

RECORD LABEL

Field Definition and Scope

The Record Label is constructed according to the provisions of ISO-2709.

Occurrence

The record label occurs at the beginning of every record. Mandatory. Not repeatable.

Tags, Indicators and Subfields

The record label has no tags, indicators or subfield identifiers.

Fixed-Length Data Elements

These data elements are identified by character position within the label. The label as a whole is always 24 characters in length. Conventionally the character positions are numbered 0-23.

Name of Data Element	Number of Characters	Character Position
Record Length	5	0-4
Record Status	1	5
Implementation Codes	4	6-9
Indicator Length	1	10
Subfield Identifier Length	1	11
Base Address of Data	5	12-16
Additional Record Definition	3	17-19
Directory Map	4	20-23

Notes on Field Contents

The Record Label (also known as leader) is found at the beginning of each UNIMARC record and contains data for processing the record. Character positions 10, 11, 20-23 contain specific fixed values at this time and may be generated programmatically by the computer. Character positions 0-4 and 12-16 contain numerical data indicating the number of characters in certain areas of the record; these can be calculated by the computer when the record is formatted. Values for the character positions 5, 6-9, 17-19 may be translated from data in the source record by conversion program or, where UNIMARC is being used as the source format, assigned manually.

0-4 Record Length

Five decimal digits, right justified, with zero fill where necessary, representing the number of characters in the entire record, including the label itself, the directory, and the variable fields. This data element is normally calculated automatically when the total record is assembled for exchange.

5 Record Status

A single digit denoting the processing status of the record.

c	corrected or revised record	A record to which changes have been made to correct errors, one which has been amended to bring it up to date, or one where fields have been deleted.
d	deleted record	A record which is exchanged in order to indicate that a record bearing this record identifier is no longer valid. The record may contain only the label, directory, and 001 (record identifier) field, or it may contain all the fields in the record as issued; in either case 835 field may be used to explain why the record is deleted.

n	new record	A new record.
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6-9 Implementation Codes

6 Type of Record

x	authority record	Code x indicates that the content of the record constitutes an authority record in which the 2-- access point is established and is authorized for use as the lead element in constructing certain access points of a bibliographic record.
y	reference authorized record	Code y indicates that the content of the record constitutes a reference record in which the 2-- authorized access point is unestablished and is not authorized for use as the lead element in an access point in a bibliographic record. The 2-- is traced in the 4-- in an authority record.
z	general explanatory record	Code z indicates that the content of the record constitutes a general explanatory entry record in which the 2-- authorized access point is unestablished and is not traced in the 4-- in any authority record.

7-8 Undefined

Contains two blanks.

9 Type of Entity

The code indicates the type of entity identified in the 2--.

a	personal name
b	corporate name
c	territorial or geographical name
d	trademark
e	family name
f	title
g	collective title
h	name/title
i	name/collective title
j	topical subject
k	place access
l	form, genre or physical characteristics
m	fictitious character
n	time-span

10 Indicator Length

One numeric digit giving the length of the indicators. This is invariably 2 in UNIMARC.

11 Subfield Identifier Length

One numeric digit giving the length of the subfield identifier; e.g., \$a. This is invariably 2 in UNIMARC.

12-16 Base Address of Data

Five numeric digits, right justified with leading zeros, indicating the starting character position of the first data field relative to the beginning of the record. Since the first character of the record is numbered 0 (zero), the number entered as the base address of data will be equal to the total number of characters in the label and directory including the field separator that terminates the directory. In the directory, the starting character position for each field is given relative to the first character of the first data field which

will be field 001, rather than the beginning of the record. The base address thus gives the base from which the position of each field is calculated. This number will generally be supplied automatically by the computer when the UNIMARC record is finally assembled.

17-19 Additional Record Definition

17 Encoding Level

A one-character code indicates the degree of completeness of the machine record. The following codes have been defined, and others may be added at a later date.

#	full	The record contains necessary data including applicable tracings.
3	partial	The record does not contain complete data because appropriate reference work had not yet been carried out.

18-19 Undefined

Two blanks.

20-23 Directory Map

This provides details of the length and structure of the directory entry for each of the UNIMARC fields. The four positions are as follows:

20 Length of “Length of Field”

One decimal digit giving the number of characters in the “length of field” part of each directory entry. The value in UNIMARC is 4. This allows a maximum field length of 9,999 characters.

21 Length of “Starting Character Position”

One decimal digit giving the number of characters in the “starting character position” part of each directory entry. The value in UNIMARC is 5. This allows a maximum record length of approximately 100,000 characters.

22-23 Undefined

Two blanks.

Related Fields

The data elements found in the record label are not found elsewhere in UNIMARC. Although some of the values of the implementation codes “type of record” and “type of entity” appear to overlap with other coded data, in fact the codes in the record label refer to attributes of the record and not directly to attributes of the entity itself.

History

1994	Text errata.
2001	New subfields/values: Character position 9 defined: type of entity.
2009	Changes in terminology: 9/Type of entity, f = title, g = collective title, h = name/title, i = name/collective title.
2012	Text errata: 6 Type of record, 9 Type of entity, 20 Length of “length of field”, 21 Length of “starting character position”.
2017	Update – new code in position 9.