

1 INTRODUCTION

1.1 Purpose and Scope

The primary purpose of UNIMARC Authorities Format Manual is to facilitate the international exchange of authority data in machine-readable form among national bibliographic agencies.

UNIMARC Authorities Format Manual specifies the tags, indicators and subfield identifiers to be assigned to authority, reference, and general explanatory records in machine-readable form. These records are created to provide guidance on the use in a catalogue of names (personal, family, corporate, meeting, geographic, trademark and printer/publisher device), titles for works not entered under specific authors, titles for works by individual authors, and topical subjects. These names, titles and topical subjects are used on bibliographic records as primary, secondary and alternative responsibility access points, as series access points, and as subject access points.

The record format takes into account the requirements specified in Guidelines for Authority and Reference Records (GARR) for records involving names and titles for anonymous classics, and in Guidelines for Subject Authority and Reference Entries (GSARE) for subjects.

UNIMARC is currently in the process of gradual alignment to the *IFLA Library Reference Model* (IFLA LRM) (formerly Functional Requirements for Bibliographic Records (FRBR)) based cataloguing principles and rules (such as Resource Description and Access - RDA). The fields/subfields that are implemented or modified accordingly to IFLA LRM (or formerly FRBR) based practice have a special note and/or other tags (such as in label, description of data elements, examples etc.)

This process also brings the new terminology, which is accommodated in the manual in the extent of the data elements usability and the context of implementing the new cataloguing practices.

Authority records for series entries are limited to access point information in this format. Series treatment data that is included in authority records by some agencies is not accommodated.

1.2 Use

Each national bibliographic agency is responsible for the conversion of authority records into UNIMARC/Authorities format for transmission to other national agencies and can receive machine-readable records in the UNIMARC/Authorities format from other national agencies. The UNIMARC Authorities Format Manual is intended to provide the information required for a range of bibliographic activities. It therefore includes content designation which may be essential to one or another of these activities, but not to all.

1.3 Format Maintenance

UNIMARC is maintained by the Permanent UNIMARC Committee (PUC), a review group under IFLA. All changes are made exclusively by the PUC, based on the development of other IFLA standards and the needs of the institutions that create or use UNIMARC records.

Proposals for changes and additions to the UNIMARC formats are discussed annually at meetings of the PUC. Proposals should be submitted to the national UNIMARC committee or a library institution working with the PUC. For UNIMARC users from countries without professional institutions affiliated with the PUC, it is possible to submit proposals directly to the PUC after prior consultation. Instructions are available at the PUC webpage.

1.4 Standards

UNIMARC/Authorities format assumes the use of the following standards:

ISO 962 - 1974: Information processing – Implementation of the 7-bit coded character set and its 7-bit and 8-bit extensions on 9-track 12.7 mm (1/2 inch) magnetic tape

ISO 1001 - 1986: Information processing – File structure and labelling of magnetic tapes for information interchange

ISO/IEC 2022 - 1994: Information technology – Character code structure and extension techniques and ISO/IEC 2022/Cor.1 1999

ISO 2375 - 1985: Data processing – Procedure for registration of escape sequences

ISO 2709 - 1996: Information and documentation – Format for information exchange

ISO 3166-1 1997: Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes. Amendments issued occasionally; the list published in UNIMARC Manual: Bibliographic Format, 3rd ed. is reproduced as at 1 February 2008.

ISO 3166-2 - 1998: Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision codes

ISO 3166-3 - 1999: Codes for the representation of names of countries and their subdivisions -- Part 3: Code for formerly used names of countries

ISO 3901 - 2001: Information and documentation -- International Standard Recording Code (ISRC)

ISO 6630 - 1986: Documentation -- Bibliographic control characters

ISO 8601 - 2004: Data elements and interchange formats -- Information interchange -- Representation of dates and times

ISO 15511 - 2005: International Standard Identifier for Libraries and Related Organizations (ISIL)

ISO 15706-1 - 2002: Information and documentation -- International Standard Audiovisual Number (ISAN) - Part 1: Audiovisual work identifier

ISO 15707 - 2001: Information and documentation -- International Standard Musical Work Code (ISWC)

ISO 21047 - 2009: Information and documentation -- International Standard Text Code (ISTC)

Other Related Documents

International Federation of Library Associations and Institutions. Functional Requirements for Authority Data : A Conceptual Model. – München : K. G. Saur, 2009.

International Federation of Library Associations and Institutions. Functional Requirements for Bibliographic Records : Final Report. – München : K. G. Saur, 1998.

International Federation of Library Associations and Institutions. Guidelines for Authority Records and References. – 2nd ed. – München : K. G. Saur, 2001.

International Federation of Library Associations and Institutions. Guidelines for Subject Authority and Reference Entries. – München : K. G. Saur, 1993.

International Federation of Library Associations and Institutions. Statement of International Cataloguing Principles. 2016. Available at: https://www.ifla.org/files/assets/cataloguing/icp/icp_2016-en.pdf.

Riva, P., Le Bœuf, P. & Žumer, M. IFLA Library Reference Model. 2017. Available at: https://www.ifla.org/files/assets/cataloguing/frbr-lrm/ifla-lrm-august-2017_rev201712.pdf.

UNIMARC Manual: Bibliographic Format. – 3rd ed. – München : K. G. Saur, 2008.

1.5 History and Superseded Documentation

1991 - *UNIMARC/Authorities: Universal Format for Authorities* (1st edition)

2001 - *UNIMARC Manual: Authorities Format* (2nd edition)

2009 - *UNIMARC Manual – Authorities Format* (3rd edition)

2023 - *UNIMARC Authorities Format Manual* (online edition, version 1.0.0)

History

1994	Text errata.
2009	Updated paragraphs: Purpose and Scope.
2009	Updated paragraphs: Standards.
2009	Updated paragraphs: Other Related Documents.
2012	Updated paragraphs: standards (ISO 15706-2:2007: Information and documentation -- International Standard Audiovisual Number (ISAN) -- Part 2: Version identifier).
2012	Text errata.
2021	Added section 1.5. Update of section 1.1.
2024	Update section 1.3. Text edit.