

SOUL GUIDELINES FOR DATA CAPTURING

A USER'S GUIDE 2001

Prepared by

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INTRODUCTION

The **SOUL Guidelines for data capturing: a user's guide** is designed to be a handy manual to assist and guide the librarian who intends to create database of library materials particularly books etc using the SOUL. This user guide lists all bibliographical elements covered in the SOUL, with complete description of each field and subfield. It also provides guidelines as per AACR-2 as to how to render the information in each field and subfield. An attempt has been made here to give as many examples as possible and present the same in a simplified manner.

This simplified version of guidelines is prepared with the following purposes in mind:

- Primary purpose of the guidelines is to create a bibliographic records of library materials in machine readable form and to develop computerised bibliographic databases
- To facilitate exchange of bibliographical records in machine readable form between the participating libraries and INFLIBNET
- To be used in the preparation of union catalogue of library materials held by participating libraries and make it accessible online
- To encourage shared cataloguing among participating libraries

Each participating library intending to use the SOUL (Software for University Libraries), can use these guidelines while creating bibliographic records from its manual form to machine readable form. This manual with sufficient examples, guides a library in creating consistent and quality records.

It is hoped that, the libraries using SOUL will find this handy document useful in creating books database.

BIBLIOGRAPHIC RECORD STRUCTURE:

The bibliographic record structure is based on the Common Communication Format, which specifically implements international standard ISO 2709. Structure of the each record of the SOUL software consists of four main components:

- Record Label
- Directory
- Data Fields
- Record Separator

General Structure of the Record:

Record Label	Directory	Data Fields	R/S
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R/S = Record Separator

1. Record Label:

Each record begins with a fixed length label of 24 character positions and is the first field of this bibliographic record. It contains:

- **Record length (5 characters):**
The length of the record includes the label, directory, data fields and record separator.
- **Record Status Code (1 character):**
Always '0' for output files, ignored on input files.
- **Implementation Codes (4 characters):**
These codes are defined for each specific implementation of the ISO 2709 standard. Second character position represents Bibliographic level codes (i.e. s- serials, m- single volume monographs, c- multivolume monographs, a-component part) and rest of the character positions not used.
- **Indicator length (1 character):**
This is always '0', because here indicator has not been used.
- **Subfield identifier length (1 character):**
'2' The subfield identifier length. This shows the number of characters used as the subfield identifier.
- **Base address of data (5 characters):**
A decimal number indicating the number of control characters (length of leader plus directory and field separator) which precede the variable data fields. This number, when added to the starting address of the record, gives the address of the first character of the variable fields.
- **For user systems (3 characters):**
These character positions are not used. Always '000' in output files.
- **Length of "Length of Datafield" field (1 character):**
'4' the length of "Length of Datafield" in the directory. (Use of 4 characters permits datafields as long as 9,999 characters)

- **Length of “Starting character” position (1 character):**
‘5’ the length of “Starting character position” in the directory.
- **Rest (2 characters):**
These character positions are not used. Always sets on ‘00’.

2. Directory:

A directory entry in this bibliographic record is made up of a tag, length-of-field, and field starting position. It is of variable length and consists of a series of fixed fields, referred to as “entries”. One directory entry is associated with each datafield present in the record. Each directory entry is 12 characters in length and is divided into three parts:

- Tag
 - Length of datafield
 - Starting character position
- **Tag:**

A three numeric ASCII character code identifying the datafield which corresponds to the directory entry. In software, it is used in alphabetic field name, but in back end it is converted in three numeric ASCII character code.

- **Length of datafield:**

A four digit number showing how many characters are occupied by the datafield, including datafield separator but excluding the record separator code if the datafield is the last field in the record.

- **Starting character position:**

A five-digit number giving the position of the first character of the datafield relative to the base address of data, i.e. the first character of the first of the datafields.

STRUCTURE OF A DIRECTORY ENTRY

TAG	FIELD LENGTH	STARTING CHARACTER POSITION
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3. Datafields:

A datafield consists of:

- One or more subfields each of which is preceded by a subfield identifier

- A datafield separator
- **Subfield:**

A subfield consists of a subfield identifier followed by a data string, which is terminated by either another subfield identifier or a field separator. A subfield identifier consists of a subfield identifier flag i.e. cap (^) sign followed by one another character, that can be alphabet a to z (small or capital) and numeric 1 to 9, but in software it uses small alphabets.

- **Datafield Separator:**

The datafield separator i.e. hash (#) sign constitutes the final character of every datafield.

A datafield which has a single subfield will be organised as follows:

SUBFIELD IDENTIFIER 2 characters	SUBFIELD VARIABLE	FIELD SEPARATOR 1 character
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A datafield which has two subfields will be organised as follows:

FIRST SUBFIELD IDENTIFIER 2 characters	FIRST SUBFIELD VARIABLE	SECOND SUBFIELD IDENTIFIER 2 characters	SECOND SUBFIELD VARIABLE	FIELD SEPARATOR 1 character
---	-------------------------	--	--------------------------	--------------------------------

4. Record Separator:

The record character is the final character of the record i.e. hash (#) sign. It follows the field separator of the final datafield of the record.

STANDARDS AND OTHER DOCUMENTS RELATED TO THIS FORMAT:

The different types of standards required for creation and maintenance of machine readable bibliographic databases are:

- i. Standards for bibliographic record format
- ii. Standard codes for cataloguing (Description as well as access points)
- iii. Standards for character set

In addition to these, it would be helpful if uniform practices are adopted for subject representation in the bibliographic records such as classification codes, subject descriptors/ subject heading, etc.

The INFLIBNET centre has decided to adopt the following standards for the creation of machine readable bibliographic records:

1. Bibliographic Record Format:

The International Standard ISO-2709: 1981 describes a generalized structure, a framework designed specially for communications between information processing systems. It specifies the requirements for a generalised exchange format which will hold records describing all related records such as authority records, etc.

Use of International Standard ISO-2709: 1981 is recommended for data representation for the following reasons:

- The data fields are further subdivided into subfields to provide related details.
- To provide for the variable length of data elements, a directory of pointers at the beginning of the record is used together with the tags and the length of the data elements concerned.
- To control the variable number of occurrences of data elements, the pointer of the data elements in the directory is represented as many times as the data element occurs in the record together with its tag, length and its starting character position in the record.

Use of International Standard Book Numbering (ISBN) (ISO 2108)

Use of International Standard Serial Number (ISSN) (ISO 3297)

2. Common Communication Format (CCF):

The CCF was developed in order to facilitate the exchange of bibliographic data between organisations, and was first published by UNESCO in 1984 i.e. first edition. A second edition was published in 1988. At the same time it was decided that the scope of CCF would be extended to incorporate provisions for data elements for recording factual information that are used most frequently for referral purposes. The third edition of CCF was divided into two volumes: CCF/B for holding bibliographic information and CCF/F for factual information to serve the desired purpose. Mainly CCF was designed to follow the basic principles:

- The structure of the new format conforms to the international standard ISO 2709
- The core record consists of a small number of mandatory data elements essential to bibliographic description, identified in a standard manner
- The mandatory elements are augmented by additional optional data elements, identified in a standard manner, and
- A standard technique is used for accommodating levels, relationships, and links between bibliographic entities

The INFLIBNET Centre has decided to adopt this format due to following reasons:

1. The data structure of the format conforms to the International Standard ISO – 2709:1981 and consequently to the Indian standards IS: 11370-1985.
2. For easy exchange of bibliographic records between groups of libraries and abstracting and indexing services, for example the university libraries, the Sectorial Information Centres and R & D centres.
3. A bibliographic centre can manipulate bibliographic records received from the libraries and abstracting and indexing services with a single set of computer programmes.
4. A university library or an R&D centre can create its own bibliographic database using the format as basis.
5. Core record in CCF consists of data elements that are essential to bibliographic description of different library materials.
6. The CCF has been designed with the aim of achieving the highest degree of flexibility to facilitate different kinds of desired outputs.
7. To serve as a basis of a format for an agency's own bibliographic or factual database by providing a list of useful data elements.

3. Use of AACR-II R, 1998 for cataloguing of library materials

4. Use of Library of Congress Subject Headings for Subject Descriptors.

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12. International Federation of Library Association and Institutions. ISBD(S): International Standard Bibliographic Description for Serial. – rev ed. – London: IFLA UBCIM Programme, 1987.

DATA ELEMENTS FOR BOOKS

FIELD NAME	LEN	M/O	REP	SUBFIELDS
1.SELECT THE LANGUAGE		10	O	Select the language
2.MAIN TITLE		M		
Title	255	M		Main Title
Stt. of Resp.	255	M		Statement of the Responsibility
3.PARALLEL TITLE		O	R	
Title	255	M		Title
Stt. of Resp.	255	M		Statement of Responsibility
Language	3	O		Language of the Title
Script	20	O		Script
4.UNIFORM TITLE		O	R	
Title	255	O		Title
Language	3	O		Language
5.OTHER TITLE		O	R	
Name	255	O		Other Title
Tp. of Title	255	O		Type of Title
Language	50	O		Language of the Title
6.AUTHOR(S)		M	R	
Entry Element	50	M		Entry Element
Other Part of Name	50	O		Other Part of the Name
Role	20	O		Role
7.NAME OF CORPORATE BODY		M	R	
Entry Element	255	M		Entry Element
Other Name	255	M		Other Parts of the Name
Address	255	O		Place name of Corporate body
Country	2	O		Country
Role	20	O		Role
8.NAME OF MEETING/CONFERENCE		M	R	
Name	255	M		Name of the Meeting
Name of Sponsor	255	O		Name of the Sponsor body
Country	2	O		Country
Place	50	M		Place of the Meeting held
Date	20	M		Date of the Meeting held
Number	20	O		Number of Meeting/Conference
9.PUBLISHER & PLACE		M	R	
Publisher	100	M		Name of the Publisher
Place	50	M		Place of Publication
10.ACESSION NO & COLLECTION TP		M	R	
Accession No	10	M		Accession Number
Collection Tp	20	M		Collection Type

DATA ELEMENTS FOR BOOKS

FIELD NAME	LEN	M/O	REP	SUBFIELDS
11.TP OF MAT	3	M		Type of Material
12.YEAR	20	M		Year of Publication
13.EDITION	20	M		Edition
14.EDITION STT.	255	O		Statement of Responsibility
15.BIB. NOTE	255	O		Bibliographic Note
16.PHY. DSCR.		O		Physical Description
Pg.	50	O		Pagination
Ill.	50	O		Illustrations
Size	50	O		Size of the Document
A. Mat.	50	O		Accompanying Material
17.LOCATION	20	M		University Location
18.DT. OF ENTRY	10	M		Date of Entry
19.ISBN	20	M	R	ISBN
20.LANGUAGE, SCRIPT & TRANSLATEDM			R	
Language	3	M		Language of the item
Script	20	O		Script of the item
Translated	20	O		Language of the translation
21.SUBJECT HEADINGS	50	M	R	Subject Headings
22.CLASS & BOOK NO		O	R	Classification & Book Number
Class No	50	M		Classification Number
Book No	10	M		Book Number
23.PHY. MEDIUM	3	M	R	Physical Medium
24.NOTE	255	O	R	Note
25.SERIES INFORMATON		O	R	
Series Name	100	O		Name of the Series
Stt of Resp	50	O		Statement of Responsibility
Part Stt.	30	M		Part Statement
ISSN	15	O		ISSN
26.VOLUME AND PART INFORMATION		O	R	
Vol/Part N0	50	M		Volume/Part Number
Pagination	50	O		Pagination
Title of vol.	200	M		Title of Volume
Stt.of Resp.	200	O		Statement of Responsibility
27.BIB LEVEL	5	O		Bibliographic Level
28.PRICE	20	O		Price of the book
29.TYPE OF BINDING	20	O		Type of Binding
30.DOCUMENT NO	30	O	R	Document Number

ABBREATION USED:

LEN = **LENGTH**
M/O = **MANDATORY/OPTIONAL**
REP = **REPEATABLE**

FIELD NAME – SELECT THE LANGUAGE

DEFINITION: Field represents language list in drop down menu for multi lingual entry.

USE: Optional. Not Repeatable

NOTE: Select one of the languages from the list given in the dropdown menu.

This is to be used, when you want to use Multilingual software to create a record in Indian languages.

LIST OF THE LANGUAGES GIVEN IN THE DROPDOWN (ISM Supported)

1. English
2. Devanagari
3. Bengali
4. Tamil
5. Telugu
6. Assamese
7. Oriya
8. Kannada
9. Malayalam
10. Gujarati
11. Punjabi
12. Sanskrit
13. Diacritic Roman

FIELD NAME - MAIN TITLE

DEFINITION: 1. Title, including the subtitle of the document; and

2. The statement of responsibility includes name(s) or phrase(s) relating to the identification and /or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realisation.

USE: Mandatory. Not Repeatable

SUBFIELD: Main Title

USE: Mandatory. Not Repeatable

NOTE: 1. Enter the title of the document as it appears on the title page of the Document. Complete entry should be in lower case except the first letter of the title.

2. If all the volumes of a multi volume book have a common title, but do not have any individual title for each volume, enter the common title only & multi volume information will go in **Pagination** Subfiled of **Physical Description field** as per AACR-II rules **2.5B19**, **2.5B20** and **2.5B21**.

3. If multi volume book have a common title as well as each volume has an individual title, in such cases, there are two options. One is, when document is continues publication and second document has already

been published. In both cases, it can be catalogued in two ways. As per the first option, common title can be rendered as series and each volume of document can be rendered as single item. In addition, a separate record must be created for each volume. The second option is, common title can be rendered as **Main Title** and all multi volume information must be entered in **Volume and Part Information**. In such case, single record will be created for all volumes. And multi volume information must be provided in **Pagination** subfield of **Physical Description** field as per AACR-II rules **2.5B20**, **2.5B21** and **2.5B22**.

4. If the item consists of more than one works by the same author without a common title, and this information given on the main of the title page only, then each title should be entered one after another with a dot (.) in **Main Title** subfield.

SUBFIELD: Stt. Of Resp.(Statement of Responsibility Associated with Title)

USE: Mandatory. Not Repeatable

- NOTE:** 1. Enter name(s) or phrase(s) relating to the identification of any persons or corporate bodies responsible for creation of the item in the form and sequence as shown in the document, exactly as to wording, but not necessarily as to punctuation or capitalisation. It may includes one or more than one persons or corporate bodies. Follow AACR-II Rule **1.1F**. In case of less than three, all will be rendered in existing format. While, all person(s) or corporate bodies must be entered in **Author(s)** and **Corporate body** fields respectively, if less than three present. In case of more than three, at least four persons or corporate bodies must be entered in their respective field i.e. **Author(s)** and **Corporate body**.
2. The record has a number of statements of responsibility, every statement of responsibility will be entered with separation of semi colon(;).
3. The record has more than three responsible persons or corporate bodies in single statement of responsibility field, this will be entered as first responsible person or corporate body and sign of "...[et al.]" should be given according to AACR-II Rules **1.1F5**. This will be same for, if more than one responsibility is present in document. And maximum four responsible person or corporate bodies will be entered in **Author(s)** or **Corporate body field** as per authority database rules.

SPECIAL NOTE: When information comes from chief sources of information i.e. **main of the title page**, that, the item consists of more than one works by different authors without a common title, in such cases, the **main title** and **statement of responsibility** both must be entered in **main title subfield** with a dot (.) and statement of responsibility must be separated by forward slash (/). When field length is more than 255 characters the last **statement of responsibility** of the last title, whichever comes, can be entered in the **Statement of responsibility** subfield of the **Main Title** field. For details see AACR-II rule **2.1G** of **Item with a collective title**.

EXAMPLES: 1. The title of the document is **Demand Management** edited by Michael Posner is written in English language. Here Michael Posner will be an access point. Then it can be entered in **Author(s)** field. The content of the subfields **Main Title & Statement of Responsibility** and field **Author(s)** are:

Main Title: Demand management
Stt. Of Resp.: edited by Michael Posner

Author(s):

Entry element : Posner **Other parts of name :** Michael **Role:** Editor

2. The title of the document is **Scientific policy, research and development in Canada**. The subtitle is **a bibliography**. It was prepared by National Science Library. The content of the fields **Main Title** and **Name of Corporate body** will be:

Main Title: Scientific policy, research and development in Canada: a bibliography
Stt. of Resp.: prepared by National Science Library

Name of Corporate body

Entry element: National Science Library **Role:** Author

3. The source format does not have any data element corresponding to statement of responsibility. However, the title in this particular source format is always taken from the item. The content of the field **Main Title** is:

Main Title: Institutional finance and integrated rural development.

4. If item has a number of statements of responsibilities, it will be entered in subfield **Stt. Of Resp** as below separated by semicolon. The content of the field **Main Title** with subfield **Stt. Of Resp.** will be:

Main Title: Asterix in Switzerland
Stt. Of Resp.: text by Goscinny; drawings by Underzo; translated by Anthea Bell and Dereck Hockridge

6. The item **Classroom management for secondary teachers** is work of five joint authors i.e. **Edmund T Emmer, Carolyn M Evertson, Julie P Sanford, Barbara S Clements, Murray E Worsham**. Above information is given in chief source of information. Item is 2nd edition of the authors. The content of the field **Main Title, Stt. Of Resp., Author(s)** and **Edition** will be:

Main Title: Classroom management for secondary teachers

Stt. Of Resp.: Edmund T Emmer . . . [et al.]

Author(s):

Entry element	Other part of name	Role
Emmer	Edmund T	Author
Evertson	Carolyn M	Author
Sanford	Julie P	Author
Clements	Barbara S	Author

Edition: 2nd ed

7. If item consists of three works by the same author without a common title. Each title will be entered separated with dot (.). The content of the field **Main Title** is

Main Title: Romeo and Juliet. King Lear. Macbeth

Stt. Of Resp.: by William Shakespeare

8. If item consists of two works by different authors without a common title. Subfield **Main Title** and **Stt. Of Resp.** will be rendered in subfield **Main Title** only with separation of dot (.) and statement of responsibility will be separated by forward slash (/). The content of the field **Main Title** will be:

Main Title: Henry Osmand: a novel/ by Thackery. Bleak House: a novel/ by Dickens

9. The items consists of four works by different authors without common title, but published under one series. Subfield **Main Title** and **Stt. Of Resp.** will be entered in the subfield **Main Title**. Series will be entered in **Series Information**. The contents of the fields will be:

Main Title: Profiles in courage/ by John F Kennedy. Off Islanders/ by Nathaniel Benchley. Jazz: translation years 1940-1960/ by John S Wilson. China after Mao/ by A Doak Barnett

Series Information:

Series Name: Four star condensation

Part Stt.: v. 1

10. In the source format the item is coded as having a title and two successive subtitles. In such case entry in the **Main Title** will be as under.

Main Title: Life wish: reincarnation: reality or hoax

Here, subtitles are entered one after another with colon (:). This also can be entered as under in the **Other title** field to enable to provide an access point.

Other Title:

Name: Reincarnation **Tp. Of Title:** Subtitle **Language:** eng

Name: Reality or hoax **Tp. Of Title:** Subtitle **Language:** eng

11. If the item has parallel title in English and French, the first title mentioned in English will be entered under **Main Title** and second one in French will be go under **Parallel Title**.

Main Title: National science policies in Africa: situation and future outlook

Parallel Title:

Title: Politiques scientifiques nationales en Afrique: situation et perspectives

12. If item has been prepared under first statement of responsibility with more than three agencies and edited by two editors as a second statement of responsibility. In this case, the subfield **Stt. Of Resp.** will have first agency of first statement of responsibility and sign “...[et al]” and second statement of responsibility will be entered as written in item with semicolon (;). While, maximum four agencies will be entered in **Corporate body** field as per authority rule and editors will be entered in **Author(s)** field. The content of fields **Main Title**, **Corporate body** and **Author(s)** will be:

Main Title: Anglo-American Cataloguing Rules

Stt. Of Resp.: prepared by American Library Association ... [et al]; edited by Michael Gorman & Paul W Winkler

Corporate body:

Entry element: American Library Association **Address:** Chicago
Country: US

Entry element: British Library **Address:** London **Country:** UK

Entry element: Canadian Committee on Cataloguing **Address:** Ottawa
Country: CN

Entry element: Library Association **Address:** London **Country:** UK

Author(s):

Entry Element

Gorman

Winkler

Other Part of Name

Michael

Paul W

Role

Editor

Editor

FIELD NAME - PARALLEL TITLE

DEFINITION: 1. The title proper in another language and/or script; or title in another language and/or script presented as an equivalent of the title.
2. The Statement of Responsibility relating to the identification and/ or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realisation (including performance).

USE: Mandatory. Repeatable

SUBFIELD: Title

USE: Optional. Not Repeatable, but where more than one parallel title occurs, each title will be entered in separate field.

NOTE: Enter the parallel title as appeared in the document. The rules for the entry should be as described for the field **Main Title**. Details for the Parallel titles refer rule **1.1D** of AACR-II.

SUBFIELD: Stt. Of Resp. (Statement of Responsibility)

USE: Optional. Not Repeatable, but repeatable for each parallel statement of responsibility found on the item.

NOTE: Enter name(s) or phrase(s) in the language of the title and sequence as shown in the document, exactly as to wording but not necessarily as to punctuation or capitalisation. It may include the names of one or more than one person or corporate body. Field **Author(s)**, **Name of Corporate body** and **Name of Meeting/ Conference** are used to record names in a standardised form as distinct from the form appearing in a statement of responsibilities. These fields require entering according to AACR-II rules. For rendering subfield **Stt. Of Resp.**, AACR-II rule number **1.1F** can be referred.

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Complete list of languages is listed in dropdown menu. It can be selected according to language of parallel title. It comes from **Language** authority file of **Authority File Maintenance** menu, **all languages must be entered here first before the record is created**

SUBFIELD: Script

USE: Optional. Not Repeatable

NOTE: Enter the script of the language of parallel title.

EXAMPLES: 1. The parallel title of the document **Scientific policy, research and development in Canada** is **La politique des sciences, la recherche et le developpement au Canada: bibliographie**. The parallel title is in French language. The content of the fields **Main Title** and **Parallel Title** will be:

Main Title: Scientific policy, research and development in Canada
Language: English

Parallel Title:

Title: La politique des sciences, la recherche et le development au Canada: bibliographie **Language:** French

2. The document **British standard methods of analysis of fat and fatty oil** has a parallel title in two languages, French and German. French title is **Methodes d'analyse des graisses et huiles fixes** and German parallel title is **Untersuchungsverfahren fur fette und fettole**. First title (English) will be entered in **Main Title** field. The content of the fields **Main Title** will be:

Main Title: British standard methods of analysis of fat and fatty oil
Language: English

Parallel Title:

Title: Methodes d'analyse des graisses et huiles fixes **Language:** French
Title: Untersuchungsverfahren fur fette und fettole **Language:** German

FIELD NAME - UNIFORM TITLE

- DEFINITION:** 1. The particular title by which a work is to be identified for cataloguing purposes.
2. The particular title used to distinguish the heading for a work from the heading for a different work.
3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form).

USE: Optional. Not Repeatable

SUBFIELD: Title

USE: Mandatory. Not Repeatable

NOTE: This field may contain a uniform title for a single work or a collective uniform title for the complete works or selections from the works of the person or body named in the **Author(s)** and **Name of Corporate body** fields. It may be entered in accordance with the practice of the agency preparing the record. **Chapter 25** of AACCR-II deals with Uniform title.

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Complete list of languages is given in the dropdown menu. It can be selected according to language of uniform title. It comes from **Language** authority file of **Authority File Maintenance** menu. **All**

languages must be entered here first before the record is created.

EXAMPLES: 1. The title of the item is *Iliad, Book XXIV* [by] Homer, edited by Colin MacLeod. The uniform title according to the practices of the agency preparing the record is *Iliad. Book 24*. This is used to bring together all items dealing with that one work, some of which may not even mention the Iliad in a prominent place within the title. Contents of fields **Uniform Title** and **Main Title** will be:

Uniform Title:

Title: Iliad. Book 24

Language: English

Main Title: Iliad, Book XXIV

Stt. Of Resp.: [by] Homers; edited by Colin MacLeod

Language: English

2. The item is *Luke*. It is one book of the *Bible* in the version called **Today's English Version**. According to the practices of the agency preparing the record, the item is entered under the uniform title heading. Contents of fields **Uniform Title**, **Main Title** and **Edition** will be:

Uniform Title:

Title: Bible

Language: English

Main Title: Luke

Language: English

Edition: Today's English Version

3. If one complete work of a person is in one particular form i.e. **Correspondence, Essays, Novels, Plays, Poems, Prose Works, Short Stories, Speeches** (as defined in AACR-II) use one collective title. For example, the title of the item is **The poetical works of Oliver Goldsmith: with a life of the poet by John Mitford** is revised and edited by **Austin Dobson**. The uniform title according to the practices of the agency preparing the record is *Poems*. Contents of the field **Uniform Title**, **Main Title** and **Author(s)** will be:

Uniform Title:

Title: Poems

Language: English

Main Title: Poetical works of Oliver Goldsmith: with a life of the poet by John Mitford

Stt. Of Resp.: Revised and edited by Austin Dobson

AUHROR(S):

Entry element

Other parts of Name

Role:

Goldsmith	Oliver	Author
Mitford	John	Author
Dobson	Austin	Reviser & Editor

4. If the linguistics content of the item being catalogued is different from that of the original (e.g. translation), add the name of the language of the item to the uniform title. Precede the language by the full stop and space. Such as: item **Sermista : a drama in five acts** is translated from the Bengali in English by the author **Michael M S Dutt**. **Uniform title** and **Author(s)** for the item will be:

Uniform Title:

Title: Sermita. Bengali

Language: Bengali

Author(s):

Entry element

Dutt

Other part of name

Michael M S

Role

Author

5. If complete works of a person, including those that are complete at the time of publication, use the collective title **Works** for an item. For example, Uniform title for the item **Complete works of Maugham, W. Somerset** is **Works**. Item shows that this is the works of year 1999. The content of the field Main Title, Uniform title and Author(s) will be:

Main title:

Title: Complete works of Maugham, W. Somerset

Uniform title:

Title: Works. 1999

Author(s):

Entry element

Maugham

Other part of name

W Somerset

Role

Author

6. Use the collective title **Selections** for items consisting of three or more works in various forms, or in one form, if the person created works in one form only, and for items consisting of extracts, etc., from the works of one person. For example, **Selected writings and designs** of **William Morris**. Item shows, it is a selection of 1997. **Uniform title**, **Main title** and **Author(s)** will be:

Uniform title:

Title: Selections

Main title: Selected writings and designs

Author(s):

Entry element

Morris

Other part of name

William

Role

Author

7. If the linguistic content of a collection or selection of the works of one person is different from that of the originals, add the name of the language to the collective title. If **Selections** is added to a collective title, add the name of the language before that term. For example, **Short stories. Spanish. Selections** is a given **Uniform title** for item **En los maes del sur**. It's selection of **Maugham, W Somerset**.

Uniform title:

Title: Short stories. Spanish. Selections

Language: Spanish

Main title: En los maes del sur

Author(s):

Entry element

Maugham

Other part of name

W Somerset

Role

Author

8. Use as the uniform title for a sacred scripture, the title by which it is most commonly identified in English language reference sources dealing with the religious group(s) to which the scripture belongs. If no such source is available, use general reference sources:

Vedas

Avesta

Bible

Koran

Tripitaka

For details follow the AACR-II rule number **25.18**.

FIELD NAME - OTHER TITLE

DEFINITION: Any title or part of a title for which, it is useful to provide access.

USE: Optional. Repeatable. The purpose of the field is to provide an access point. It may include spine titles, cover titles, added page titles, running titles, etc.

SUBFIELD: Name

USE: Optional. Not Repeatable

NOTE: Enter any title mentioned above which may provide access. The rules for entering other title should be as described for **Main Title** field. (Refer **AACR Rule 1.1E and 2.1E**)

SUBFIELD: Tp. of Title (Type of Title)

USE: Optional. Not Repeatable

TYPES: Types of title is listed below:

Sub title

Spine title

Cover title

Added title

Running title

Other title / unknown type

NOTE: Enter type name of the title, if title is entered in the first subfield
Name.

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Complete list of languages is listed in dropdown menu. It can be selected according to language of other title. It comes from **Language** authority file of **Authority File Maintenance** menu. **All languages must be entered here first before the record is created.**

EXAMPLES: 1. The other title information given in the spine of the document **SSPS primer** is **Statistical Package for the Social Sciences Primer**. The content of the field **Other Title** is:

Other Title:

Name: Statistical package for the social sciences primer

Tp. of Title: Spine Title **Language:** English

2. The work carries the title **Life wish : reincarnation : reality or hoax**. The entire title appears in the field, **Main Title**. In order to provide access to the two subtitles, they appear in repetitions of field, **Other Title**. Contents of field, **Other Title** will be:

Other Title:

Name: Reincarnation

Tp. Of Title: Sub Title **Language:** English

Name: Reality or hoax

Tp. Of Title: Sub Title **Language:** English

FIELD NAME - AUTHOR(S)

DEFINITION: The name identifying the person(s) responsible for, or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization e.g. author, editor, compiler, illustrator etc.

USE: Mandatory. Repeatable

SUBFIELD: Entry element

USE: Mandatory. Not Repeatable

NOTE: Enter that part of the person's name by which it usually would be entered in an ordered list in accordance with AACR-II rule chapter **22 Headings for persons.**

SUBFIELD: Other part of name

USE: Mandatory, if other part of the name is present, otherwise optional, e.g. when person name i.e. Kalidas, Tulasidas, Premchand, Krishan Kumar appears (because there is no other part, it's entry element only) etc.
Not Repeatable

NOTE: Enter the other part of the name excluding entry element e.g. forename, prefixes, suffixes, etc. All the titles, decorations, designations and qualifications should be ignored.

SUBFIELD: Role

USE: Mandatory. Not Repeatable

NOTE: Select the word or phrase designating the function of the person in relation to the item for which the individual is responsible, i.e. editor, compiler, translator etc. The list of designations of the persons is listed with dropdown menu.

EXAMPLES: 1. The name of person responsible for the document **Integrated services digital network** is **John Ronoyne**. The content of the field, **Author(s)** will be:

Author(s):

Entry element	Other part of name	Role
Ronoyne	John	Author

2. The document **Jawaharlal Nehru Memorial lectures** compiled by **P M S Blackett**. The content of the field, **Author(s)** is:

Author(s):

Entry element	Other part of name	Role
Blackett	P M S	Compiler

3. The document **10 novels condensed** has the following persons responsible for the work:

Authors: **Christopher Morley**
Selma Keller
William Mcfee

Illustrator: **Helen Whitman**

The content of the field, **Author(s)** will be:

Author(s):		
Entry element	Other part of name	Role
Morley	Christopher	Author
Keller	Selma	Author
Mcfee	William	Author
Whitman	Helen	Illustrator

4. The source format gives two forms of the name: as derived from the item **Bewley, Lois M**; and a access points consisting only of forename and initials, **Bewley, L M**. Since the latter form can be derived algorithmically from the first, it is not necessary to include it in the record. The role of the person is given as **Editor and Translator**. In such case, use the name, which is taken as a access points in authority database. Contents of field **Author(s)** will be:

Author(s):		
Entry element	Other part of name	Role
Bewley	L M	Editor and Translator

FIELD NAME - NAME OF CORPORATE BODY

DEFINITION: An organisation or group of persons that is identified by a particular Name and that acts, or may act, as an entity. Typical examples of Corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

USE: Mandatory. Repeatable for the name of the each corporate body when more than one corporate body is responsible for the item; or for the name of the corporate body provided in more than one language.

SUBFIELD: Entry element

USE: Mandatory. Not Repeatable

NOTE: Enter that part of the name of the corporate body by which it would be entered in an ordered list in accordance with AACR-II rule **chapter 24 Headings for Corporate bodies**.

SUBFIELD: Other Name (i.e. Other part of name)

USE: Mandatory. Not Repeatable, where there is more than one subordinate bodies/ organs, use **point and space (.)** to separate each subordinate in hierarchy.

NOTE: Enter parts of the corporate body, e.g. subordinate or superior units, etc. when the corporate body is part of a hierarchical structure. Enter the name of the parent body or superior units when the corporate body is a part of an hierarchical structure, each separated by point and space (.).

SUBFIELD: Address

USE: Optional. Not Repeatable

NOTE: Enter the address (name of the place) of the corporate body where the corporate body is situated.

SUBFIELD: Country

USE: Optional. Not Repeatable

CODES: Complete list of country is available in Appendix-4 with their respective country code, which is already entered in SOUL.

NOTE: Pickup the country name from the dropdown menu.

SUBFIELD: Role (Non-coded)

USE: Optional. Not Repeatable

NOTE: Enter a word or phrase designating the function of the corporate body in relation to the item for which it is responsible.

EXAMPLES: 1. The name of corporate body is **Central Office of Information, London, United Kingdom**. The content of the field, **Name of Corporate body** will be:

Name of Corporate body:

Entry element: Central Office of Information **Address:** London

Country: United Kingdom

2. The name of the corporate body is **International Bank for Reconstruction and Development**. The parent organisation is **World Bank** situated in 1818 H Street, N W Washington DC. The content of the Field, **Name of Corporate body** is:

Name of Corporate body:

Entry element: World Bank

Other name: International Bank for Reconstruction and Development

Address: Washington, DC **Country:** United States

3. If item is **Report of the All India Educational Survey** and it is publication of **Government of India, Ministry of Education**. Contents of the field, **Name of Corporate body** and **Main Title** will be:

Name of Corporate body:

Entry element: India

Other name: Ministry of Education **Country:** India

Main Title:

Title: Report of the All India Educational Survey

Stt. Of Resp.: Ministry of Education, Government of India

4. According to the cataloguing practices working parties and ad hoc groups are entered under the name of the body to which they are responsible or by which they were established. Contents of the field, **Name of Corporate body** will be:

Name of Corporate body:

Entry element: Aslib

Other Name: Computer Applications Group. Acquisitions, Cataloguing and Circulation Working Party

Country: India

5. The item includes the statement that it is edited by the **Elsevier Editorial Team**. Role is entered in non-coded form. The content of the field, **Name of Corporate body** will be:

Name of Corporate body:

Entry element: Elsevier Editorial Team **Role:** Editor

6. The item **Role of Cooperation in Agriculture Production** is a publication of **Department of Cooperation, Ministry of Food & Agriculture, Government of India**. Here there are two subordinates of Government. The contents of the field **Corporate body** and **Main title** will be:

Name of Corporate body:

Entry element: India

Other name: Ministry of Food & Agriculture. Department of Cooperation

Country: India

Role: Author

Main Title:

Title: Role of Cooperation in Agriculture Production

Stt. Of Resp.: Department of Cooperation, Ministry of Education & Agriculture, Government of India

7. The item **Her Majesty's Most Gracious Speech To Both houses of Parliament** is a speech of **Elizabeth II**, who took the reins of the office as **Sovereign** in 1952. The contents of the fields **Corporate body** and **Main Title** will be:

Name of Corporate body:

Entry element: United Kingdom

Other name: Sovereign (1952 : Elizabeth II)

Country: United Kingdom

Role: Author

Main Title:

Title: Her Majesty's Most Gracious Speech to both houses of Parliament

8. The **First Report** published by **Committee on Research and Development in Modern Languages**. This committee is formed by **Department of Education and Science, Scottish Education Department, Govt. of UK** with chaired by **L Farrer-Brown**. The contents of the fields **Name of Corporate body, Author(s)** and **Main Title** will be:

Name of Corporate body:

Entry element: United Kingdom

Other name: Scottish Education Department. Committee on Research and Development in Modern Languages

Country: United Kingdom

Role: Author

Main Title: First Report

Stt. Of Resp.: Committee on Research and Development in Modern Languages, Scottish Education Department, Department of Education and Science, Government of United Kingdom

Author(s):

Entry element

Other part of name

Role

Farrer-Brown

L

Chairman

9. The item **Population of India** is a publication of **Economic and Social Commission for Asia and the Pacific (Bangkok, Thailand)**, published by United Nations under series **Country monograph series no. 10**. The contents of the fields **Name of Corporate body, Main Title** and **Series Information** will be:

Name of Corporate body:

Entry element: Economic and Social Commission for Asia and the Pacific (Bangkok, Thailand)

Country: Thailand

Role: Author

Main Title: Population of India

Stt. Of Resp.: Economic and Social Commission for Asia and Pacific, Bangkok, Thailand

Series Information:

Series Name: United Nations. Country Monograph series

Part Stt.: no. 10

FIELD NAME - NAME OF MEETING/CONFERENCE

DEFINITION: 1. A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest.

2. A meeting of representatives of a corporate body that constitutes its legislative or governing body.

USE: Mandatory. Repeatable

SUBFIELD: Name (i.e. Entry element)

USE: Mandatory. Not Repeatable

NOTE: Enter the name of meeting/conference in accordance with the practice of agency preparing the record. For details of the conference /meetings /congresses, etc. see the AACR-II rules **24.7**.

SUBFIELD: Name of Sponsor (i.e. Other part of name)

USE: Mandatory. Not Repeatable

NOTE: Enter the name of the sponsor or subordinate or superior units when the meeting is part of a hierarchical structure.

SUBFIELD: Country

USE: Optional. Not Repeatable

CODES: Complete list of country is available in Appendix-4 with their respective country code, which is already entered in SOUL.

NOTE: Pickup the country name from the dropdown menu, where the meeting was held.

SUBFIELD: Place

USE: Mandatory. Not Repeatable

NOTE: Enter the name of the place where the meeting was held in accordance with the practice of the agency preparing the record, that must be according to AACR-II rule **24.7B4 for Location**.

SUBFIELD: Date

USE: Mandatory. Not Repeatable

NOTE: Enter the date or inclusive dates (beginning and ending dates) of a meeting in according to AACR-II rule **24.7B3 for Date**.

SUBFIELD: Number (Number of Meeting)

USE: Mandatory, when a meeting belongs to a numbered series. Not Repeatable

NOTE: Enter the number identifying an individual meeting within a series of numbered meeting of the same name. The number should be entered as 1st, 2nd, 3rd, or 4th as applicable according to AACR-II rule **24.7B2 for Number**.

EXAMPLES: 1. The name of the conference is **International Highway Engineering Conference**. This is fourth conference sponsored by **French Highway Engineering Society**. This was held at **Paris on 3-13, March, 1985**. The Content of the field, **Name of Meeting/Conference** will be:

Name of Meeting/Conference:

Name: International highway engineering conference

Other Name: French Highway Engineering Society **Country:** French

Place: Paris **Date:** 1985 Mar. 3-13 **Number:** 4th

2. In the source format, the proceedings of the **15th Annual Conference of the Law of the Sea Institute** are entered under the heading for the conference by the agency preparing the record. The content of the field will be:

Name of Meeting/ Conference:

Entry element: Annual Conference of the Law of the Sea Institute

Place: Honolulu, Hawaii **Date:** 1990 **Number:** 15th

3. In the source format, the **Second Vatican Council** is entered as:

Name of Meeting/ Conference:

Entry element: Vatican Council

Date: 1962-1965 **Number:** 2nd

4. The item is the proceeding of the **44th All India Library Conference of Indian Library Association, held at Centre for Distance Education Osmania University, Hyderabad, on February 25-28, 1999.** The content of the field **Name of Meeting/Conference** will be:

Entry element: All India Library Conference of Indian Library Association **Country:** IN **Place:** Hyderabad **Date:** 1999 Feb. 25-28 **Number:** 44th

5. The item is the proceeding of the **CALIBER-2000, 7th National Convention on Automation of Libraries, Education and Research, Co-Organised by INFLIBNET Centre, Ahmedabad and University of Madras, Chennai held at Chennai on 16th to 18th February, 2000.** The content of the field **Name of Meeting/Conference, Corporate body and Series Information** will be:

Name of Meeting/ Conference:

Entry element: National Convention on Automation of Libraries, Education and Research

Name of Sponsor: University of Madras **Country:** India **Place:** Chennai

Date: 2000 Feb. 16-18 **Number:** 7th

Name of Corporate body:

Entry element: INFLIBNET Centre

Address: Ahmedabad **Country:** India **Role:** Organiser

Series Information:

Series Name: Caliber **Part stt.:** 2000

6. The item **Report of the Regional Conference on Continuing Education held at Osmania University, Hyderabad on October 16-19, 1975.** The Contents of the fields **Name of Conference/Meeting** and **Main Title** will be:

Name of Conference/Meetings:

Entry element: Regional Conference on Continuing Education

Place: Osmania University, Hyderabad **Date:** 1975 Oct. 16-19

Main Title: Report of the Regional Conference on Continuing Education
Stt. Of Resp.: held at Osmania University, Hyderabad on October 16-19, 1975

7. The item **Microwave Technology and Application** is **proceeding of the First Asia-Pacific Microwave Conference, New Delhi, India February 24-28, 1986.** Edited by **Prof. R V S Sitaram.** The contents of the fields **Name of Conference/Meeting**, **Main Title** and **Author(s)** will be:

Name of the Conference/Meeting:

Entry element: Asia-Pacific Microwave Conference

Place: New Delhi, India **Date:** 1986 Feb. 24-28 **Number:** 1st

Main Title: Microwave Technology and Application
Stt. Of Resp.: proceeding of the First Asia-Pacific Microwave Conference, New Delhi, India, February 24-28, 1986

Author(s):

Entry element

Sitaram

Other part of name

R V S

Role

Editor

FIELD NAME - PUBLISHER AND PLACE

DEFINITION: The place and the name of the publisher where the item is published.

USE: Mandatory. Repeatable

SUBFIELD: Publisher

USE: Mandatory. Not Repeatable

NOTE: Select the name of the publisher from the drop down menu, which must be entered first in **Publisher Authority file** of **Authority File Maintenance** menu. Details of the publisher entry can be seen from the authority file entry of publisher. Publisher name rendering must be according to AACR-II rules **1.4D** and **2.4D**.

SUBFIELD: Place

USE: Mandatory. Not Repeatable

NOTE: Select the place of publication from the dropdown menu, before going for it must be entered in **Publisher Authority file** of **Authority File Maintenance** menu. Details of the place entry can be seen from the authority file entry of publisher. AACR-II rule **1.4C** must be referred for rendering the place of publication, distribution, etc.

FIELD NAME - ACCESSION NUMBER AND COLLECTION TYPE

DEFINITION: Accession number is a unique number assigned by the library to the item. Collection type provides by the library to identifying the item in terms of the locality i.e. Text book section, Reference section, department etc.

USE: Mandatory. Repeatable when more copies of the item is available.

SUBFIELD: Accession No.(Accession Number)

USE: Mandatory. Not Repeatable

NOTE: Enter the accession number given by the library in this subfield. Accession number might be numeric or alphanumeric as used by the library.

SUBFIELD: Collection Tp. (Collection Type)

USE: Mandatory. Not Repeatable

NOTE: Enter the type of collection of library in accordance with practice of the agency preparing the record.

EXAMPLES: 1. The accession number of the document is 897652 and this item is purchased for **text book** collection. The content of the field is:

Accession no.: 897652 **Collection Tp.:** Text book

2. There are two copies of the document available in library. But one represents **text book** and second represents **reference**. The content of the field is:

Accession no.: Phy-7890 **Collection Tp.:** Text book

Accession no.: Phy-8762 **Collection Tp.:** Reference

FIELD NAME - TYPE OF MATERIAL

DEFINITION: Identification of the intellectual form or presentation of the intellectual content of the item e.g. textual document, reports, conference proceedings, meeting document, patents, etc

USE: Mandatory. Not Repeatable

TYPE: Codes for selected types of material.

100	=	Textual document
105	=	Report
110	=	Thesis, dissertation (Here no need to use it, this is for thesis database)
115	=	Meeting document
125	=	Newspaper
135	=	Patent document
140	=	Standard
199	=	Others textual materials
900	=	Non-textual materials

Above all types must be entered first in **Authority File** entry of **Type of Material** in **Authority File Maintenance** menu.

NOTE: Select the material type, which is listed in the dropdown menu.

EXAMPLES: 1. The proceedings of the conference of a learned society are published a Serial. In general terms, the type of material is textual (code 100) but more specifically it is meeting document (code 115). The content of the field **Type of Material** is:

Tp. Of Mat.: Meeting document

2. The item is Standard. The content of the field **Type of Material** is:

Tp. Of Mat.: Standard

3. The document is book, i.e. coded as a textual document here. The content of the field Type of Material is:

Tp. Of Mat.: Textual document

FIELD NAME - YEAR OF PUBLICATION

DEFINITION: There are different types of date of publications permitted i.e. not specified date on item, date of publication, date of copyright and approximately date of publication.

USE: Mandatory. Not Repeatable

NOTE: Enter the date appearing on the item, indicating the date of publication. Any digit may be replaced by a question mark when an approximate date

is given. Enter this date in 'yyyy' format. But in case of copyright item prefix 'c' can be added with the year. Rule number **1.4F** and **2.4F** of AACR-II refers the details for Date of publication, distribution, etc.

EXAMPLES: 1. The date of publication of a monograph is 1992. Contents of field **Year** is:

Year: 1992

2. The date of publication of monograph is 1990 or 1991. The last digit of the year can be replaced by ?. The content of the field **Year** is:

Year: [1990 or 1991]

3. A monograph contains no date of publication, but there is a copyright date of 1992. The content of field **Year** is:

Year: c1992

FIELD NAME - EDITION

DEFINITION: A word or phrase or group of characters identifying an item as a member of an edition.

USE: Mandatory. Not Repeatable

NOTE: The edition statement is normally given as the terms used in the item. Standard abbreviations for such terms may be used. Numbered editions may be converted from script to numeric form. The edition statement normally includes either the word **edition** (or its equivalent in another language) or a related term (e.g. braille edition, microfiche, edition) or editions differentiated numerically chronologically geographically etc. Enter the edition statement as given in the examples below, more details for edition statement can be seen in AACR-II rule number **1.2B**:

EXAMPLES: 1. The different form of edition statement of documents and their form of Entry is given below:

Forms of edition statement	Data entry of edition Statement
Second edition	2nd ed
Revised edition	rev ed
New revised and enlarged edition	New rev & enl ed
First illustrated edition	1st illustrated ed
First Indian edition	1st Indian ed
Draft edition	Draft ed
Fascimile edition	Fascim ed

2. The **Derbyshire times** is published in a number of area editions. One of which is entitled *Chesterfield edition*. The content of the field **Edition** is:

Edition: Chesterfield ed

3. The first edition of **Cases and statutes on criminal law** is edited by **John C N Slater**. The **second edition** is edited by A B Piternick. Since the second edition has a different editor, and it implies on the title page that Piternick is the editor of that edition only, the edition statement is followed by a statement of responsibility merely for that edition. Contents of field **Edition, Stt. of Resp.(Edition Statement of Responsibility)** and **Author(s)** will be:

Edition: 2nd ed

Edition Stt.: edited by A B Piternick

Author(s):

Entry element:

Slater

Piternick

Other part of name **Role**

John C N

A B

Editor

Editor

FIELD NAME - EDITION STATEMENT OF RESPONSIBILITY (EDITION STT.)

DEFINITION: Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of the particular edition of a work to which the item belongs.

USE: Optional. Not Repeatable when more than one statement of responsibility presents, use semicolon (;) to separate it.

NOTE: In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalisation. A statement when the edition statement is transliterated. It can include the names of one or more than one person or corporate body. AACR-II rule number **1.2C** shows the Statement of responsibility relating to the edition.

EXAMPLES: 1. The item is 3rd edition revised and enlarged by Franz Edgar. The content of the field **Edition** and **Edition Stt.** is:

Edition: 3rd ed

Edition Stt.: revised and enlarged by Franz Edgar

2. The document is revised edition critical notes by D. R. Bansal. The content of the field **Edition** and **Edition Stt.** is:

Edition: rev ed

Edition Stt.: with critical notes by D R Bansal

FIELD NAME - BIB. NOTE (BIBLIOGRAPHIC NOTE)

DEFINITION: This field contains a note indicating the presence of a bibliography(ies), discography(ies), filmography(ies), and /or other bibliographic references in an item. It may also indicate the presence of a bibliography, etc. in accompanying material that is described in the record.

USE: Optional. Not Repeatable

NOTE: Enter all the bibliographical notes, combined notes relating to the Original (rule number **1.7B22**), content notes (rule number **1.7B18**, which doesn't cover by Volume & Part Information field) and notes citing other editions and works (rule number **1.7A4**).

SPECIAL NOTE: 1. Composite book information, if the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, must be entered beginning **With** note according to AACR-II rules **1.7B21 and 2.7B21**, but there is no other main card entry for it. It must be entered in this way:

Bib. Note: With: The reformed school / John Dury. London : Printed for R Wadnothe, [1965].

2. If there are number of contents with various subjects has given in item. It must be entered here with **contents note i.e. rule number 1.7B18**, but not any **In analytical entry** will be prepared.

EXAMPLES: 1. Previous edition was published in 1970 as **Anatomy for students and teachers for physical education**. Contents of the field is:

Bib. Note: Previous ed. Published as 'Anatomy for students and teachers for physical education.'

2. A note is taken from the item itself. The note is entered in quotation marks in the source format to indicate this. Contents of field is:

Bib. Note: 'Reprinted from an unpublished experimental edition'

3. One bibliography is attached with item. The content of the field **Bib. Note** is:

Bib. Note: Bibliography included : pages 250-270.

4. Some other examples:

Bib. Note: Sources: p. 125-152

- Bib. Note:** Includes bibliographical references
- Bib. Note:** Discography: p. 105-111
- Bib. Note:** Filmography: v. 2, p. 344-360
- Bib. Note:** Chronological list of the author's works: p. 469-475
- Bib. Note:** "Selected bibliography": v.1, p. 351-358, v.2, p. 234-236

FIELD NAME - PHYSICAL DESCRIPTION (PHY. DSCR .)

DEFINITION: This field contains the physical description of the item which consists of the extent of the item and its dimensions and that may also include other physical details of the item and information concerning accompanying material.

USE: Optional. Not Repeatable

SUBFIELD: Pg. i.e. Pagination/ Physical Extent

USE: Optional. Not Repeatable

NOTE: Enter the number of pieces (pages, frames, etc) in an item, the preliminary pages in Roman numerals and textual pages in Arabic numerals. Preliminary and textual pages should be separated by comma (.). In case of items other than books and atlases, enter the number of parts of an item by giving the number of pieces in Arabic numerals. Name of the physical attributes of the items are given below (AACR-II rule **1.5B** shows extent of item, can be followed):

- | | |
|---------------------------|--------------------------|
| 1. Maps | 2. Globes |
| 3. Audio cassettes | 4. Film reels |
| 5. Video cassettes | 6. Magnetic tapes |
| 7. Magnetic disks | 8. Charts |
| 9. Posters | 10. Slides |
| 11. Photographs | 12. Drawings |
| 13. Pictures | 14. CD-ROM |
| 15. Micro Films | |

SUBFIELD: Ill. i.e. Illustration/ Other Physical Details

USE: Optional. Not Repeatable

NOTE: Enter the information that further specifies other physical characteristics of an item, such as identification of illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, motion picture presentation format, etc. Rule number **1.5C** describes other physical details.

SUBFIELD: Size i.e. Dimensions

USE: Optional. Not Repeatable

NOTE: Enter the dimensions of an item, usually in centimeters, millimeters, or inches. Rendering details can be seen in rule number **1.5D** of AACR-II.

SUBFIELD: A. Mat. i.e. Accompanying Material

USE: Optional. Not Repeatable

NOTE: Enter a description of accompanying material. It may include any associated physical description statements enclosed in parentheses. Rule number **1.5E** describes details of Accompanying material.

EXAMPLES: 1. A document consists of 257 pages with illustrations. The document is 23cm in height and 18cm width and there is a set of 4 slides in a pocket. The content of the field **Physical Description** is:

Physical Description:

Pg.: 257p **Ill.:** ill **Size:** 23 x 18 cm **A. Mat.:** 4 slides

2. A document consists of 359 pages with 14 preliminary pages. It is 23 cm in height 12 cm in width and has 2 magnetic disks. The content of the field is:

Physical Description:

Pg.: xiv, 359p **Ill.:** ill **Size:** 23 cm x 12 cm **A. Mat.:** 2 magnetic disks

3. A document consists of 2 volumes which are 25cm in height. The content of the field **Physical Description** is:

Physical Description:

Pg.: 2 vols **Size:** 25 cm

4. A document consists of 192 pages of which 10 are numbered I to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high. The content of the field is:

Physical Description:

Pg.: x, 182p **Ill.:** ill (chiefly col.), 1 col. map, 1 col. port. **Size:** 25 cm

5. Some other examples:

Physical Description:

Pg.: 74 p. of ill., 15p. **Size:** 28 cm

Pg.: 27 leaves of plates, 4 p. **Size:** 31 cm

Pg.: v. **Size:** 29 cm

Pg.: 1 score (16 p.) **Size:** 29 cm

FIELD NAME - LOCATION

DEFINITION: This field identifies the identification of the agency preparing the record.

USE: Mandatory. Not Repeatable.

NOTE: Enter a 11 digit code indicating the agency who prepares the record. This code is in two parts separated by hyphen. The first part of 4 digit alphabetic characters indicating the agency and the second part of 6 digit numerical characters indicating the postal pin code of the place where the agency is located.

EXAMPLES: 1. The source of the record is **Pt. Ravishankar Shukla University, Raipur**. The content of the field **Location** is:

Location: RAVI-492010

2. The source of the record is **Jawahar Lal Nehru University, New Delhi**. The content of the field **Location** is:

Location: JNUL-110067

FIELD NAME - DT. OF ENTRY (DATE OF ENTRY)

DEFINITION: The date when the record was prepared by the agency and/or entered on its file.

USE: Mandatory. Not Repeatable.

NOTE: Enter the date in the format **DD/MM/YYYY**.

EXAMPLES: 1. The record was made available on 17 September 1991. Contents of field **Date of entry** is:

Dt. Of Entry.: 17/09/1991

2. The date of entry is March 18, 1997. The content of the field **Date of Entry** is:

Dt. Of Entry: 18/03/1997

FIELD NAME - ISBN

DEFINITION: A number which identifies one title or edition of a title from one specific publisher and is unique to that title or edition, allocated in accordance with the stipulations of ISO 2108 and the ISBN User's Manual.

USE: Mandatory. Repeatable, when item has more than one ISBN i.e. for medium (paper back/ hard bound), set volumes etc.

NOTE: Enter a 10 digit number divided into four parts separated by hyphens. This number should be taken from the document.

EXAMPLES: 1. The ISBN of the item is 0-7214-0191-0. Contents of field **ISBN:**

ISBN: 0-7214-0191-0

2. ISBN printed on the document is 0 521 26114 7. The content of the field **ISBN** is:

ISBN: 0-521-26114-7

3. More than one ISBN given in the document which are as follows:
0-8031-1581-4 for Paper back and 0-8031-1530-X for Hard bound
The content of the field **ISBN** is:

ISBN: 0-8031-5181-4 (Paper back)

ISBN: 0-8031-1530-X (Hard bound)

FIELD NAME - LANGUAGE AND SCRIPT OF ITEM

DEFINITION: Identification of the language and script of the item.

USE: Mandatory. Repeatable, when the document includes item of more than one language. Mostly it occurs in composite books.

SUBFIELD - LANGUAGE

DEFINITION: Identification of the language of the item.

USE: Mandatory. Not Repeatable

NOTE: Select the language from the dropdown menu to indicate the language the item. The list of languages and their international code is given in Appendix-1. This need to enter first in **Language** authority file of **Authority file maintenance** menu.

SUBFIELD - SCRIPT

DEFINITION: Script of the item.

USE: Mandatory. Not Repeatable

NOTE: Select the name of the scripts from the dropdown menu indicating the script, if the script of the item is different from the language of the item. The complete list of script codes are given in dropdown menu and Appendix – 2 as well.

SUBFIELD - TRANSLATED (TRANSLATION)

DEFINITION: Translation.

USE: Mandatory. Not Repeatable

NOTE: Select the indicating language from dropdown menu from which the item

has been translated.

EXAMPLES: 1. The document which is in English, is translated from Sanskrit. The content of the fields **Language** and **Translated** are:

Language: English

Translated: Sanskrit

2. The document **Bhagavat Geeta** is in **Sanskrit** language and script is in **Devenagari**. The content of the field **Language and Script of Item** is:

Language: Sanskrit

Script: Devenagari

FIELD NAME - SUBJECT HEADINGS

DEFINITION: A word, term, name or phrase chosen to express a concept or a combination of concepts which describes the subject content of the item.

USE: Mandatory. Repeatable

NOTE: Enter the subject descriptors selected from Library of Congress Subject Headings(LCSH) List. Follow the guidelines as given in the LCSH List.

EXAMPLES: 1. The LC Subject Headings assigned to a document **Library and information services** are (1) **Libraries** (2) **Information services** (3) **Libraries and information services**. The content of the field **Subject Headings** is:

Subject Headings: Libraries

Subject Headings: Information services

Subject Headings: Libraries and information services

2. The following terms have been applied to a document in the **Zoological Record: Radioactive pollution/ Marine habitat/ Echinoidea/ Arbacea Punctulata**. Contents of field **Subject Headings**:

Subject Headings: Radioactive pollution

Subject Headings: Marine habitat

Subject Headings: Echinoidea

Subject Headings: Arbacea Punctulata

3. The item **Macbeth** by **William Shakespeare** is assigned subject headings **Shakespear, William, 1564-1616. Hamlet;** and **Shakespeare, William, 1564-1616 – Characters – Women** by LCSH. The contents of the field will be:

Subject Headings: Shakespear, William, 1564-1616. Hamlet

Subject Headings: Shakespeare, William, 1564-1616 – Characters – Women

4. The item Encyclopaedia of Library and Information is assigned to **Library Science – Encyclopedias**; and **Information Science – Encyclopedias** as subject headings by LCSH. The content of the field Subject Heading will be:

Subject Heading: Library Science – Encyclopedias

Subject Heading: Information Science –Encyclopedias

FIELD NAME - CLASSIFICATION SCHEME NOTATION

DEFINITION: A notation assigned to an item according to the provisions of a classification scheme.

USE: Optional. Repeatable either for each classification notation or for each classification system.

SUBFIELD: Class No. (Classification Number)

USE: Mandatory. Not Repeatable

NOTE: Enter or select (if already entered class numbers in **Class Number** authority file) the class number assigned to an item.

SUBFIELD: Book No. (Book Number)

USE: Mandatory. Not Repeatable

NOTE: Enter the book number of the item, which is given by the library for identifying it.

EXAMPLES: 1. The class number of the document **Classified catalogue code with Additional rules for dictionary catalogue code** is **2:55N3**. The book number is **qN58**. The classification scheme used is Colon Classification edition seven. The content of the field **Classification Scheme Notation** will be:

Classification Scheme Notation:

Class No.: 2:55N3

Book No.: qN58

2. The document on Computer printer is classified 681.327.54'11 according to the Universal Decimal Classification (UDC) and book number given to the item is CPR. Contents of field **Classification Scheme Notation** is:

Classification Scheme Notation:

Class No.: 681.327.54'11

Book No.: CPR

FIELD NAME - PHY. MEDIUM (PHYSICAL MEDIUM)

DEFINITION: Identification of the physical medium in which the item is produced e.g.

Paper, Magnetic, Film, Optical/Laser, Braille, etc.

USE: Mandatory. Repeatable

TYPE: Types and code of physical medium,

010	=	Paper
020	=	Film
030	=	Braille
040	=	Magnetic
050	=	Laser/ Optical
900	=	Other

NOTE: Select the medium type of item from dropdown menu, above types has been listed in dropdown.

EXAMPLES: 1. The record describes a book. The book is in printed on paper. Contents of field **Phy. Medium** is:

Phy. Medium: Paper

2. The record describes a book which contains a microfiche in a pocket. Contents of field **Phy. Medium** is:

Phy. Medium: Paper

Phy. Medium: Film

3. The record describes a book which contains a CD-ROM in a pocket. The CD-ROM comes under optical. The contents of the field **Phy. Medium** is:

Phy. Medium: Paper

Phy. Medium: Optical/ Laser

FIELD NAME - NOTE

DEFINITION: Any information about the item which is not entered elsewhere in the record and useful to provide a better access.

USE: Optional. Repeatable. May be used to describe where and under what conditions an item is available.

NOTE: Enter any kind of note which does not deal with bibliographic relationships (field **Bib. Note**).

EXAMPLES: 1. The document, **Economics** has a note **Collection of essays on economic subjects**. The content of the field **Note** is:

Note: Collection of essays on economic subjects

2. The document **Informetrics** is also published in Canada. The content of the field **Note** is:

Note: The document is published simultaneously in Canada

3. The document available in microfiche/ film. The content of the field is:

Note: Available in microfiche/film

4. The document is published based on the thesis titled **Networking of Libraries : Indian Scenario**. The content of the field **Note** is:

Note: Based on the thesis titled “Networking of Libraries: Indian scenario”

5. The document includes Appendix and indexes. Contents of field Note:

Note: Includes Appendix and indexes

6. Some other examples:

Note: translated from German

Note: Caption title

Note: Program notes by Phillip Ramey on album

Note: Slides in pocket

Note: Many items are stamped “impounded”

Note: Formerly known as: The unidentified soldier

FIELD NAME - SERIES INFORMATION

DEFINITION: Characters identifying a series to which the item belongs, including any Numbering or lettering relating to the ordering of the item with a series or sub-series.

USE: Optional. Repeatable, when an item belongs to more than one series, that must be independent from each other or where there is a parallel series title. Subseries or dependent series, that can not contain meanings with out main series, it will be entered with subfield **Series Title** with separation of dot and one space (.).

SUBFIELD: Series Name (i.e. Series Statement)

USE: Optional. Not Repeatable

NOTE: The title of the series should be entered in this subfield as it appears on the item. For punctuation, the rules applicable to the field **Main Title** should be followed. Rule **1.6B** has given in AACR-II for Title proper of series.

SUBFIELD: Stt. of Resp. (i.e. Series Statement of Responsibility)

USE: Optional. Not Repeatable

NOTE: Enter the name of person(s) or corporate body(s) responsible for or contributing to the creation of the series. The entry of name of person or

SUBFIELD: Vol / Part No. (Volume / Part number and designation)

USE: Mandatory. Not Repeatable. Successive part of volume, etc must be represented with separation of comma (,).

NOTE: Enter the number appearing on the item indicating the volume, part, etc of a more inclusive item to which the item belongs.

SUBFIELD: Pagination (Pagination defining a part)

USE: Mandatory, when the pagination is necessary to define the limits of the component part within the host item. Not Repeatable

NOTE: An enumeration of the pages of a component part within the host document should be entered in this subfield.

SUBFIELD: Title of Vol (Other identification data defining a part)

USE: Mandatory when necessary to identify the part in relation to the whole.
Not Repeatable

NOTE: Enter any data other than volume/ part/ issue, numeration and designation which defines the part. For entry rules, prescribed in the field **Main Title**.

EXAMPLES: 1. The document consists of two volume with a common title **Studies in Indian Banking and Finance**. The volume 2 has a title **Modernisation of Banking Sector**. The content of the field **Volume and Part Information** will be:

Volume and Part Information:

Vol/Part No: Vol. 2

Title of Vol: Modernisation of Banking Sector

2. A monograph **History of Science by Louis Pound** is in three volumes and each volume has separate title i.e. **Vol. I : Early Science . Edited by John Mitfort, Vol. II : Scientific and industrial revolution, Vol. III : Twentieth Century Science**. But does not have volume III. The contents of the fields **Main Title, Author(s), Phy. Dscr., Note** and **Volume and Part Information** will be:

Main Title:

Title: History of India

Stt. Of Resp.: by Louis Pound

Author(s):

Entry element

Pound

Mitford

Other Part of Name

Louis

John

Role

Author

Editor

Phy. Dscr.:

Pg.: 3vols

Note: Library does not has volume III.

Volume and Part Information:

Vol/ Part No: Vol. I

Pagination: xi, 305p

Title of Vol.: Early Science

Stt. Of Resp.: edited by John Mitford

Volume and Part Information:

Vol/Part No.: Vol II

Pagination: v, 310p

Title of Vol.: Scientific and Industrial revolution

Volume and Part Information:

Vol/ Part No.: Vol III

Pagination: x, 540p

Title of Vol.: Twentieth Century Science

FIELD NAME - BIB LEVEL (BIBLIOGRAPHIC LEVEL)

DEFINITION: Bibliographic level of the item described.

USE: Mandatory. Not Repeatable.

TYPE: **m** – monograph, **s** – serial, **a** – component part, **c** – multivolume

NOTE: Enter one digit alphabetical code indicating the bibliographical level of the item. In above listed codes, **monograph(m)** represents single volume monograph: a bibliographic item complete or intended to be completed in a finite number of separate parts. **Serials (s)** include periodicals, annuals (reports, yearbooks, directories, etc.) the journals, memoirs, proceedings, transactions, etc. of societies and series of monographs. **Component parts(a)** include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc.

EXAMPLES: 1. The item is single volume monograph. The content of the field **Bib. Level** is:

Bib. Level: m

2. The item is 15 volumes monograph. It has common title. Volume information must be entered in physical description area with pagination field name is **Phy. Dscr.** in data entry sheet. The content of the field **Bib. Level** is:

Bib. Level: c

Phy. Dscr.:

Pg.: 15 vols(xxiii, 3000p) **Ill.:** ill **Size:** 24 cm **A. Mat.:** One CD-ROM

3. The item is 3 volumes monograph. It has common title for all as well as separate title for each. Multi volume information will be entered in **Volume and Part Information** field with **title** and **pagination** for each volume. And common title information will be rendered in **Main Title** field with subtitle of the book, if it appears on the book. The content of the field **Bib. Level** and **Volume and Part Information** will be:

Bib. Level: c

Volume and Part Information:

Vol/ Part No: Vol. I

Pagination: xi, 305p

Title of Vol.: Early Science

Stt. Of Resp.: edited by John Mitford

Volume and Part Information:

Vol/Part No.: Vol II

Pagination: v, 310p

Title of Vol.: Scientific and Industrial revolution

Volume and Part Information:

Vol/ Part No.: Vol III

Pagination: x, 540p

Title of Vol.: Twentieth Century Science

Above example can be seen in Volume and Part Information field description

4. The primary segment contains the description of a serial. Component parts of the serial are described in four secondary segments. Each secondary segment must contain a field **Bib. Level** showing that it is a component part. Contents of each field **Bib. Level**:

Bib. Level: a

FIELD NAME - PRICE AND TYPE OF BINDING

DEFINITION: Information regarding the price of the item, the kind of binding to which the price applies and the date when the price was determined.

FIELD: Price

USE: Mandatory. Not Repeatable

CODE: Complete list of the currency code is listed with Appendix-3.

NOTE: Enter the cost of the item in three digits (except Indian currency, which is in two digits) indicating the name of the currency as given on the item. In case of conversion of other currency into Indian currency, conversion rate

can be written in square bracket.

FIELD: Type of Binding

USE: Optional. Not Repeatable

NOTE: Enter a description of the binding to which the price shown in it's respective field **Price**.

EXAMPLES: 1. The price given in the item is Rs.165 and this price indicate the paper bound. The content of the fields **Price** and **Type of Binding** are:

Price: Rs.165

Type of Binding: Paper bound

2. The price of edition of item is US dollar 300 and type of binding is hard bound. The content of the fields **Price** and **Type of Binding** are:

Price: USD 300

Type of Binding: Hard bound

FIELD NAME - DOCUMENT NO (DOCUMENT NUMBER)

DEFINITION: A number appearing on the item intended for unique identification. This unique number usually given by the publisher to facilitate the identification of the document.

USE: Optional. Repeatable.

NOTE: Enter the document identification number as given in the document. Each part of the report number, patent number etc., should be separated by hyphen. All other punctuation, viz. Full stop, semi colon, etc. appearing in the document identification number should be replaced with hyphen.

EXAMPLES: 1. The document identification number appearing on the document **CCF/B: the Common Communication Format for bibliographic information** is PGI-92/WS/9. The content of the field **Document No** is:

Document No.:PGI-92/WS/9

2. The publisher allocated a sequential number to each publication. This number, 4206, has been recorded in the source format as a miscellaneous number found on the item. The content of the field **Document No.** is:

Document No.: 4206

3. The source format has a data element entitled Standard Technical Report Number, which contains the number 1756-88. The contents of the field **Document No.** is:

Document No.: 1756-88

DATA ELEMENTS FOR THESES

FIELD NAME	LEN	M/O	REP	SUBFIELDS
THESIS TITLE		M		
THESIS TITLE	255	M		THESIS TITLE
STT. OF RESP.	255	M		STAT. OF RESPONSIBILITY
PARALLEL TITLE		O	R	
TITLE	255	M		PARALLEL TITLE
STT. OF RES.	255	M		STAT. OF RESPONSIBILITY
LANGUAGE	15	O		LANGUAGE OF PARA.TITLE
SCRIPT	15	O		SCRIPT OF THE PARA. TITLE
UNIFORM TITLE		O	R	
TITLE	255	M		UNIFORM TITLE
LANGUAGE	15	O		LANGUAGE OF THE TITLE
OTHER TITLE		O	R	
NAME	255	M		NAME OF THE OTHER TITLE
TP. OF TITLE	50	M		TYPE OF THE OTHER TITLE
LANGUAGE	15	O		LANGUAGE OF OTHER TITLE
RESEARCHER/GUIDE(S)		M	R	
ENTRY ELEMENT	100	M		ENTRY ELEMENT (SURNAME)
ADDITIONAL ELEMENT	100	M		OTHER PART OF NAME
ROLE	20	M		ROLE
NAME OF INSTITUTE		M	R	
NAME OF DEPT.	100	M		NAME OF DEPARTMENT
NAME OF INST/UNIV.	100	M		NAME OF INSTITUTE/ UNIVERSITY
PLACE	50	M		LOCATION OF UNIVERSITY
COUNTRY	50	O		COUNTRY
PUBLISHER AND PLACE		M	R	
PUBLISHER	100	M		NAME OF PUBLISHER
PLACE	50	M		PLACE OF PUBLICATION
ACCESSION NO & COLLECTION TYPE		M		
ACCESSION NO.	20	M		ACCESSION NUMBER
COLLECTION TP.	50	O		COLLECTION TYPE
TP. OF MAT	15	M		TYPE OF MATERIAL
YEAR	15	M		YEAR OF PUBLICATION
TYPE OF DEGREE	20	M		TYPE OF DEGREE
BIB. NOTE	100	O		BIBLIOGRAPHIC NOTE
PHY. DSRC		O		PHYSICAL DESCRIPTION
PG.	20	O		PAGINATION
ILL	50	O		ILLUSTRATIONS
SIZE	50	O		DIMENSIONS
A.MAT	50	O		ACCOMPANYING MATERIAL
LOCATION	15	M		LOCATION
DT. OF ENTRY	10	M		DATE OF ENTRY

DATA ELEMENTS FOR THESES

FIELD NAME	LEN	M/O	REP	SUBFIELDS
LANGUAGE	15	M	R	LANGUAGE OF THESIS
SUBJECT HEADINGS	255	M	R	SUBJECT HEADINGS
CLASS NO & BOOK NO		M	R	
CLASS NO	50	M		CLASSIFICATION NUMBER
BOOK NO	15	O		BOOK NUMBER
PHY. MEDIUM	20	M	R	PHYSICAL MEDIUM
NOTE	255	O	R	NOTE
ABSTRACT	255	O		ABSTRACT

ABBREVIATIONS USED:

LEN	=	LENGTH
M/O	=	MANDATORY/OPTIONAL
REP	=	REPEATABLE
STAT.	=	STATEMENT
TP.	=	TYPE
PHY.	=	PHYSICAL
DT.	=	DATE
PG.	=	PAGINATION
ILL.	=	ILLUSTRATIONS
A.MAT=	=	ACCOMPANYING MATERIAL
STT.	=	STATEMENT
RESP.	=	RESPONSIBILITY
MAT	=	MATERIAL
PARA	=	PARALLEL

FIELD NAME - THESIS TITLE

- DEFINITION:** 1. Title includes the subtitle of the document also.
2. The statement of responsibility includes name(s) or phrase(s) relating to the identification and /or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realisation (e.g. researcher and research guide)

USE: Mandatory. Not Repeatable

SUBFIELD: Thesis Title

USE: Mandatory. Not Repeatable

NOTE: Enter the title as it appears on the title page of the item. Complete entry should be in lower case except the first letter of the title. Expressions such as “research on”, “investigation on”, “studies on”, evidence on” should be avoided, if possible.

SUBFIELD: Stt. of Resp. (Statement of Responsibility)

USE: Mandatory. Not Repeatable

- NOTE:** 1 Enter name(s) or phrase(s) in the language of the title and sequence as shown in the document, exactly as to wording but not necessarily as to punctuation or capitalisation. It may include the names of one or more than one researcher/guides or institute name. Field Researcher/Guide(s), and Institution are used to record names in a standardised form as distinct from the form appearing in a statement of responsibility. These fields require entering according to AACR-II rules.
2. The record has a number of statements of responsibility, every statement of responsibility will be entered with separation of semi colon(;).

EXAMPLES: 1.The title of the Thesis is “High resolution interferometry of Astrophysical objects” by K P Raju, Researcher and guided by Prof. P.N. Desai. The content of the field **Thesis Title** is:

Thesis Title: High resolution interferometry of astrophysical objects

Stt. of Resp.: by K P Raju, Researcher and guided by P N Desai

2. The title of the Thesis is “Sea surface spectrum from aerial photographs: Model studies using micro processor controlled optical scanning”. Here the subtitle is separated by colon (:). The content of the field **Thesis Title** is:

Thesis Title: Sea surface spectrum from aerial photographs: model studies using micro processor controlled optical scanning

FIELD NAME - PARALLEL TITLE

DEFINITION: 1. The title in another language and/or any script presented as an equivalent of the title.
2. The statement of responsibility relating to the identification and/or the function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realisation (including performance).

USE: Optional. Repeatable

SUBFIELD: Title

USE: Optional. Not Repeatable, but where there are more than one parallel titles, each is entered in separate field.

NOTE: Enter the parallel title or any other title (which provides access) as it appears in the document. The rules for the entry should be as described for the field **Thesis Title**.

SUBFIELD: Stt. Of Resp. (Statement of Responsibility)

USE: Optional. Not Repeatable

NOTE: 1. Enter name(s) or phrase(s) in the language of the title and sequence as shown in the document, exactly as to wording but not necessarily as to punctuation or capitalisation. It may include the names of one or more than one researcher/guides or institute name. Field Researcher/Guide(s), and Institution are used to record names in a standardised form as distinct from the form appearing in a statement of responsibility. These fields require entering according to AACR-II rules.

2. The record has a number of statements of responsibility, every statement of responsibility will be entered with separation of semi colon(;).

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Complete list of languages is listed in dropdown menu. It can be selected as per language of parallel title. As it comes from Language authority file of Authority File Maintenance menu, all languages must be entered here first.

SUBFIELD: Script

USE: Optional. Not Repeatable

NOTE: Enter the script language of parallel title.

EXAMPLES: 1. The French parallel title of document entitled “Analysis of fat and fatty oil” is d’analyse des graisses et huiles fixes. The content of the field **Parallel Title** is:

Thesis Title: Analysis of fat and fatty oil
Language: English

Parallel Title:

Title: d'analyse des graisses et huiles fixes **Language:** French

2. The parallel title of the document “Scientific policy, research and development in Canada” is “La politique des sciences, la recherche et le developpment au Canada: bibliographie”. The parallel title is in French language. The content of the fields **Thesis Title** and **Parallel Title** are:

Thesis Title: Scientific policy, research and development in Canada
Language: English

Parallel Title:

Title: La politique des sciences, la recherche et le developpment au Canada: bibliographie **Language:** French

FIELD NAME - OTHER TITLE

DEFINITION: Any title or part of a title for which it is useful to provide access.

USE: Optional. Repeatable, the purpose of the field is to provide an access point. It may include spine titles, cover titles, added page titles, running titles, etc.

SUBFIELD: Name

USE: Optional. Not Repeatable

NOTE: Enter any title mentioned above which may provide access. The rules for entering other title should be as described for Main Title field.

SUBFIELD: Tp. of Title (Type of Title)

USE: Optional. Not Repeatable

TYPES: Types of title is listed below:

Sub title

Spine title

Cover title

Added title

Running title

Other title / unknown type

NOTE: Enter a type name of the title, if title is entered in the first subfield “Name”.

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Complete list of language is listed in dropdown menu. It can be selected according to language of other title. It does come from

language authority file of **Authority File Maintenance** menu, all languages must be entered here first.

EXAMPLES: 1. The other title information given in the spine of the document “SSPS primer” is “Statistical Package for the Social Sciences Primer”. The content of the field **Other Title** is:

Other Title:

Name: Statistical package for the social sciences primer

Tp. Of Title: Spine Title **Language:** English

2. The work carries the title Life wish : reincarnation : reality or hoax The entire title appears in the field, **Main Title**. In order to provide access to the two subtitles, they appear in repetitions of field, **Other Title**. Contents of field, **Other Title** is:

Other Title:

Name: Reincarnation **Tp. Of Title:** Sub Title **Language:** English

Name: Reality or hoax **Tp. Of Title:** Sub Title **Language:** English

FIELD NAME - RESEARCHER/GUIDE(S)

DEFINITION: The name(s) of the Author(s) who is researcher responsible for the Intellectual or artistic content of the work contained in the item, followed by the name of the guide(s).

USE: Mandatory. Repeatable

SUBFIELD: Entry element

USE: Mandatory. Not Repeatable

NOTE: Enter that part of the person’s name by which it usually would be entered in an ordered list, in accordance with AACR-II.

SUBFIELD: Additional element (Other part of name)

USE: Optional. Not Repeatable

NOTE: Enter the other part of the name except the subfield **Entry element** i.e. forename, prefixes, suffixes, etc. All the titles, decorations, designations and qualifications should be ignored.

SUBFIELD: Role (non-coded)

USE: Mandatory. Not Repeatable

NOTE: Select the role from dropdown menu, where all roles has been listed.

EXAMPLES: 1. “Impact of cigarette in human life on office environment” is a Ph.D Thesis of R Parthasarathy under the guidance of Dr. Shankar Das. The content of the field **Researcher/guide(s)** is

Researcher/Guide(s):

Entry element: Parthasarathy **Additional element:** R **Role:** Researcher
Entry element: Shankar Das **Role:** Guide

FIELD NAME - NAME OF INSTITUTE

DEFINITION: It identifies the institution to which the research team was affiliated
i.e. the institutes of higher learning, research centres, etc.

USE: Mandatory. Repeatable, in case the research has been done under more than one university.

SUBFIELD: Name of Dept. (Name of the Department, i.e. Entry Element)

USE: Mandatory. Not Repeatable

NOTE: Enter that part of the name of the institution by which it would be entered in an ordered list, in accordance with AACR-II.

SUBFIELD: Name of Institution/University i.e. Other part of name

USE: Optional. Not Repeatable

NOTE: Enter other part of the name that can be name of the university, institution supervisor units, etc. when the institution is part of the hierarchical structure.

SUBFIELD: Place

USE: Optional. Not Repeatable

NOTE: Enter the name of the place where the institution, university or supervisor unit is located.

SUBFIELD: Country

USE: Optional. Not Repeatable

NOTE: Enter the two letter country code indicating the country where the institution is situated. A list of country codes is given in Appendix-4.

EXAMPLES: 1. The name of the institution is Annamalai University, Annamalainagar, India. The department name is not given in document, merely university information is available. The content of the field **Name of Institution** is:

Name of Institution:

Name of Dept.: Annamalai University

Place: Annamalainagar **Country:** IN

2. The name of the institution is "Department of Physics, Osmania University, Hyderabad. The content of the field **Name of Institution** is:

Name of Institution:

Name of Dept.: Department of Physics

Name of Institution/ University: Osmania University

Place: Hyderabad **Country:** IN

FIELD NAME - PUBLISHER AND PLACE

DEFINITION: The place and the name of the publisher where the item is published.

USE: Mandatory. Repeatable

SUBFIELD: Publisher

USE: Mandatory. Not Repeatable

NOTE: Select the name of the publisher from the drop down menu, which must be entered first in publisher authority file of **Authority File Maintenance** menu. Details of the publisher entry can be seen from the authority file entry of publisher.

SUBFIELD: Place

USE: Mandatory. Not Repeatable

NOTE: Select the place of publication from the dropdown menu. This detail must first be entered in publisher authority file of **Authority File Maintenance** menu. Details of the place entry can be seen from the authority file entry of publisher.

EXAMPLES: 1. The contents of the field is:

Publisher: Jawahar Lal Nehru University

Place: New Delhi

Publisher: Bhabha Atomic Research centre

Place: Bombay

Publisher: Physical Research Laboratoty

Place: Ahmedabad

FIELD NAME - ACCESSION NUMBER AND COLLECTION TYPE

DEFINITION: Accession number is a unique number assigned by the library to the item. Collection type helps the library to identify the item in terms of the locality i.e. Text book section, Reference section, department, etc.

USE: Mandatory. Repeatable when more copies of the item are available.

SUBFIELD: Accession No.(Accession Number)

USE: Mandatory. Not Repeatable

NOTE: Enter the accession number given by the library in this subfield. Accession number might be numeric or alphanumeric as used by the library.

SUBFIELD: Collection Tp. (Collection Type)

USE: Mandatory. Not Repeatable

NOTE: Enter the type of collection of library in accordance with practice of the agency preparing the record.

EXAMPLES: 1. The accession number of the document is 897652 and this item is purchased for text book collection. The content of the field is:

Accession no.: 897652 **Collection Tp.:** Text book

2. There are two copies of the document available in library. But one represents text book and second represents reference. The content of the field is:

Accession no.: Phy-7890 **Collection Tp.:** Text book

Accession no.: Phy-8762 **Collection Tp.:** Reference

FIELD NAME - TP. OF MAT (TYPE OF MATERIAL)

DEFINITION: It identifies the intellectual form or presentation of the intellectual content of the item e.g. textual document, reports, conference proceedings, meeting document, patents, etc. But here type of material is always constant i.e. Thesis, Dissertation.

USE: Mandatory. Not Repeatable

TYPE: Codes for selected types of material.

100	=	Textual document
105	=	Report
110	=	Thesis, dissertation (only this field will be used)
115	=	Meeting document
120	=	Periodical
125	=	Newspaper
130	=	Annual
135	=	Patent document
140	=	Standard
145	=	Irregular serial
150	=	Monographic series
199	=	Others textual materials
900	=	Non-textual materials

All above types must be entered first in authority file entry of **Type of Material in Authority File Maintenance** menu.

NOTE: Select the material type, which is listed on dropdown menu.

EXAMPLES: 1. The document is a Ph.D. thesis awarded by University of Jammu. The content of the field type of Material is:

Tp. Of Mat.: Thesis, Dissertation

FIELD NAME - YEAR

DEFINITION: Date appearing on the item indicating the date of publication.

USE: Mandatory. Not Repeatable

NOTE: Enter the year in “yyyy” format indicating the year of publication of the item i.e. thesis/dissertation.

EXAMPLES: 1. The year of publication of the item is 1975. The content of the field
Year is:

Year: 1975

FIELD NAME - TYPE OF DEGREE

DEFINITION: This indicates the type of academic degree for which the research is
under taken i.e. Post graduate, M. Phil, Doctoral and Post Doctoral etc.

USE: Mandatory. Not Repeatable

NOTE: Enter the type of academic degree for which the research is undertaken.
e.g. Post graduate, M. Phil, Doctoral and Post Doctoral etc.

EXAMPLES: 1. The document is Doctoral Ph.D. thesis awarded by Department of
Physics, Jawahar Lal Nehru University, New Delhi. The content of the
field **Type of Degree** is:

Type of Degree: Ph.D

2. The document is dissertation awarded by School of Studies in Library
and Information Science, Raipur for M Phil Degree. The content of the
field **Type of Degree** is:

Type of Degree: Dissertation

FIELD NAME - PHY. DSCR (PHYSICAL DESCRIPTION)

DEFINITION: This field contains the physical description of the item which consists of
the extent of the item and its dimensions and that may also include other
physical details of the item and information concerning accompanying
material.

USE: Optional. Not Repeatable

SUBFIELD: Pg. i.e. Pagination/ Physical Extent

USE: Optional. Not Repeatable

NOTE: Enter the number pieces (pages, frames, etc) in an item, the preliminary
pages in Roman numerals and textual pages in Arabic numerals.
Preliminary and textual pages should be separated by comma (.). In case
of items other than books and atlases, enter the number of parts of an item
by giving the number of pieces in Arabic numerals. Name of the physical
attributes of the items are given below:

- | | |
|---------------------------|--------------------------|
| 1. Maps | 2. Globes |
| 3. Audio cassettes | 4. Film reels |
| 5. Video cassettes | 6. Magnetic tapes |

- | | |
|--------------------------|---------------------|
| 7. Magnetic disks | 8. Charts |
| 9. Posters | 10. Slides |
| 11. Photographs | 12. Drawings |
| 13. Pictures | 14. CD-ROM |
| 15. Micro Films | |

SUBFIELD: Ill. i.e. Illustration/ Other Physical Details

USE: Optional. Not Repeatable

NOTE: Enter the information that further specifies other physical characteristics of an item, such as identification of illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, motion picture presentation format, etc.

SUBFIELD: Size i.e. Dimensions

USE: Optional. Not Repeatable

NOTE: Enter the dimensions of an item, usually in centimeters, millimeters, or inches.

SUBFIELD: A. Mat. i.e. Accompanying Material

USE: Optional. Not Repeatable

NOTE: Enter a description of accompanying material. It may include any associated physical description statements enclosed in parentheses.

EXAMPLES: 1. A document consists of 257 pages with illustrations. The document is 23cm in height and 18cm in width and there is a set of 4 slides in a pocket. The content of the field **Physical Description** is:

Physical Description:

Pg.: 257p **Ill.:** ill **Size:** 23 x 18 cm **A. Mat.:** 4 slides

2. A document consists of 359 pages with 14 preliminary pages. It is 23 cm in height 12 cm in width and has 2 magnetic disks. The content of the field is:

Physical Description:

Pg.: xiv, 359p **Ill.:** ill **Size:** 23 cm x 12 cm **A. Mat.:** 2 magnetic disks

3. A document consists of 2 volumes which are 25cm in height. The content of the field **Physical Description** is:

Physical Description:

Pg.: 2 vols **Size:** 25 cm

4. A document consists of 192 pages of which 10 are numbered I to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high.

The content of the field is:

Physical Description:

Pg.: x, 182p **Ill.:** ill (chiefly col.), 1 col. map, 1 col. port. **Size:** 25 cm

5. Some other examples:

Physical Description:

Pg.: 74 p. of ill., 15p. **Size:** 28 cm

Pg.: 27 leaves of plates, 4 p. **Size:** 31 cm

Pg.: v. **Size:** 29 cm

Pg.: 1 score (16 p.) **Size:** 29 cm

FIELD NAME - LOCATION

DEFINITION: This field identifies the agency preparing the record.

USE: Mandatory. Not Repeatable.

NOTE: Enter a 11 digit code indicating the agency who prepared the record.

This code is in two parts separated by hyphen. The first part of 4 digit alphabetic characters indicates the agency and the second part of 6 digit numerical characters indicates the postal pin code of the place where the agency is located.

EXAMPLES: 1. The source of the record is Pt. Ravishankar Shukla University, Raipur and the pin code of the place is 492010. The content of the field **Location** is:

Location: RAVI-492010

2. The source of the record is Jawahar Lal Nehru University, New Delhi. The content of the field **Location** is:

Location: JNUL-110067

FIELD NAME - DT. OF ENTRY (DATE OF ENTRY)

DEFINITION: The date when the record was prepared by the agency and/or entered on its file.

USE: Mandatory. Not Repeatable.

NOTE: Enter the date in the format "DD/MM/YYYY".

EXAMPLES: 1. The record was made available on 17 September 1991. Contents of field **Date of entry** is:

Dt. Of Entry.: 17/09/1991

2. The date of entry is March 18, 1997. The content of the field **Date of Entry** is:

Dt. Of Entry: 18/03/1997

FIELD NAME - LANGUAGE

DEFINITION: Identification of the language of the item.

USE: Mandatory. Repeatable

NOTE: Select the indicating language from dropdown menu, in which the item is available. A list of languages and their international codes is given in Appendix-1. These need to be entered first in **Language** authority file of **Authority file maintenance** menu.

EXAMPLES: 1. The document is in Sanskrit. The content of the field Language is:

Language: Sanskrit

2. The document is in English. The content of the field **Language** is:

Language: English

FIELD NAME - SUBJECT HEADINGS

DEFINITION: It is a word, term, name or phrase chosen to express a concept or a combination of concepts which describes the subject content of the item.

USE: Mandatory. Repeatable

NOTE: Enter the subject descriptors selected from Library of Congress Subject Headings List.

EXAMPLES: 1. The LC Subject Headings assigned to a document "Library and information services" are (1) Libraries (2) Information services (3) Libraries and information services. The content of the field **Subject Headings** is:

Subject Headings: Libraries

Subject Headings: Information services

Subject Headings: Libraries and information services

2. The following terms have been applied to a document: Radioactive pollution/ Marine habitat/ Echinoidea/ Arbacea Punctulata. Contents of field **Subject Headings** is:

Subject Headings: Radioactive pollution

Subject Headings: Marine habitat
Subject Headings: Echinoidea
Subject Headings: Arbacea Punctulata

FIELD NAME - CLASSIFICATION SCHEME NOTATION

DEFINITION: A notation assigned to an item according to the provisions of a classification scheme.

USE: Optional. Repeatable either for each classification notation or for each classification system.

SUBFIELD: Class No. (Classification Number)

USE: Mandatory. Not Repeatable

NOTE: Enter or select (if already entered class numbers in class number authority file) the class number assigned to an item.

SUBFIELD: Book No. (Book Number)

USE: Mandatory. Not Repeatable

NOTE: Enter the book number of the item, which is given by the library for identifying it.

EXAMPLES: 1. The class number of the document is 2:55N3. The book number is qN58. The classification scheme used is Colon Classification edition seven. The content of the field **Classification Scheme Notation** is:

Classification Scheme Notation:

Class No.: 2:55N3 **Book No.:** qN58

2. The document is classified 681.327.54'11 according to the Universal Decimal Classification (UDC) and book number given to the item is CPR. Contents of field **Classification Scheme Notation** is:

Classification Scheme Notation:

Class No.: 681.327.54'11 **Book No.:** CPR

FIELD NAME - PHY. MEDIUM (PHYSICAL MEDIUM)

DEFINITION: It identifies of the physical medium in which the item is produced e.g. Paper, Magnetic, Film, Optical/Laser, Braille, etc.

USE: Mandatory. Repeatable

TYPE: Types and code of physical medium,

010	=	Paper
020	=	Film
030	=	Braille
040	=	Magnetic

050 = Laser/ Optical
900 = Other

NOTE: Select the medium type of item from dropdown menu. (Above types have been listed in dropdown). According to document types, it can be selected.

EXAMPLES: 1. The record describes a book. The book is in printed on paper. Contents of field **Phy. Medium** is:

Phy. Medium: Paper

2. The record describes a book which contains a microfiche in a pocket. Contents of field **Phy. Medium** is:

Phy. Medium: Paper

Phy. Medium: Film

3. The record describes a book which contains a CD-ROM in a pocket. The CD-ROM comes under optical medium. The contents of the field **Phy. Medium** is:

Phy. Medium: Paper

Phy. Medium: Optical/ Laser

FIELD NAME - NOTE

DEFINITION: Any information about the item which is not entered elsewhere in the record and useful to provide access.

USE: Optional. Repeatable, may be used to describe where and under what conditions an item is available.

NOTE: Enter any kind of note which does not deal with contents of the particular item.

EXAMPLES: 1. The general note for one of the theses is “A survey conducted to study the collection development in the university libraries”. The content of the field **Note** is:

Note: A survey conducted to study the collection development in the university libraries.

2. The item is dissertation for the M.L.I.Sc. degree. The contents of the field **Note** is:

Note: Document represents M.L.I.Sc dissertation.

3. Some other examples

Note: translated from German

Note: Caption title

Note: Slides in pocket

FIELD NAME - ABSTRACT

DEFINITION: A brief description of the content of an item, intended to include informative, indicative, critical or evaluative abstracts, summaries, etc.

USE: Optional. Not Repeatable

NOTE: Enter the abstract or summary of the research given in the item.

EXAMPLES: The abstract of an item “High resolution interferometry of astrophysical Objects” is given in the document. The content of field **Abstract** is:

Abstract:

This item deals with study of astrophysical plasma carried out in the case of two widely differing situations, viz. Solar corona and HII region – the Orion Nebula. It also deals with the studies of different astrophysical Situation – interstellar matter. This item addresses the problems of (1) the nature of velocity fields in the inner solar corona and its relation to the magnetic field structure at the two epochs of solar activity cycle, one at a solar maximum phase and other at a declining phase; (2) the excitation mechanism of the control green lines and its variations in different coronal regions; (3) the kinematics of an HII region in the farthest regions from the ionizing star from Nebula.

DATA ELEMENTS FOR SERIALS

FIELD NAME	LEN	M/O	REP	DELIMITERS/SUBFIELDS
TITLE		255	M	TITLE OF THE JOURNAL
BOUND	1	M		TYPE OF MEDIA
ANNUAL INDEX	1	M		ANNUAL INDEX
SUBSCRIPTION TYPE	10	M		TYPE OF SUBSCRIPTION
ABBREVIATED TITLE	255	O		ABBREVIATED TITLE
LANGUAGE	100	M		LANGUAGE OF THE JOURNAL
SUBJECT	50	O		SUBJECT AREA OF JOURNAL
DEPARTMENT	100	O		DEPARTMENT OF UNIVERSITY
LOCATION	50	M		LOCATION
ISSN	50	M		ISSN
CODEN	15	O		CODEN
CLASS NO	20	O		CLASSIFICATION NUMBER
PLACE AND PUBLISHER		M		
PUBLISHER	100	M		NAME OF THE PUBLISHER
PLACE	50	M		PLACE OF PUBLICATION
COUNTRY	50	O		COUNTRY OF PUBLICATION
PLACE AND SUPPLIER		O		
SUPPLIER	100	O		SUPPLIER
PLACE	50	O		PLACE OF SUPPLIER
COUNTRY	50	O		COUNTRY OF SUPPLIER
RECIEPT MODE	20	M		RECIEPT MODE
BUDGET	100	M		BUDGET
CURRENCY	50	M		CURRENCY CODE
ORIGINAL PRICE	20	M		ORIGINAL PRICE OF JOURNAL
CONVERSION @	20	M		CONVERSION RATE
YEAR OF PUBLICATION	10	M		YEAR OF PUBLICATION
FREQUENCY	30	M		FRENQUENCY OF JOURNAL
VOLUME NO.		M		
FROM	10	M		BEGINNING OF SUBSCRIPTION
TO	10	M		ENDING OF SUBSCRIPTION
ISSUE NO		M		
FROM	10	M		FIRST ISSUE OF SUBSCRIPTION
TO	10	M		LAST ISSUE OF SUBSCRIPTION
SUBSCRIPTION DATE		M		
FROM	10	M		STARTING DATE
TO	10	M		ENDING DATE
ISSUE PER VOLUME	10	M		ISSUE PER VOLUME
LEAD TIME	10	O		LEAD TIME
DELIVERY MODE	20	M		DELIVERY MODE
STATUS	10	M		STATUS OF JOURNAL
EDITION	20	O		EDITION STATEMENT

FIELD NAME	LEN	M/O	REP	DELIMITERS/SUBFIELDS
PARALLEL TITLE		O	R	
PARALLEL TITLE	255	M		PARALLEL TITLE
LANGUAGE	20	O		LANGUAGE OF TITLE
OTHER TITLE	255	O	R	OTHER TITLE
PHYSICAL FORM	50	M	R	PHYSICAL MEDIAM
SUBJECT DESCRIPTOR	50	M	R	SUBJECT DESCRIPTOR
URL ADDRESS	255	O		INTERNET URL ADDRESS
NOTE	255	O		NOTE

ABBREVIATIONS USED:

LEN = LENGTH
M/O = MANDATORY/OPTIONAL
REP = REPEATABLE

FIELD NAME - TITLE

DEFINITION: The main title of a publication, i.e. the title of the publication in the form in which it appears on the title page or the title page substitute. The title proper includes any alternative title but excludes parallel titles and other title information.

USE: Mandatory. Not Repeatable

NOTE: Enter the title as it appears on the title page of the item. Complete entry should be in lower case except the first letter of the title. Expressions such as “research on”, “investigation on”, “studies on”, “evidence on” should be avoided, if possible. The initial articles i.e. a, an or the, etc can be removed from the title proper during its rendering.

SPECIAL NOTE: If Key title of serial i.e. unique number assigned to a serial by International Serials Data System (ISDS) and inseparably linked with ISSN, is found on the item or is otherwise readily available after the International Standard Serial Number (ISSN), then enter the key title in **Note** field even if it is identical with the title proper. If no ISSN is given, do not record the key title. It must be entered as described below:

Note: ISSN 0340-0352 = IFLA journal

Note: ISSN 0268-9707 = British Library Bibliographic Services
Newsletter

Note: ISSN 0319-3012 = Image. Niagara edition

EXAMPLES: 1. The title of the serial is “Indian Journal of medical photography”. The content of the field **Title** is:

Title: Indian journal of medical photography

2. The title of the journal is “The electronic library”. The content of the field **Title** is:

Title: Electronic library

3. If the title of such a section or supplement is preceded by an enumeration or alphabetic designation, give the common title, followed by the designation preceded by a full stop, and the section or supplement title preceded by comma. For instance:

Title: Journal of polymer science. Part A, General papers

Title: Progress in nuclear energy. Series II, Reactors

4. When qualifying information is present in the **Title**, which qualifies the title making it unique, it is always enclosed in parentheses after one space. For example:

Title: Economic education bulletin (Great Barrington)
Title: Russian history (Pittsburgh)
Title: Annual report – Department of Public Welfare (Chicago)

FIELD NAME - BOUND(Y/N)

DEFINITION: This field identifies whether the journal has to be bound in future or not. This information goes to binding section.

USE: Optional.

NOTE: This represents entry yes or no. Press “Y” (for yes), if the journal volumes require binding in future when volume completes all issues are received, otherwise press “N” (for no).

FIELD NAME - ANNUAL INDEX (Y/N)

DEFINITION: Journal includes annual indices, volume indices, cumulative index etc. This field identifies whether the journal includes the index volume or not. It represents boolean entry in yes or no.

USE: Mandatory. Boolean

NOTE: Press “Y” key for yes, if journal publishes index volume otherwise press “N” for no.

FIELD NAME - SUBSCRIPTION TYPE

DEFINITION: It shows the journal’s subscription type such as subscription, exchange, gratis, membership, etc.

USE: Mandatory. Not Repeatable

TYPE: Subscription types are described below:

Subscription
Exchange
Gratis
Membership
Others

NOTE: Select the type of subscription from the dropdown menu.

FIELD NAME - ABBREVIATED TITLE

DEFINITION: This field contains abbreviation of a title of the item for purposes of indexing or identification. An abbreviated key title is supplied by ISSN centres, based on the key title (which comes under note field). Other abbreviated titles are supplied by cataloguing agencies, including abstracting and indexing services. The abbreviated title may be created by the agency supplying the field or it may be taken from the piece.

USE: Optional. Not Repeatable

NOTE: Enter complete abbreviated title in accordance with the International List of Title Word Abbreviations, which is available from the International Serials Data Centre and from national and regional serials data centres. Full title must be entered in **Title** field.

EXAMPLES: 1. “**Manage. improve. cost reduct. goals**” is an abbreviation of “**Management improvement cost reduction goals**”. Rendering of this item will be in as described below:

Abbreviated title: Manage. Improve. Cost reduct. goals

Title: Management improvement cost reduction goals

2. The source format from which a record originates, records key titles in their abbreviated form. Contents of fields **Abbreviated title** and **Title** are:

Abbreviated title: Medicina Supl. (B. Aires)

Title: Medicina Suplemento. (Buenos Aires)

3. when qualifying information is present in the **Title**, the same information is added to field **Abbreviated title** in the appropriate abbreviated form. The qualifier is always enclosed in parentheses. Some examples are listed below:

Abbreviated title: Plant prot. bull. (Faridabad)

Title: Plant protection bulletin (Faridabad)

Abbreviated title: Annu. rep. – Dep. Public Welfare (Chic.)

Title: Annual report – Department of Public Welfare (Chicago)

FIELD NAME - LANGUAGE

DEFINITION: Identification of the language of the item.

USE: Mandatory. Not Repeatable

NOTE: Select the indicating language from dropdown menu, in which the item is available. A list of languages and their international codes are given in Appendix-1. This need to be entered first in **Language** authority file of **Master Database** menu of **Serial Control** module.

EXAMPLES: 1. The document is in Hindi. The content of the field **Language** is:

Language: Hindi

2. The document is in English. The content of the field **Language** is:

Language: English

FIELD NAME - SUBJECT

DEFINITION: The matter or theme dealing with art or science; a topic of discussion, consideration, or investigation; an area of activity; a department or field of study.

USE: Mandatory. Not Repeatable

NOTE: Select a subject from dropdown menu if subject discipline is already entered in **Subject Master Database** file of **Serial Control** module. Otherwise it needs to be entered first according to above definition. But this field totally differs from subject descriptor. This field can be entered according to local practice of agency.

EXAMPLES: 1. The journal “Information Studies” deals with the subject Library and Information Science. The content of the field **Subject** is:

Subject: Library and Information Science

2. The journal “Physical abstract” deals with Physics. The content of the field **Subject** is:

Subject: Physics

3. In case of multidiscipline journal, subject can be decided by the agency according to its their wish to see the internal contents of the journal. For example the journal “Program” seems to be merely in computer discipline, but it deals with computer discipline and Library and Information science subject. The content of the field **Subject** is:

Subject: Library and Information Science

FIELD NAME - DEPARTMENT

DEFINITION: This field shows the department or field or school of studies whichever exists in university or college or institution or agency.

USE: Mandatory. Not Repeatable

NOTE: Select the name of the department from dropdown menu, which is already entered in **Master Database** submenu of **Circulation Module**.

EXAMPLES: 1. The journal “IEEE networks” purchased for the Computer Department. The content of the field **Department** is:

Department: Computer Department

2. The journal “The electronic library” purchased for the Library Department. The content of the field **Department** is:

Department: Library Science

FIELD NAME - LOCATION

DEFINITION: This field identifies the agency preparing the record.

USE: Mandatory. Not Repeatable

NOTE: Enter the 11 digit code indicating the agency which prepares the record. This code is in two parts. The first part of 4 digit alphabetic characters indicates the agency and the second part of 6 digit numerical characters indicates the pin code of the place where the agency is located.

EXAMPLES: 1. The source of the record is Jawahar Lal Nehru University, New Delhi. The content of the field **Location** is:

Location: JNUL-110067

2. The source of the record is Pt. Ravishankar Shukla University, Raipur and Pincode of the place is 492010. The content of the field **Loaction** is:

Location: RAVI-492010

3. The source of the record is Jawahar Lal Nehru Technological University, Hyderabad. The content of the field **Location** is:

Location: JNTU-500028

FIELD NAME - ISSN

DEFINITION: It is a number, assigned by the International Serials Data System (ISDS)

and is based on the ISO standard ISO 3297-1986 and the ISDS manual. The ISSN together with the key title uniquely identifies a particular serial title.

USE: Mandatory. Not Repeatable

NOTE: Enter an eight digit number, the last digit being a check character which may be a numeral or letter 'X'. The eight digit number is divided into two four –character groups with a hyphen as separator.

EXAMPLES: 1. The ISSN appears in the title page of the serial as 0075-2363. The contents of the field **ISSN** is:

ISSN: 0075-2363

2. The ISSN “0028-5390” is provided to the journal “The new Hungarian quarterly”. The content of the field ISSN is:

ISSN: 0028-5390

FIELD NAME - CODEN

DEFINITION: It is a unique, unambiguous code assigned to titles of serials by the International CODEN Service. This is basically unique identifier for scientific and technical periodical titles.

USE: Optional. Not Repeatable

NOTE: Enter a six digit alphabetic or alphanumeric character taken from the International CODEN Directory.

EXAMPLES: 1. The CODEN for Journal of Physiology (London) is **JPHYA7**. The content of the field **CODEN** is:

CODEN: JPHYA7

2. The CODEN for Annalen der Physik is **ANPYA2**. The contents of the field **CODEN** is:

CODEN: ANPYA2

FIELD NAME - CLASS. NO. (CLASSIFICATION NUMBER)

DEFINITION: Contains notation representing the subject of the bibliographic item according to the classification scheme used by the agency responsible for preparation of the record.

USE: Optional. Not Repeatable

NOTE: Enter the class number assigned to the serial by using a particular classification scheme.

EXAMPLES: 1.The DDC class number of the serial is 570.44 and the classification scheme used is DDC, ed 19. The content of the field **Class. No.** is:

Class. No.: 570.44

2. The DDC class number of the periodical “Journal of Inter-Library Loans” is 025.62 according to 19th edition. The contents of the field **Class. No.** is:

Class. No.: 025.62

3. The Class Number of the serial “Journal of Internet Cataloguing” is 025.31 according to DDC, 19th edition. The content of the field **Class. No.** is:

Class. No.: 025.31

FIELD NAME - PLACE AND NAME OF PUBLISHER

DEFINITION: 1.The place of the publisher is the name of the town or other locality associated with the issue and the name of the publisher. If no publisher is named, it is the place from which the publication was issued.

2. The Person, corporate body, or firm responsible for issuing information packages to make them available for public use.

USE: Mandatory. Not Repeatable

SUBFIELD: Publisher

USE: Mandatory. Not Repeatable

NOTE: Select the name of the person or corporate body responsible for publishing the journal from the dropdown menu, if it is already entered in **Pub/Sup/Binder** database file of **Master Database** menu of **Serial Control** module, otherwise it needs to be entered first there.

SUBFIELD: Place

USE: Mandatory. Not Repeatable

NOTE: After selecting the publisher from the dropdown menu, place gets selected automatically in its respective location. In case of absence of place, it needs to be entered in **Pub/Sup/Binder** database file of **Master Database** menu of **Serial Control** module.

SUBFIELD: Country

USE: Mandatory. Not Repeatable

NOTE: It gets selected automatically from master database after one chooses the publisher from dropdown menu. If it is absent, then it must be entered in **Pub/Sub/Binder** database file of **Master Database** menu in **Serial**

Control module.

EXAMPLES: 1. The name and address of the publisher given in the serial is as follows:

**Publications and Information Directorate, 14 Dr. K S Krishan Marg,
New Delhi, India**

This information will be entered in **Publisher Master Database** of **Serial Control** Module. After entering all information Place, Publisher and Country can be seen in their dropdown menu respectively. So, the contents of the field **Place and Name of Publisher** will be:

Publisher: Publication and Information Directorate

Place: New Delhi **Country:** IN

FIELD NAME - PLACE AND NAME OF SUPPLIER

DEFINITION: 1. The place of the supplier or distributor is the name of the town or other locality associated with the location and the name of the supplier. If no supplier or distributor is named, it is the place from which the publication was supplied or distributed.
2. Supplier or distributor is an agent or agency that has exclusive or shared marketing rights for an item.

USE: Optional. Not Repeatable

SUBFIELD: Supplier

USE: Mandatory. Not Repeatable

NOTE: Select the name of the person or corporate body (who supplied or distributed the journal) from the dropdown menu, if it is already entered in **Pub/Sup/Binder** database file of **Master Database** menu of **Serial Control** module, otherwise it needs to be entered first there.

SUBFIELD: Place

USE: Mandatory. Not Repeatable

NOTE: After selecting the supplier from the dropdown menu, place gets selected automatically in its respective location. In case of absence of place, it needs to be entered in **Pub/Sup/Binder** database file of **Master Database** menu of **Serial Control** module.

SUBFIELD: Country

USE: Mandatory. Not Repeatable

NOTE: It automatically selects country from master database after choosing the supplier from dropdown menu. If it is absent, then it must be entered in **Pub/Sub/Binder** database file of **Master Database** menu in **Serial Control** module.

EXAMPLES: 1. The name and address of the vendor is as follows:

Allied Subscription Agency, Navarangpura,
Ahmedabad, India

This information will be entered in **Supplier Master Database** of **Serial Control** Module. After entering all information, Place, Supplier and Country can be seen in their dropdown menu respectively. So now, The contents of the field **Place and Name of Supplier** will be:

Supplier: Allied Subscription Agency

Place: Ahmedabad

Country: IN

FIELD NAME - RECEIPT MODE

DEFINITION: It indicates the journal's supply mode meaning whether it delivered directly from publisher or supplier / distributor / agent or any other.

USE: Mandatory. Not Repeatable

NOTE: Select the mode of receipt from dropdown menu, choosing one of the three options i.e. Agent, Direct or Other according to above definition.

EXAMPLES: 1. The journal **The Electronic Library** is received from the local agent by the Library. The contents of the field **Receipt mode** will be:

Receipt mode: Agent

2. The journal **IEEE Networks** is received directly from the Publisher. The contents of the field **Receipt mode** is:

Receipt mode: Direct

3. The journal **Sanvad** arrives in library gratis. The contents of the field **Receipt mode** is:

Receipt mode: Other

FIELD NAME - BUDGET

DEFINITION: It shows the type of library budget, under which the journal is being purchased by the library.

USE: Mandatory. Not Repeatable

NOTE: Select the name of the budget from the dropdown menu. This information needs to be entered first (when budget is allocated to library by the university or any other agency or corporate body) in **Budget master database** of **Serial control** module.

EXAMPLES: 1. The journal **OCLC online and services** is being purchased under **Journal Main Head** (This is name of budget head) budget. The contents of the field **Budget** will be:

Budget: Journal Main Head

FIELD NAME - CURRENCY

DEFINITION: It shows the name of the currency of any particular country i.e. US Dollar, Pound Sterling, Indian Rupees, Italian Lira, etc

USE: Mandatory. Not Repeatable

NOTE: List of all name of currencies and their codes are given in Appendix – 3. This list must be entered in **Currency master database** of **Serial control** module. Select the name of the currency from the dropdown menu.

EXAMPLES: 1. **The journal of Inter library Loan** is being published from USA and price of the journal is in US Dollars. When library purchases the journal and amount has to be paid in US Dollar only, the contents of the field **Currency** will be:

Currency: US Dollar

2. A journal is published in India. Library purchases the journal in Indian rupees. The contents of the field **Currency** is:

Currency: Indian Rupees

FIELD NAME - ORIGINAL PRICE

DEFINITION: It indicates the actual cost of journal in the respective currency.

USE: Mandatory. Not Repeatable

NOTE: Enter the original price of the journal as purchased by the library.

EXAMPLES: 1. The price of the journal is 200 US Dollar. The contents of the field **Original Price** is:

Original Price: 200

2. The library purchases a journal for Rupees 500.00. The content of the field **Original price** will be:

Original price: 500.00

FIELD NAME - CONVERSION

DEFINITION: This field shows the conversion rate of foreign currency against the Indian Rupees.

USE: Mandatory. Not Repeatable

NOTE: Conversion rate of the foreign currency against the Indian Rupees must be entered in Currency Master Database. It is automatically displayed when the currency is selected.

EXAMPLES: 1. The journal is purchased in 300 Pound Sterling by the agency. Conversion rate of the Pound Sterling against the Indian Rupees is 67. The content of the field **Conversion** will be:

Conversion: 67

FIELD NAME - YEAR OF PUBLICATION

DEFINITION: It is meant for year of publication of the first issue of the serial.

USE: Mandatory. Not Repeatable

NOTE: Enter the year of publication of the first issue in “yyyy” format.

EXAMPLES: 1. The year of publication of the first issue of a serial is 1975. The content of the field **Year of Publication** is:

Year of Publication: 1975

2. The journal **The Unabashed librarian** is being published since 1971. The content of the field **Year of Publication** is:

Year of Publication: 1971

FIELD NAME - FREQUENCY

DEFINITION: It shows the intervals at which a serial is published, such as daily, weekly, monthly or annually.

USE: Mandatory. Not Repeatable

NOTE: Select the frequency code from the dropdown menu. A list of codes indicating the frequency of the serials is given in Appendix – 6. List need to be entered first in **Frequency master database** of **Serial control** module.

EXAMPLES: 1. **The Yale University Library Gazette** is published quarterly. The content of the field **Frequency** will be:

Frequency: Quarterly

2. The **INFLIBNET Newsletter** is being published quarterly. The content

of the field **Frequency** is:

Frequency: Quarterly

3. **The Harvard librarian** is published with different frequencies. The content of the field **Frequency** is:

Frequency: Frequency varies

FIELD NAME - VOLUME NO. (VOLUME NUMBER)

DEFINITION: This field shows the library collection or coverage of journal i.e. number of the first volume and number of the last volume since library has been subscribing it.

USE: Mandatory. Not Repeatable

SUBFIELD: From

USE: Mandatory. Not Repeatable

NOTE: Enter the number of first volume of the journal, which is available at library.

SUBFIELD: To

USE: Optional. Not Repeatable

NOTE: Enter the last volume of the journal, which has been received at library.

EXAMPLES: 1. The journal **Library resources & technical services** is being Subscribed by the library from Volume 10 and issue number 1. The content of the field **Volume No** is:

Volume No:

From: Vol. 10 **To:**

2. The journal **ACRL news** was the collection of library for three years from Volume number 15 to 17. The contents of the field **Volume No.** is:

Volume No:

From: Vol. 15 **To:** Vol. 17

FIELD NAME - ISSUE PER VOLUME

DEFINITION: This field contains number of issues in single volume i.e. 4 issues, if journal is a quarterly publication, 2 issues in a volume, if it is half yearly publication etc.

USE: Optional. Not Repeatable

NOTE: Enter the number of issues in the single volume as described above.

EXAMPLES: 1. The **INFLIBNET newsletter** is a quarterly publication. It has four issues in a single volume. The contents of the field **Issues per volume** will be:

Issues per volume: 4

2. The **International cataloguing: quarterly bulletin of the IFLA Committee on cataloguing** has four issues in single volume. The contents of the field **Issues per volume** is:

Issues per volume: 4

FIELD NAME - LEAD TIME

DEFINITION: It shows the number of days within which the supplier or distributor or publisher has committed to supply the journal to the library.

USE: Optional. Not Repeatable

NOTE: Enter the number of committed days.

EXAMPLES: 1. Supplier has committed 15 days to the agency to supply the journal after publishing it. The contents of the field **Lead time** will be:

Lead time: 15

2. 10 days is the lead time for the journal **PC-Quest**. The contents of the field **Lead time** is:

Lead time: 10

FIELD NAME - DELIVERY MODE

DEFINITION: It shows the mode by which the subscribed journal will be supplied to the library by the supplier/distributor/publisher such as air mail, courier, hand delivery, local, parcel, registered etc.

USE: Mandatory. Not Repeatable

TYPE: Types of delivery are given below:

Air mail

Courier

Hand Delivery

Local

Parcel

Registered

Sea Surface

NOTE: Select one of the types of delivery of journal, which has been committed by the supplier/distributor/publisher. But first it needs to be entered in the master database of **Delivery mode** of **Serial control** module.

EXAMPLES: 1. Library is getting journal **Programs** via *Air mail*. The contents of the field **Delivery mode** will be:

Delivery mode: Air mail

2. The journal **IFLA bulletin** arrives to agency via *Registered* post. The contents of the field **Delivery mode** will be:

Delivery mode: Registered

FIELD NAME - STATUS

DEFINITION: Field **Status** indicates the status / bibliographic history of the serial either Active or Ceased or Suspended or Discontinue or Change or Split or Merge etc.

USE: Mandatory. Not Repeatable

TYPE: Types of Status are given below:

Active

Ceased

Suspended

Discontinue

Change

Split

Merge

NOTE: Select one of the above types from the dropdown menu according it's bibliographic history.

EXAMPLES: 1. The Journal **Information Studies** subscribed by the agency, is an active journal. The contents of the field **Status** will be:

Status: Active

2. The agency is getting **OCLC newsletter** whose subscription is active. The contents of the field **Status** will be:

Status: Active

FIELD NAME - EDITION

DEFINITION: An edition statement belongs to either local edition or special edition, or special format or physical presentation, or language edition, or reprint or reissue statements indicating a reissue or revision of the serial as a whole.

USE: Optional. Not Repeatable

NOTE: Enter the edition statement as given in the serial. The edition statement for a serial may be related to geographical area (Asian edition or

International edition) or any other edition statement such as local, special, physical presentations, language, reprint edition etc.

EXAMPLES: 1. Edition statement of the document is **International student edition**.
The content of the field **Edition** is:

Edition: International student ed

2. Edition statement of the serial is Hindi edition. The content of the field **Edition** is:

Edition: Hindi ed

3. Some other examples:

Edition: Northern ed

Edition: Airmail ed

Edition: Library ed

Edition: Microform ed

Edition: English ed

Edition: Reprint ed

Edition: 2nd ed

FIELD NAME - PARALLEL TITLE

DEFINITION: The title proper in another language and /or script; or a title in another language and/or script presented as an equivalent of the title proper.

USE: Optional. Repeatable

SUBFIELD: Parallel title

USE: Mandatory. Not Repeatable

NOTE: Enter the parallel title or any other title as it appears in the serial.

SUBFIELD: Language

USE: Optional. Not Repeatable

NOTE: Select the language of the parallel title from the dropdown menu. List of the languages with their codes is given in Appendix-1. This list must have first been entered in the **Language Master Database of Serial Control** module.

EXAMPLES: 1. The main title **International folklore bibliography** has parallel title in French language i.e. **Bibliographie internationale des arts et traditions populaires** Art updates in video. Main title will be entered in Title field. The contents of the fields **Title** and **Parallel title** are:

Title: International folklore bibliography

Parallel Title: Bibliographie internationale des arts et traditions
Populaires **Language:** French

2. The parallel title **Dansk periodicafortegne sle** has been given for the serial **The Danish national bibliography Serials**. The contents of the fields Title and Parallel title will be:

Title: Danish national bibliography Serials

Parallel title: Dansk periodicafortegnesle **Language:** German

FIELD NAME - OTHER TITLE

DEFINITION: It is a word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the publication. Other title information also occurs in conjunction with, and subordinate to, other titles. Other title information qualifies, explains or completes the title to which it applies, or is indicative of the character, contents, etc., of the motive for, or the occasion of, its production. The term includes sub-titles and avant-titles, but does not include variant titles (e.g. spine titles, sleeve titles).

USE: Optional. Repeatable, the purpose of this field is to provide access point to users.

NOTE: Enter the other title information as described above.

EXAMPLES: 1. When an acronym or set of initials of the title and its full form appear in the chief source of information, treat them one as other title information, which has not been chosen as the title proper. For instance ;

Twin cities is the title proper. **TC** is taken as a initial. The content of the field **Other title** is:

Other title: TC

Q: question is the name of the journal. It is described as **the Independent political review: arts, business, science**. The contents of the field **Other title** will be:

Other title: the independent political review: arts, business, science

FIELD NAME - PHYSICAL FORM

DEFINITION: Identification of the physical medium in which the serial is produced, e.g. paper, magnetic, film, optical, braille etc.

USE: Mandatory. Repeatable

TYPE: Types of Physical Medium is given below with their code:

Name of Medium	Code
Paper	010
Film	020
Braille	030
Magnetic	040
Laser/Optical	050
Others	900

NOTE: Select the type of the given medium from the dropdown menu. It needs to be entered first in Master database of **Physical media** of **Serial control** module.

EXAMPLES: 1. The serial is printed on paper. The content of the field **Physical Medium** is:

Physical Medium: Paper

2. The serial is printed on paper as well as in CD-ROM. The contents of the field **Physical Medium** is:

Physical Medium: Paper

Physical Medium: Laser/Optical

FIELD NAME - SUBJECT DESCRIPTOR(S)

DEFINITION: A word, term, name or phrase chosen to express a concept or a combination of concepts which describe the subject content of the item.

USE: Mandatory. Repeatable

NOTE: Enter the subject descriptors selected from the Library of Congress List of Subject Headings.

EXAMPLES: 1. The LC Subject Headings assigned to a serial “Library science with slant to documentation” are (1) Library Science – Periodicals (2) Documentation Research and Training Centre (Bangalore, India), (3) Sarada Ranganathan Endowment for Library Science. The content of the field **Subject Descriptor(s)** is:

Subject Descriptor(s): Library Science – Periodicals

Subject Descriptor(s): Documentation Research and Training Centre (Bangalore, India)

Subject Descriptor(s): Sarada Ranganathan Endowment for Library Science

FIELD NAME - URL ADDRESS

DEFINITION: The field contains the Uniform Resource Name (URN) needed to locate and access an electronic resource or non-electronic resource. A URN/ URL (Uniform Resource Locator) provides a globally unique, location independent, identifier that can be used for identification of the resource and thus facilitates access to the resource.

USE: Optional. Not Repeatable

NOTE: Enter the URL /URN address as described above.

EXAMPLES: 1. The journal Managing Information is also available on Internet. The contents of the field **URL Address** is:

URL Address: <http://www.aslib.co.uk>

2. URL address of the Internet version of journal OCLC Systems & Services is <http://www.mcb.co.uk/oclc.htm>. The contents of the field URL Address is:

URL Address: <http://www.mcb.co.uk/oclc.htm>

3. Some other examples are given below:

URL Address: <http://www.jstor.org/journals/0277903x.html>

URL Address: <http://www.mcb.co.uk/liblink/>

FIELD NAME - NOTE

DEFINITION: Any information about the serial which is not entered elsewhere in the record and is useful to provide access is to be entered here. It also includes the name of the abstracting/indexing periodicals wherein the serial is indexed/abstracted. Notes can be added related to some given areas i.e.

1. Notes on the title and statement of responsibility area i.e. translation note, notes on the source of title proper, notes on variations of the title proper such as cover title, spine title, running title etc and when the title proper consists of set of initials or acronyms.
2. Notes on the edition area and the bibliographic history of the serial such as reproductions, serial with editions, continuation, merger, split or separation, absorption, reversion to earlier title, serial with supplements etc.
3. Notes relating to the numbering area

4. Notes on the publication, distribution, etc. area. It may include details of other publishers or distributors, irregularities and additional dates.
5. Notes on the physical description area i.e. a note on the accompanying material if this is not a regular feature of the serial, and statements on particular physical peculiarities.
6. Notes on the series area
7. Notes relating to the contents. It may include the list of contents, notes on other inclusions, such as indices, bibliographies, separate physical units constituting the issue(s) of the serial, etc.
8. Notes relating to the incorrect ISSN and terms of availability, when the ISSN has been printed incorrectly in the issue of the serial being described, with the correct ISSN given in the description.
9. Notes relating to the copy in hand.

USE: Optional. Not Repeatable

NOTE: Enter any information which may provide access to the serial and/or the abstracting and indexing journals wherein the serial is indexed or abstracted.

EXAMPLES: 1. The serial **Chemical industry notes** is indexed in an abstracting Journal **Chemical abstracts**. The contents of the field **Note** is:

Note: Indexed in Chemical abstract

2. Some other examples has given below:

Note: Includes: Bibliography of Northwest materials

Note: Description based on: Vol. 3, no. 3 (May/June 1975)

Note: Each issue numbered 10, 20, 30, etc. in the series

Note: Vol. 4 published in 1939, vol. 5 in 1946

Note: Beginning with vol. 9, no. 1 (Jan. 1970) height is 38 cm

Note: Numerous sub-series

Note: Absorbed in 1827: Annals of philosophy = ISSN 0365-4915

Note: Separated from : Boekengids

Note: Continues in part: Proceedings – Institution of Mechanical Engineers = ISSN 0020-3483

APPENDIX – 1 LANGUAGE CODES

SOURCE: ISDS Manual

USE: These codes are used :

- Language subfield of **Parallel title**, **Uniform title**, & **Other title** and **Language** field in Catalogue module of books.
- Language subfield of **Parallel title**, & **Other title** and **Language** field in Catalogue module of theses.
- Language subfield of **Parallel title** and **Language** field in Serial control module.

Code	Language
ace	Achinese
ach	Acoli
ada	Adangme
afa	Afroasiatic (Other)
afh	Afrihili (Artificial language)
afr	Afrikaans
aka	Akan
akk	Akkadian
alb	Albanian
ale	Aleut
alg	Algonquian (Other)
amh	Amharic
ang	English, Old (ca. 450-1100)
apa	Apache languages
ara	Arabic
arc	Aramaic
arm	Armenian
arn	Mapuche
arp	Arapaho
art	Artificial (Other)
arw	Arawak
asm	Assamese
ath	Athapascan (Other)
ava	Avaric
ave	Avestan
awa	Awadhi
aym	Aymara
aze	Azerbaijani
bad	Banda
bai	Bamileke languages
bak	Bashkir

Code	Language
bal	Baluchi
bam	Bambara
ban	Balinese
baq	Basque
bas	Basa
bat	Baltic (Other)
bej	Beja
bel	Belarusian
bem	Bemba
ben	Bengali
ber	Berber (Other)
bho	Bhojpuri
bik	Bikol
bin	Bini
bis	Bislama
bla	Siksika
bnt	Bantu (Other)
bra	Braj
bre	Breton
btk	Batak
bug	Bugis
bul	Bulgarian
bur	Burmese
cad	Caddo
cai	Central American Indian (Other)
cam	Khmer
car	Carib
cat	Catalan
cau	Caucasian (Other)
ceb	Cebuano
cel	Celtic (Other)
cha	Chamorro
chb	Chibcha
che	Chechen
chg	Chagatai
chi	Chinese
chn	Chinook jargon
cho	Choctaw
chr	Cherokee
chu	Church Slavic
chv	Chuvash
chy	Cheyenne
cmc	Chamic languages
cop	Coptic

Code	Language
cor	Cornish
cpe	Creoles and Pidgins, English-based (Other)
cpf	Creoles and Pidgins, French-based (Other)
cpp	Creoles and Pidgins, Portuguese-based (Other)
cre	Cree
crp	Creoles and Pidgins (Other)
cus	Cushitic (Other)
cze	Czech
dak	Dakota
dan	Danish
day	Dayak
del	Delaware
din	Dinka
div	Divehi
doi	Dogri
dra	Dravidian (Other)
dua	Duala
dum	Dutch, Middle (ca. 1050-1350)
dut	Dutch
dyu	Dyula
efi	Efik
egy	Egyptian
eka	Ekajuk
elx	Elamite
eng	English
enm	English, Middle (1100-1500)
esk	Eskimo languages
esp	Esperanto
est	Estonian
eth	Ethiopic
ewe	Ewe
ewo	Ewondo
fan	Fang
far	Faroese
fat	Fanti
fij	Fijian
fin	Finnish
fiu	Finno-Ugrian (Other)
fon	Fon
fre	French
fri	Frisian
frm	French, Middle (ca. 1400-1600)
fro	French, Old (ca. 842-1400)
ful	Fula

Code	Language
gaa	Ga
gae	Gaelic (Scots)
gag	Galician
gal	Oromo
gay	Gayo
gba	Gbaya
gem	Germanic (Other)
geo	Georgian
ger	German
gil	Gilbertese
gmh	German, Middle High (ca. 1050-1500)
goh	German, Old High (ca. 750-1050)
gon	Gondi
gor	Gorontalo
got	Gothic
grb	Grebo
grc	Greek, Ancient (to 1453)
gre	Greek, Modern (1453-)
gua	Guarani
guj	Gujarati
hai	Haida
hau	Hausa
haw	Hawaiian
heb	Hebrew
her	Herero
hil	Hiligaynon
him	Himachali
hin	Hindi
hmn	Hmong
hmo	Hiri Motu
hun	Hungarian
hup	Hupa
iba	Iban
ibo	Igbo
ice	Icelandic
ijo	Ijo
ilo	Iloko
inc	Indic (Other)
ind	Indonesian
ine	Indo-European (Other)
int	Interlingua (International Auxiliary Language Association)
ira	Iranian (Other)
iri	Irish
iro	Iroquoian (Other)

Code	Language
ita	Italian
jav	Javanese
jpn	Japanese
jpr	Judeo-Persian
jrb	Judeo-Arabic
kaa	Kara-Kalpak
kab	Kabyle
kac	Kachin
kam	Kamba
kan	Kannada
kar	Karen
kas	Kashmiri
kau	Kanuri
kaw	Kawi
kaz	Kazakh
kha	Khasi
khi	Khoisan (Other)
kho	Khotanese
kik	Kikuyu
kin	Kinyarwanda
kir	Kyrgyz
kmb	Kimbundu
kok	Konkani
kon	Kongo
kor	Korean
kpe	Kpelle
kro	Kru
kru	Kurukh
kua	Kuanyama
kur	Kurdish
kus	Kusaie
kut	Kutenai
lad	Ladino
lah	Lahnda
lam	Lamba
lan	Occitan (post-1500)
lao	Lao
lap	Sami
lat	Latin
lav	Latvian
lin	Lingala
lit	Lithuanian
lol	Mongo-Nkundu
loz	Lozi

Code	Language
lua	Luba-Lulua
lub	Luba-Katanga
lug	Ganda
lui	Luiseno
lun	Lunda
luo	Luo (Kenya and Tanzania)
lus	Lushai
mac	Macedonian
mad	Madurese
mag	Magahi
mah	Marshall
mai	Maithili
mak	Makasar
mal	Malayalam
man	Mandingo
mao	Maori
map	Austronesian (Other)
mar	Marathi
mas	Masai
max	Manx
may	Malay
mdr	Mandar
men	Mende
mic	Micmac
min	Minangkabau
mis	Miscellaneous languages
mkh	Mon-Khmer (Other)
mle	Malagasy
mlt	Maltese
mni	Manipuri
mno	Manobo languages
moh	Mohawk
mol	Moldavian
mon	Mongolian
mos	Moore
mul	Multiple languages
mun	Munda (Other)
mus	Creek
mwr	Marwari
myn	Mayan languages
nah	Nahuatl
nai	North American Indian (Other)
nau	Nauru
nav	Navajo

Code	Language
nde	Ndebele (Zimbabwe)
ndo	Ndonga
nep	Nepali
new	Newari
nia	Nias
nic	Niger-Kordofanian (Other)
niu	Niuean
non	Old Norse
nor	Norwegian
nso	Northern Sotho
nub	Nubian languages
nya	Nyanja
nym	Nyamwezi
nyn	Nyankole
nyo	Nyoro
nzi	Nzima
oji	Ojibwa
ori	Oriya
osa	Osage
oss	Ossetic
ota	Turkish, Ottoman
oto	Otomian languages
paa	Papuan-Australian (Other)
pag	Pangasinan
pal	Pahlavi
pam	Pampanga
pan	Panjabi
pap	Papiamento
pau	Palauan
peo	Old Persian (ca. 600-400 B.C.)
per	Persian
phi	Philippine (Other)
pli	Pali
pol	Polish
pon	Ponape
por	Portuguese
pra	Prakrit languages
pro	Provençal (to 1500)
pus	Pushto
que	Quechua
raj	Rajasthani
rap	Rapanui
rar	Rarotongan
roa	Romance (Other)

Code	Language
roh	Raeto-Romance
rom	Romany
rum	Romanian
run	Rundi
rus	Russian
sad	Sandawe
sag	Sango
sai	South American Indian (Other)
sal	Salishan languages
sam	Samaritan Aramaic
san	Sanskrit
sao	Samoan
sas	Sasak
sat	Santali
scc	Serbo-Croatian (Cyrillic)
sco	Scots
scr	Serbo-Croatian (Roman)
sel	Selkup
sem	Semitic (Other)
sgn	Sign languages
shn	Shan
sho	Shona
sid	Sidamo
sio	Siouan (Other)
sit	Sino-Tibetan (Other)
sla	Slavic (Other)
slo	Slovak
slv	Slovenian
snd	Sindhi
snh	Sinhalese
snk	Soninke
sog	Sogdian
som	Somali
son	Songhai
spa	Spanish
srr	Serer
ssa	Nilo-Saharan (Other)
sso	Sotho
suk	Sukuma
sun	Sundanese
sus	Susu
sux	Sumerian
swa	Swahili
swe	Swedish

Code	Language
swz	Swazi
syr	Syriac
tag	Tagalog
tah	Tahitian
tai	Tai (Other)
taj	Tajik
tam	Tamil
tar	Tatar
tel	Telugu
tem	Temne
ter	Terena
tet	Tetum
tha	Thai
tib	Tibetan
tig	Tigre
tir	Tigrinya
tiv	Tiv
tkl	Tokelauan
tli	Tlingit
tmh	Tamashek
tog	Tonga (Nyasa)
ton	Tonga (Tonga Islands)
tpi	Tok Pisin
tru	Truk
tsi	Tsimshian
tso	Tsonga
tsw	Tswana
tuk	Turkmen
tum	Tumbuka
tur	Turkish
tut	Altaic (Other)
tlv	Tuvalu
twi	Twi
uga	Ugaritic
uig	Uighur
ukr	Ukrainian
umb	Umbundu
und	Undetermined
urd	Urdu
uzb	Uzbek
vai	Vai
ven	Venda
vie	Vietnamese
vot	Votic

Code	Language
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wak	Wakashan languages
wal	Walamo
war	Waray
was	Washo
wel	Welsh
wen	Sorbian languages
wol	Wolof
xho	Xhosa
yao	Yao
yap	Yapese
yid	Yiddish
yor	Yoruba
zap	Zapotec
zen	Zenaga
znd	Zande
zul	Zulu
zun	Zuni

APPENDIX – 2 SCRIPT CODES

SOURCE: In the absence of any international standard set of codes for names of scripts, the codes shown below, developed for the International Serials Data System, are recommended for use.

USE: These codes are used in:

- **Script** subfield of **Parallel title** as well **Script field** in Catalogue module of books
- **Script** subfield of **Parallel title** in Catalogue module of theses.

Code	Name of Script
ba	Roman
ca	Cyrillic
da	Japanese – script unspecified
db	Japanese – kanji
dc	Japanese – kana
ea	Chinese
fa	Arabic
ga	Greek
ha	Hebrew
ia	Thai
ja	Devanagari
ka	Korean
la	Tamil
za	Other

APPENDIX - 3 CURRENCY CODES

USE: These codes are used in:

- **Price** field in **Catalogue module** of books.
- **Currency** field in **Title Details** worksheet and **Currency** subfield in **Currency entry** Master Database submenu of **Serial control** module.

1. Pound Sterling	UKP
2. U. S. Dollar	USD
3. Canadian Dollar	CND
4. Deutsche Mark	DEM
5. Dutch Guilder	DUG
6. Swiss Franc	SFR
7. Belgian Franc	BFR
8. French Franc	FFR
9. Swedish Kroner	SKR
10. Italian Lira	ITL
11. Japanese Yen	YEN
12. Australian Dollar	AUD
13. Hongkong Dollar	HKD
14. Malaysian Ringitt	MLR
15. Singapore Dollar	SPD
16. Danish Kroner	DKR
17. Norwegian Kroner	NKR
18. Saudi Riyal	SRI
19. Bah Dinar	BHD
20. Kuw Dinar	KWD
21. Uro Dollar	URD

APPENDIX - 4 COUNTRY CODES

SOURCE: ISO 3166

USE: These codes are used :

- **In Catalogue Module of Books:**
Country subfield of **Name of Corporate body, Name of Meeting/Conference** and **Publisher Authority File**
- **In Catalogue Module of Theses:**
Country subfield of **Name of Institute** and **Publisher Authority File**
- **In Serial Control Module:**
Country subfield of **Country** and **Currency entry**, and **Pub/Sub/Binder Authority file** in Master Database;
Country subfield of **Publisher** and **Supplier** fields in **Title Details**

Code	Name of the Country
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AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua & Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BM	Bermuda

Code	Name of the Country
BN	Brunei Darussalam
BO	Bolivia
BR	Brazil
BS	Bahama
BT	Bhutan
BU	Burma (no longer exists)
BV	Bouvet Island
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CF	Central African Republic
CG	Congo
CH	Switzerland
CI	Cote D'ivore (Ivory Coast)
CK	Cook Iislands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CS	Czechoslovakia (no longer exists)
CU	Cuba
CV	Cape Verde
CX	Christmas Island
CY	Cyprus
CZ	Czech Republic
DD	German Democratic Republic (no longer exists)
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland

Code	Name of the Country
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Micronesia
FO	Faroe Islands
FR	France
FX	France, Metropolitan
GA	Gabon
GB	United Kingdom (Great Britain)
GD	Grenada
GE	Georgia
GF	French Guiana
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia
GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia and the South Sandwich Islands
GT	Guatemala
GU	Guam
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HM	Heard & McDonald Islands
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IN	India
IO	British Indian Ocean Territory
IQ	Itaq
IR	Islamic Republic of Iran
IS	Iceland
IT	Italy
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya

Code	Name of the Country
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	St. Kitts and Nevis
KP	Korea, Democratic People's Republic of
KR	Korea, Republic of
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libyan Arab Jamahiriya
MA	Morocco
MC	Monaco
MD	Moldova, Republic of
MG	Madagascar
MH	Marshall Islands
ML	Mali
MN	Mongolia
MM	Myanmar
MO	Macau
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Monserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Nambia
NC	New Caledonia

Code	Name of the Country
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NT	Neutral Zone (no longer exists)
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	St. Pierre & Miquelon
PN	Pitcairn
PR	Puerto Rico
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
RE	Reunion
RO	Romania
RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	St. Helena
SI	Slovenia
SJ	Svalbard & Jan Mayen Islands
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal

Code	Name of the Country
SO	Somalia
SR	Suriname
ST	Sao Tome & Principe
SU	Union of Soviet Socialist Republic (no longer exists)
SV	El Salvador
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks & Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TP	East Timor
TR	Turkey
TT	Trinidad & Tobago
TV	Tuvalu
TW	Taiwan, Province of China
TZ	Tanzania, United Republic of
UA	Ukraine
UG	Uganda
UM	United States Minor Outlying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VA	Vatican City State (Holy See)
VC	St. Vincent & the Grenadines
VE	Venezuela
VG	British Virgin Islands
VI	United States Virgin Islands
VN	Viet Nam
VU	Vanuatu
WF	Wallis & Futuna Islands
WS	Samoa
YD	Democratic Yemen (no longer exists)
YE	Yemen
YT	Mayotte
YU	Yugoslavia
ZA	South Africa

Code	Name of the Country
ZM	Zambia
ZR	Zaire
ZW	Zimbabwe
ZZ	Unknown or unspecified country

APPENDIX - 5 FREQUENCY CODES

SOURCE: Ulrich's International Periodicals Directory

USE: These codes are used in field Frequency master database of Serial control module

CODES: codes are given below:

a	Annual
bi-m	Every two month
bi-w	Biweekly
d	Dialy
fr-n	Fortnightly
irr	Irregular
w	Weekly
m	Monthly
q	Quarterly
s-a	Twice annually
s-m	Twice monthly
s-w	Twice weekly
3/m	3 times a month
3/yr	3 times a year