

5 GUIDELINES FOR MANUAL USE

5.1 Levels of Required Data Elements

If the field is present at least one of the subfields is required.

Mandatory field/ subfield (M) is a data element that is required in every authority record. The fill character (|) is not permitted in mandatory data elements, if there is no other instruction of data input requirement given.

Mandatory field/ subfield if applicable/ available (MA) is a data element that must be present in a bibliographic record if it is appropriate for the resource being described and if the bibliographic information is available. The fill character (|) is not permitted in data elements that are mandatory if applicable. If the field is present it must include MA subfield(s) if there are any and if there is no other instruction of data input requirement given.

Optional field/ subfield (O) is an optional data element that is not required in a bibliographic record, but may be present if desired.

5.1.1 Mandatory Fields

In addition to the Record Label and Directory, the following fields must be present in the machine-readable records:

001 Record Identifier

100 General Processing Data (certain data elements only)

152 Rules

2-- Authorized Access Point

801 Originating Source

The presence of other fields depends upon the particular record being converted into machine-readable form. The data content of a record is controlled by the cataloguing code and practice of the bibliographic agency responsible for the creation of the record, i.e., the presence or absence of a data element is determined, not only by format specifications, but by the national cataloguing code or practice. However, if a data element is present, it must be fully content designated according to the prescriptions defined in this document. Elements of information that are represented in coded form are generally not specified by cataloguing codes. Certain of these coded data elements are mandatory and are so identified in the format.

5.2 Control Functions

Control functions permitted in UNIMARC/Authorities format are confined to those used for subfield codes, field separators, and record terminator, as specified in ISO 2709; character set escape sequences as specified in ISO 2022; and those for indicating filing information, superscripts, and subscripts as specified in ISO 6630. No control functions are allowed to specify typographical functions such as italics. The use of control functions in UNIMARC/Authorities format records is fully described in the UNIMARC/Bibliographic format, Appendix C.

5.3 Field and Subfield Repetition

If the word “repeatable” is associated with a field, then that field may occur more than once in a record. If R (= repeatable) is associated with a subfield identifier, then that subfield may occur more than one time in an occurrence of the field.

5.4 Subfield Order

There is no specified order implied in the values of the subfield identifiers. Subfield identifiers are assigned values for identification purposes, not for file arrangement. However, when control subfields are used in the field, they precede all other subfields in that field, except subfields \$2, \$4 and \$R. Subfield \$2 follows

directly the subfields with the name access point, controlled vocabulary terms, class number, format, etc and subfield \$4 follows the subfields that contain the name access point.

5.5 Fill Character

A complete record, fully content designated, is naturally the preferred record for international exchange purposes. In some cases, however, it may not be possible to convert a national record into the UNIMARC Manual: Authorities Format and provide the full content designation and coded information as prescribed. To minimize the ambiguities that could result if the indication of this lack of information were left to the discretion of each national agency faced with the circumstances described above, a character, hereafter referred to where this occurs as a “fill character”, is used in place of the required information. This character will be the “|” (vertical line, code table position 7/12 in ISO 646).

The fill character can be used whenever a content designator or coded information cannot be determined by the encoding agency. It thus occurs in the following situations: i) encoding agency does not use this content designator or code this information, or ii) encoding agency uses this content designator or codes this information but in this particular record does not know the correct value, or iii) encoding agency uses similar values for this content designator or coded information but they cannot be translated to the exact UNIMARC/Authorities format equivalents.

The following rules apply to the use of the fill character: fill characters may only be used for indicators and coded data values that are not mandatory, thus fill characters may not be used in the Record Label or Directory, as subfield identifiers or to replace punctuation or other special characters in the data portion of fields.

5.6 Coded Data Values

The following conventions are used in the assignment of coded values in the Record Label and coded data subfields:

u	unknown	Used when codes are being assigned, but the appropriate specific value cannot be determined.
v	combination	Used when a combination of the individual coded characteristics occurs in the entity.
x	not applicable	Used when a characteristic is not appropriate for the type of entity being described.
y	not present	Used when the characteristic being coded is not present for the entity being described.
z	other	Used when codes are being assigned and the characteristics of the entity are known, but none of the defined codes is appropriate.
	fill character	Used when no attempt is being made to assign the codes.

5.7 Punctuation

GARR prescribed punctuation is not carried at the subfield boundaries. GARR prescribed punctuation consists of = (used with parallel access points), <, >, <<, and >> symbols (used with tracings), ; and , (used in the source area).

All other punctuation in access points, notes, etc., is carried in the record according to the practice of the bibliographic agency issuing the record. Examples in this manual reflect different kinds of practices in introducing punctuation at the subfield borders.

5.8 General Organization

The format is presented in RECORD LABEL and DATA FIELDS – FIELD DESCRIPTIONS. Before block 2--, a special section is given to CONTROL SUBFIELDS.

The DATA FIELD DESCRIPTIONS are presented according to the following outline:

Field Definition and Scope: The content and scope of each field is briefly defined. It also includes a statement explaining or qualifying the occurrence of the field.

Subfields & Occurrence: The table summarizes the information on the field/subfield repeatability options and level of data element input requirement (M - Mandatory, MA – Mandatory if applicable, O - Optional).

Indicators: The table summarizes the indicator values.

Indicators Description: The explanation of indicator values.

Subfields Description: The subfields are listed in order, each being followed by a definition and, where applicable, a note as to its repeatability and whether it is mandatory.

Notes on Field Contents: This part discusses the data content of the fields and explains the interrelation between the subfields within the field. It includes notes about ISBD, FRBR/IFLA-LRM equivalents, where applicable, and about punctuation, as well as making recommendations about the form of the contents of the field.

Related Fields: This part lists fields or data elements that contain data related to the contents of the field.

Examples: This part consists of examples, many of which are referred to in the text in the other parts. They illustrate the conditions that are described in the preceding text.

History: This part gives details of major changes to the field.

If there is no relevant information for a section of the field description, that part of the outline is omitted.

5.9 Updates Notation

Updates accepted by PUC are indicated with **grey highlighted colour**. The colour is cleared when new updates/manual version are published. All changes and updates are recorded in section History and in the separated documentation maintained by PUC.

History

2021	Errata/text edit. Added sections 5.1, 5.8 and 5.9.
2024	Errata/text edit. Update section. 5.4.