owner   **[MAD2 14.7A5] (Not repeatable)**
$h Purchase price   **(Not repeatable)**
$? Future acquisitions??   **[MAD2 14.7A6] (Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

545 Biographical or administrative history

561 Provenance note

Field 001 Record control number may use accession number ($e)

Level

Applicable at any level; should be used at highest level applicable

Notes

[**MAD2 14.3B** see also 561] **[ISAD 3.2.5]**

Information about the process of acquiring or transferring the archival entity being described. This field should be used for data not for public sight. Information for public display should be entered in field 561.

Example

00 $cGift$aExecutors of A.C Yeates$dSept. 1942
00 $cPurchased$aA.B. Crampton Ltd$bPiccadilly, London SW1$c1982$h£950.00
00 $cDeposit/permit loan$fExecutors of John Smith
00 $cTransfer from$adept. of employing agency
00 $cTransferred from$aCounty Treasurer
00 $cDeposited by$aJohn Smith
00 $cGenerously donated by$aT.W. Earp's sister-in-law, Mrs Margaret Crace$dOctober 1991

544 Location of associated materials (Repeatable) [USMARC]

Indicators: 00

MAD2 14.5C1 ISAD 3.5.4

Subfields
$a Custodian   **(Not repeatable)**
$b Postal address   **(Not repeatable)**
$c Country of repository   **(Not repeatable)**
$d Title of associated materials   **(Not repeatable)**
$e Provenance   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

Level

Applicable at any level; should be used at highest level applicable

Notes

References to indexes or finding aids in the NRA should be in 555.

Example

00 $dThere is correspondence from Vice-Admiral Sir Samuel Hood in the Keats Papers (KEA/10), the McKinley papers (MCK/11), the Duckworth Papers (DUC/14) and in the Museum's collection of letters (AGC/6/17 and 22)

00 $dAn earlier draft of the manuscript was retained by the donor

00 $aThe Keeper, Western Art Museum$bUniversity of Minnesota, Minnesota$cUSA$dJ.N. Binns Collection

00 $dAssociated material$aErnest Buckler fonds$bPublic Archives of Nova Scotia$cCanada

00 $dArchives of the Brighton Branch of the Association$aTom Harrisson Mass-Observation Archive$bUniversity of Sussex, Brighton BN1 9QA

The related material may be in the same repository or collection:

00 $dSee Fluxus Miscellaneous 'Maciunas' in the same collection

545 Biographical or administrative history note (Repeatable) [USMARC, Guildhall]
    Administrative history note [after MAD2 14.3A]

Indicators: 00

Subfields
$a Biographical or historical note   **(Not repeatable)**
$z Source   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

541 Immediate source of acquisition

561 Provenance note

Level

Applicable at any level; should be used at highest level applicable

Notes

This field is for information about the origin, context and background of the materials.
Free text, no length restriction.
Give the administrative or biographical history, and custodial history. The last step in the custodial
history (transfer to the repository) may if desired be entered in 541, especially if it is desired
to keep this information confidential.

[MAD2 Administrative and Custodial History. ISAD(G) 3.2.2]

Example

00 $aHoughton le Spring Rural sanitary Authority was set up under the Public Health Act 1872. The
Rural District Council, established under the Local Government Act 1894, inherited the functions
of the former Rural sanitary Authority when the Act came into operation. Houghton le Spring Rural
District Council was abolished on 1 April 1937 and the area split up among the neighbouring local
authorities. Records inherited by Houghton UDC in 1937 and later deposited at Durham Record office.
Transferred to Tyne and Wear Archives Service on 28 July 1976.

00 $aTrade Unionist. Born in Coventry, educated in Earlsdon primary School and night classes. Worked
in engineering, served in RAF 1918...$zResearched by Modern Records Centre, University of Warwick

546 Language note   (Repeatable) [USMARC Guildhall]

Indicators: 00

Subfields
$a Language note   **[MAD2 14.4B] [ISAD 3.3.1]   (Not repeatable)**
$b Information code or alphabet   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

008 (characters 35–37)
041 Language code

Level

Usually at item level; should be used at highest level applicable

Notes

[ISAD(G) 3.4.4]

$a is for a full free-text explanatory entry to be displayed in the record. Fields 008 (character positions 36–38) and 041 are used for codes which can be used to assist selection in information retrieval)

$b is to indicate the alphabets in use in the entity, the scripts used and whether any codes or mathematical symbols are used. Computer languages may also be noted here

Example

00 $aDiaries are written in German
00 $bSome of the entries are written in code
00 $aContains formal headings in Latin
00 $aTranslated from the Italian by Anne Thompson

555 Related finding aids or indexes (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Related finding aids   **(Not repeatable)**
$b Availability source   **(Not repeatable)**
$c Degree of control   **(Not repeatable)**
$d Bibliographic reference   **(Not repeatable)**
$3 Materials specified   **(Not repeatable)**

Related fields

544 Location of associated materials

Level

Usually at higher levels

Notes

This field should be used for references to indexes and finding aids at the NRA.

Example

Group
00 $aUnpublished list is available
00 $aAdministrative and custodial histories$bAvailable for consultation in the repository

Class
00 $aIndividual members are indexed on original 5"x3" cards$call available information was entered there

00 $aOriginal card indexes to case files BL16/1

Item
00 $aIndexed on end pages

[MAD2 14.5C3] [ISAD 3.4.6]

561 Provenance note (Repeatable) [USMARC, UKMARC Rare Books]

Indicators: 00

Subfields
$a Provenance (not repeatable) **[MAD2 14.3B] [ISAD 3.2.2]**
$b Time of collation (not repeatable) [To be added to UK MARC]

Related fields

541 Immediate source of acquisition

Level

Normally group (Collection)

Notes

Provenance: Information concerning the origin and history of the materials from the time of their creation to the time of their accessioning, including the time at which individual items or groups were brought together in their current arrangement or collection **[MAD2 14.3B** see also 541. **ISAD(G) 3.2.1]**

Use field 541 for detailed information relating to the purchase or circumstances of transfer of the item.

Example

00 $aRecords inherited from the various water companies by Houghton Urban District Council in 1937 and later deposited at Durham Record Office. Transferred to Tyne and Wear Archives Service on 28 July 1976

00 $aPurchased at Sotheby's, lot 386$b21 July 1981

00 $aDonated by Arnold Wilson$b1989

00 $aPresented by Mrs Louise Cohn, the artist's daughter

00 $aThe photocopies were presented by a dealer$b1980

00 $aThe bulk of the archive was purchased from David Mayor in February 1981 with a certain amount of additional material donated by Mayor in March 1982 and May 1991

580 Linking entry complexity note (Repeatable)

Indicators: 00

Subfields

$a Linking entry complexity note **(Not repeatable)**
$z Source of note information　　**(Not repeatable)**
$3 Materials specified　　　　**(Not repeatable)**

Related fields

351 Organisation and arrangement
773 Linking entry -- host item

Level

Usable at any level except for the highest where field 351 would be used

Notes

Used to record a note that explains a complex relationship between related records that cannot adequately be expressed by using only the data and display constants associated with linking entry fields 7xx-7xx. The field is only used when the entity being described is a component part or subunit of a larger entity.

Examples

00 $aDocuments of exceptional size pre-1931 and any supporting items post-1931 form a supplementary class

[MAD2 14.3C1] [ISAD 3.3.4]

583 Action note (Repeatable) [USMARC, UKRB]

Indicators: 00

Subfields
```
$a Action              (not repeatable)
$b Action identification  (Repeatable)
$c Time of action       (Repeatable)
$d Action interval      (Repeatable)
$e Contingency for action (Repeatable)
$f Authorization        (Repeatable)
$h Jurisdiction         (Repeatable)
$i Method of action     (Repeatable)
$j Site of action       (Repeatable)
$k Action agent         (Repeatable)
$l Status               (Repeatable)
$n Extent               (Repeatable)
$o Type of unit         (Repeatable)
$s Institution to which
   field applies        (Not repeatable)
$x Non-public note      (Repeatable)
$z Public note          (Repeatable)
```

[MAD2 14.8G3, 14.9B2, 14.9B7]

Related fields

506 Restrictions on access – use this field if the predicted action is concerned with changing access status.

Level

Usually at item or class levels

Notes

This field is used to record information useful to any management process, such as actions under a records management programme, predicted accruals of new material, reviews, preservation actions or treatment.

Many organisations will use only $z when exchanging data, but may use the other subfields internally

If it is desired to record data relating to more than one action, the field should be repeated. $a should never be repeated within one occurrence of the field.

$b action identification: a code or designation identifying a specific action or identifying it in conjunction with time of action, e.g. a project code.

$c time of action: should be in ISO format, e.g. 19890125 for 25 Jan 1989

$d action interval is used when the date or time cannot be expressed as a specific date e.g. at end of academic term or every 5 years

$e is used when the time is linked to an unpredictable event, e.g. 'after death of daughter'

$f 'authorization' may contain the text of or citation to a rule, statute or ordinance governing the action

$h Jurisdiction contains the name of a person, position or function with an administration or the name of a person or institution in whom or in which authority for an action is vested.

$i method of action contains the technique used in subfield $a.

$j site of action contains the location of the action (e.g. bindery)

$k the name of the person or institution performing the action

$l status holds a note of the condition or state of the materials

$n and $o are used only when the action affects part of the item

$x and $z contain notes for public use or otherwise

Example

Group:
00 $aCompleted draft catalogue is to be sent to the depositor for scrutiny$c19950101

Class:
00 $aReshelving$eas soon as Stack 1 space becomes available
00 $afumigate$oArchive boxes$c19861010$sLO/S12 (UK MARC Rare Books)

Item:
00 $aRepairs due to be completed$cDec 1993
00 $adispose of$efive years after closing file$lincinerate (UK MARC Rare Books)

584 Accumulation and frequency of use note (Repeatable) [USMARC]
Indicators: 00

Subfields

$a Accumulation   (Repeatable)
$b Frequency of use   (Repeatable)
$3 Materials specified   (Not repeatable)

Related fields

Level

Usually at item or class levels

Notes

Measurements of and information about the rates of accrual to a class (less frequently to a group),
and the rates of reference to or retrieval of the described entity.
[ISAD(G) 3.3.3]

Example

00 $a5 linear metres per year$b10 requests per month

6XX Fields

These fields are intended to provide access points for names and subjects arising from the **content** of the materials being described.   They will therefore normally be derived from 520 Summary/abstract note.

For names and terms that relate to the provenance of the materials, derived from 545 Biographical or administrative history, use 7xx.

The 6XX fields are used for **subject headings** and should be taken out of UK MARC. The implication in UK MARC is that these fields are used for Library of Congress Subject Headings, but any kind of subject heading may be entered here.

{These fields will be included in a later draft with probably a change of name from UK MARC but with the same function.}

{Fields 656, 657 from US MARC, shown in the following pages, could be added to UK MARC if there is perceived to be a need for them}

{Note it would be desirable to include a subfield for subject system used in a particular field e.g. $2 in US MARC and the second indicator)}

600 Added entry heading: personal name
610 Added entry heading: corporate name
611 Added entry heading: conference, congress, meeting
650 Subject term from Library of Congress Subject Terms
654 in US MARC is used for faceted subject terms

656 Index term : occupation   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Occupation
$k Form
$x General subdivision
$y Chronological subdivision
$z Geographic subdivision

Related fields

Field 650 Topical Library of Congress subject heading

Level

Applicable at any level

Notes

This field is provided to hold subject terms relating to occupations, professions or social ranks mentioned in content descriptions.

Prefer field 650: topical heading if there is any doubt over the field into which a term should be placed.

Example

00 $aStatesmen$y19th cent.$zUnited States
00 $aYeomen$zDerbyshire

{more examples are required}

657 Index term: function   (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Function
$k Form   ?? not in US MARC
$x General subdivision
$y Chronological subdivision
$z Geographic subdivision

Related fields

Field 650 Topical Library of Congress subject heading

Level

Applicable at any level

Notes

The field records terms which describe the activities or functions mentioned in content descriptions, normally in 520 Summary/abstract.

The terms used in 657 should be distinguished from those in 650, the latter being general subject headings.

Example

00 $aEducation$xSecondary$yafter 1944

700/711 fields

For recording archival materials, the 7xx fields are provided for additional information about the circumstances in which the materials were created or used for their original purposes. Archivists will generally record few terms other than names that appear in the administrative and biographical history (545).

700 Additional entry heading – Personal name (Repeatable) [UK MARC + USMARC]

    First indicator 0 Name of person entered under given name, byname, etc
    First indicator 1 Name of person entered under a single surname, a single title of nobility,
                          or under the last element of the name
    First indicator 2 Name of person entered under a compound surname, a surname with a separate
                          prefix, a compound title of nobility, or under any other element of the
                          name other than the first or last element
    Second indicator 0 Alternative and of equal status to name in field 100
    Second indicator 1 Secondary status but responsible for item
    Second indicator 2 Additional person, such as addressee of letter

Subfields

  $a Name (entry element) **(Not repeatable)**
  $c Dates (printed with the personal name heading) **(Not repeatable)**
  $d Second or subsequent additions to names **(Repeatable)**
$e Roman numerals or additions to names appearing between the entry element and other parts of the
    name **(Repeatable)**
  $f Additions to names other than dates **(Not repeatable)**
  $h Inverted element of name (forenames) **(Not repeatable)**
  $k Spelled out form of name for printing **(Not repeatable)**
  $l Parenthetical general designation **(Not repeatable)**
  $q Spelled out form of name (non-printing) **(Not repeatable)**
  $r Dates (non-printing) **(Not repeatable)**
  $u Affiliation of person to institution **(Not repeatable)**
  $y Designation of function **(Not repeatable)**

Level

Applicable at any level

Related fields
100 Main entry heading – Personal name

Notes

A name as subject should be in field 600, or if corporate, 610

Example

11 $aBrown$hGeorge$fRegistrar of Consistory Court

See also examples at field 100

710 Additional entry heading: corporate name [UK MARC + USMARC] (Repeatable)

    First indicator 1 Name of government
    First indicator 2 Name of corporate body excluding name of government

    Second indicator 0 Alternative and of equal status to name in field 110
    Second indicator 1 Secondary status but responsible for item
    Second indicator 2 Additional name, such as addressee of letter

   Subfields

   $a Name (entry element) **(Not repeatable)**
$c Subordinate body, related body, or government agency or official entered subordinately **(Repeatable)**
   $e Additions to names **(Not repeatable)**
$i Number of conference, etc. **(Not repeatable)**
$j Location of conference, etc. **(Not repeatable)**
$k Date of conference, etc.   **(Not repeatable)**
   $p Location added to name (non-printing) **(Not repeatable)**
   $q Inverted term denoting incorporation, etc.) **(Not repeatable)**
   $y Designation of function **(Not repeatable)**

   Level

   Applicable at any level

   Related fields

   110 Corporate name main entry heading
   111 Conference name, meeting or event main entry heading
   610 Corporate name subject heading

   Notes

   A corporate name as subject should be in field 610
   Local government and their departments should be given first indicator 2.
   Enter here a corporate name which was associated with the creation of the archival entity and which
   is not the main entry.

   Example
   10 $aGreat Britain$cBoard of Inland Revenue$cDistrict Valuation for Barkingside

   See also examples at field 110

711 Additional entry heading: conference, congress, meeting, etc. [UK MARC] (Repeatable)

```
First indicator    0
Second indicator   0  Alternative and of equal status to name in field 111
Second indicator   1  Secondary status but responsible for item
Second indicator   2  Additional name, such as addressee of letter
```

Subfields

```
$a Entry element     (Not repeatable)
$c Subdivision of conference (Repeatable)
$e Addition to name other than number, location and date (Not repeatable)
$i Number of conference, etc. (Not repeatable)
$j Location of conference, etc. (Not repeatable)
$k Date of conference, etc. (Not repeatable)
$y Designation of function (Not repeatable)
```

Enter here an added entry if it is a conference name.

Levels

Applicable at any level. ??

Notes

Entries in this field should where possible conform to authority lists.
This entry should use the modern form, as in the authority list.

Related field

111 Conference, congress, meeting, etc. name main entry heading
545 Biographical or administrative history note

Examples

01 $aLambeth Conference$k1968

02 $aWorld Peace Congress$i1st$k1949$jParis and Prague

See also examples at field 111

755 Added entry – Physical Characteristics (Repeatable) [USMARC]

Indicators: 00

Subfields
$a Access term **(Not repeatable)**
$x General subdivision **(Repeatable)**
$y Chronological subdivision **(Repeatable)**
$z Geographic subdivision   **(Repeatable)**

Level

Applicable at any level

Related fields

??

Notes

This field contains terms indicating the physical characteristics of the material described.

Example

00 $aVideo disks$zFrance
00 $aPhotoparts$xColour$zPanama Canal Zone$y20th century
00 $aBas reliefs$y15th century

***755   ***requested by V&A, but not in AMC, though now included in US MARC format for bibliographic data and in UK MARC Rare Books. Perhaps users should be referred to UK MARC for Rare Books? or some examples of use should be provided by V&A?

773 Host item entry   (repeatable) [USMARC]

Indicators: 00

This field is used to record data that identifies an item that serves as host for the component part or subunit described in the remainder of the record (vertical relationship, upwards). This enables the user to locate the group, subgroup or class to which a component part being described belongs. When a class is being described, use this for indicating the group to which it belongs, and so on.

{Note that the use of the first indicator in US MARC is related to the system rather than the records or the items they represent and is not used here}

Subfields
$w Control number of record to which link is made **(Not repeatable)**

Level

Any level except for highest

Notes

This field is used to link one record to another at a different archival level which is above it in the same hierarchy, for example the record of an item to the record of the Class which contains it.

Example

[Where class = Bills for building Astley Hall lodges 1742]

00 $wDDTa

Tatton of Cuerdon estate archive, Accounts

{Note, it may be necessary to have a field to indicate the linkages to the other records within a hierarchy and above. This could be done by adding a subfield to field 773 so that the level of the record linked to could be denoted.   Systems would arrange links between record levels internally however they wished, but when records were exchanged, they would be encouraged to include in every exchange record an indication of all the related records, possibly marking the one that was immediately above in the hierarchy, either by an extra subfield or by an indicator.

A further field may be thought desirable for links to records at a lower level with equivalent subfielding; or this field could be used with the name changed.}

[ISAD(G) 3.3.4]

851 Location   **(Repeatable)** [USMARC]

Indicators: 00

Subfields
$a Name (Custodian or Owner)   **(Not repeatable)**
$b Institutional division   **(Not repeatable)**
$c Street address   **(Not repeatable)**
$d Country of repository   **(Not repeatable)**
$e Location of packaging units **(Not repeatable)**
$f Item number   **(Not repeatable)**

[MAD2 14.7B]

Level

Applicable at any level

Related fields

524 Preferred Citation of material, 535 Location of originals

Example

The location of the Hall Carpenter Memorial Archives
00 $aCity Archives, Edinburgh$cCity Chambers, High Street, Edinburgh EH1 1YJ

Appendix 1 Typical descriptions

Descriptions at the different levels will commonly use the following fields.

Group/Collection level

```
Reference code                                   016
Principal name in title                          100 or 110
Remainder of title                               245
Biographical or administrative history      545
Additional entry headings                        700, 710
Organisation/arrangement                         351
Linking entry complexity                         580
Summary or abstract note                         520
Access points from content                       600, 610
Physical description                             300
Conditions governing use                         540
```

Class level

```
Reference code                                   016
Title                                            245
Summary or abstract note                         520
Access points                                    600, 610
Physical description                             300
Host item entry                                  773
```

ISAD(G) descriptions
A selection of possible fields

```
Identity Statement Area                          016
                                                 100 or 110
                                                 245
Context Area                                     545
                                                 541, 561
                                                 700, 710
Content and Structure Area                       520
                                                 351, 580 or 773
                                                 600, 610
Condition of Access and Use Area        506, 540
Allied Materials Area                            530, 535
                                                 544
                                                 533, 510
Note Area                                        500
```

Appendix 2 Country codes

***Will be reproduced here

Appendix 3 Language codes

***Will be reproduced here

Appendix 4 List of US MARC AMC fields not present in this format

```
010                               Library of Congress Control number
039                               Level of bibliographic control and coding detail
045                               Chronological control or date/time
052                               Geographic classification code
066                               Character sets present
072                               Subject classification code
130                               Main entry – conference or meeting
242                               Translation of title by cataloguing agency
243                               Uniform title, collective
502                               Dissertation note
521                               Users/intended audience note
562                               Copy and version identification
565                               Case file characteristics note
581                               Publications note
655                               Genre / form heading
730                               Added entry – uniform title heading
740                               Added entry – title traced differently
752                               Added entry – place of publication or production
870                               Variant personal name
871                               Variant corporate name
872                               Variant conference or meeting name
873                               Variant uniform title heading
880                               Alternative graphic representation
886                               Foreign MARC information field
```

Appendix 5 MGC document ***