

## Comparison of Full, Core, and Minimal Level Cataloging Standards for Books\* (4/5/2004)

This document provides a comparison of the three cataloging standards in use within HCL Technical Services. Detailed instructions are provided for each standard for the assignment of subject headings and added entries.

M = Mandatory

MA = Mandatory if applicable

\*Baseline cataloging is now obsolete

Field	Full	Core**	Minimal level***
<b>Leader:</b>			
17 (Encoding level)	Blank	4	7
<b>008:</b>			
06 (Type of date/publication status)	M	M	
07-10 (Date 1)	M	M	
11-14 (Date 2)	M	M	
15-17 (Place of publication)	M	M	
18-21 (Illustrations)			
22 (Target audience)	M	M	
23 (Form of item)	M	M	
24-27 (Nature of Contents)			
28 (Government publication)	M	M	
29 (Conference Publication)			
30 (Festschrift)			
31 (Index)			
33 (Literary form)	M	M	
34 (Biography)	M	M	M
35-37 (Language)	M	M	
38 (Modified record)	M	M	
39 (Cataloging source)	M	M	M
<b>Variable fields:</b>			
007 (Holdings)	MA	MA	
010 (LC control number)	MA (not required for non-PCC original cataloging)	MA (not required for non-PCC original cataloging)	MA
020 (ISBN)	MA	MA	MA
042 (Authentication code)	MA	MA	MA
043	MA		
050, 090, etc. (Call number)	M (Call number may be omitted on non-PCC cataloging for HD materials)	M (Call number may be omitted on non-PCC cataloging for HD materials)	

<b>Field</b>	<b>Full</b>	<b>Core**</b>	<b>Minimal level***</b>
1XX (Main entry)	MA	MA	MA
240 (Uniform title)	MA	MA (supply if it is known or can be readily inferred from the item being cataloged)	MA
245 (Title statement)	\$a M all other subfields MA	\$a M all other subfields MA	M  a M  b  c M
246 (Varying form of title)	MA	MA	MA
250 (Edition statement)	MA	MA	MA
260 (Publication, distribution, etc.)	MA	\$c M \$a and \$b supply if readily available; otherwise, use [S.l.] and [s.n.] as appropriate	MA  a  b MA  c MA
300 (Physical description)	M	\$a and \$c M all other subfields MA	M  a M  b  c

Field	Full	Core**	Minimal level***
4XX (Series statement)	MA	MA (for PCC core records, all traced series must be supported by a national authority record; untraced series need not be supported by a national authority record)	MA
5XX (Notes)	MA	MA (only those notes that support identification of item need be included; notes are not required to justify added entries)	533 (Reproduction note) MA
500 (Source of title if other than chief source)	MA	MA	
501 (With note)	MA	MA	

<b>Field</b>	<b>Full</b>	<b>Core**</b>	<b>Minimal level***</b>
502 (Dissertation note)	MA	MA (supply for unpublished theses)	
504 (Bibliography, etc. note)	MA	MA (this is LC practice)	
505 (Formatted contents note)	MA	MA (supply as appropriate for collections, compilations, or for multi-part items with separate titles)	
546 (Language note)	MA		
6XX	MA	See below	
7XX	MA	See below	
730	MA		
740	MA		
8XX	MA	MA (for PCC core records, all traced series must be supported by a national authority record; untraced series need not be supported by a national authority record)	

\*\* For full Core level guidelines: <http://www.loc.gov/catdir/pcc/bibco/core2002.html>

\*\*\* For full Minimal level guidelines: <http://www.loc.gov/marc/bibliographic/nlr/nlr.html>

## Subject Headings

### Core:

Use judgment in assessing each item and, if appropriate, assign a complement of headings that provides access to the primary/essential subject and/or form of the work (as opposed to secondary or tertiary aspects) at the appropriate level of specificity. Assign such headings from an established thesaurus or subject heading system and/or an appropriate [genre/form list](#) recognized by the *MARC 21 Format for Bibliographic Data*. In focusing on the primary subject aspect, follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect.

Library of Congress practice for Core level cataloging as stated in the Subject Cataloging Manual: Subject Headings, H 170:

General guidelines . If appropriate, assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.

Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a core level record, even if they constitute at least 20% of an item (cf. H 180 sec. 1). Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, [ place 1 ]–Foreign relations–[ place 2 ] and [ place 2 ]–Foreign relations–[ place 1 ], or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330).

Assign headings at the level of specificity appropriate to the work (cf. H 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.

### Minimal Level:

At least one subject heading will be assigned to minimal level cataloging records when appropriate (following the guidelines formerly used for Baseline cataloging). More than one subject heading may be assigned in cases where two or more topics are treated equally, subject headings pairs are called for (e.g., foreign relations between two countries), etc.

In addition, subject headings will not be required for:

- humor
- speeches on general topics
- ancient and modern classics (e.g., Plato, Adam Smith)

In many cases, a general subject heading may be assigned where ideally a more specific heading would be given, such as:

- 650 #0 Tanks (Military science) \$z Germany instead of setting up the name of a specific tank

or

- 610 10 United States. \$b Army instead of the name of a specific regiment

However, overly broad headings such as Philosophy, Economics, etc., should be avoided if a more specific heading can be supplied.

For the headings that are assigned, follow the conventions applied to full level cataloging. For example, where appropriate, subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (cf. H 180 sec. 16).

653s may be used to give an English translation for foreign terms that are not easily represented by a subject heading. Also, as is our normal policy, 653s may be assigned in addition to 6XXs.

Below are usage and editing guidelines taken from the *MARC 21* Format for Bibliographic Data.

Field 653 contains terms that are not derived from a controlled heading system/thesaurus. While CONSER participants may add subject terms in field 653, they are encouraged to supply headings from a controlled thesaurus (e.g., LCSH ), whenever possible.

The use of this field provides an alternative to controlled vocabulary for titles receiving minimal level cataloging and other records that would otherwise go without subject index terms. In the case of foreign publications, substantive nouns and adjectives can be translated into English. This field can also be useful for current terminology that has not settled down sufficiently to permit establishing the concept in a subject authority record.

Editing instructions:

1. Capitalization is not standardized.
2. Do not add ending punctuation unless it is part of the data.

653 ## Stamp collecting (United States)

3. Do not add punctuation preceding an additional subfield \$a unless the preceding term ends with punctuation as part of the data.

653 1# Ice, Sculpture, moulds, etc. \$a Children's games

4. Do not add spaces in initialisms, acronyms, or abbreviations.

653 ## S.C.U.B.A.

5. Leave one space following a data element that contains an open-ended date when the date is followed by a subject subdivision.

653 ## Counter culture, 1950- \$a Literary collections

First indicator

The first indicator specifies the level of the index term, distinguishing primary and secondary descriptors.

#

A blank indicates that no information as to the level of the index term is provided.

0

Value "0" means that no level is specified and is used when no decision is made whether the term is primary or secondary.

1

An index term is considered primary (value "1") if it covers the main focus or subject content of the material.

2

A term is secondary (value "2") if it represents a less important aspect of the content of the material.  
Subfield

\$a Uncontrolled term

Subfield \$a contains the uncontrolled vocabulary index term. The subfield is repeatable when more than one term at the level designated in the first indicator is assigned.

653 1# fuel cells \$a molten carbonate \$a power generation

653 ## Man \$a Eyes \$a Diseases

### **7XX (Added entries)**

#### **Core:**

Use judgment in assessing each item and assign a complement of added entries that covers the primary relationships associated with the manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local institutional policy.

## PCC

Books cataloged for the PCC (Program for Cooperative Cataloging) may be assigned either full- or core-level cataloging, with core being the default. The core-level standard for books was developed for the BIBCO program (the branch of the PCC that deals with monographs) in 1994.

All headings on a PCC record must be supported by an authority record in the national authority file.

An 042 field should be added to the record with the authentication code “pcc” in the subfield |a.

Byte 39 of the 008 (Cataloging source) should be coded “c” for Cooperative cataloging program.

In preparing PCC records, catalogers are expected to use the latest edition of the *Anglo American Cataloging Rules* together with the latest Library of Congress Rule Interpretations and the *Marc 21 Bibliographic Format*.

When assigning subject headings, catalogers are to follow the guidelines in the Subject Cataloging Manual: Subject Headings, especially instruction sheet H 180 (see above under Subject Headings – Core).

All PCC records must include a Library of Congress Call number, even if the item is being sent to Harvard Depository.

The Library of Congress has determined to apply, as appropriate, additional elements judged fitting to the LC environment. This augmented standard is referred to as the “LC core level” or an “LC core level record.” The LC core level record meets the standard prescribed by IFLA’s [Functional Requirements for Bibliographic Records](#). The additional data elements relative to monographs are as follows:

- 041 (Language code)
- 043 (Geographic area code)
- 240 (Uniform title) in all cases as applicable
- 504 (Bibliography note)
- In 6XX (subject access) fields, multiple headings may be applied when needed to represent a compound or multi-element topic, when reciprocal headings are used (e.g., France—Commerce—Germany; Germany—Commerce—France), or when a standard array is prescribed in the Subject Cataloging Manual: Subject Headings.