

105 CODED DATA FIELD: TEXTUAL LANGUAGE MATERIAL, MONOGRAPHIC

Field Definition

This field contains coded data relating to monographic language material.

Occurrence

Optional. Not repeatable. It is recommended that it is always present in records of monographic Printed language materials

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Monograph Coded Data

All data entered in \$a is identified by character position within the subfield. Conventionally the character positions are numbered from 0 to 12. All character positions defined must appear in the subfield. Not repeatable.

Table of Subfield \$a Fixed-length Data Elements:

Name of Data Element	No. of Characters	Character Positions
Illustration codes	4	0-3
Form of contents codes	4	4-7
Conference or meeting code	1	8
Festschrift indicator	1	9
Index indicator	1	10
Literature code	1	11
Biography code	1	12

Notes on Field Contents

If no attempt is made to assign a data element value, the fill character should be used in the character positions designated for that data element.

\$a/0-3 Illustration codes

There are four character positions available for illustration codes and they should be entered from left to right, any unused positions being filled with blanks. If more than

four codes are applicable, select the first four in the order they appear on the list below. Note that blanks are used in preference to 'y' in unused character positions.

These codes usually relate to terms in the physical description of the item (in field 215). If the data element is not used, fill characters should be entered in character positions 0-3; if they are used but fewer than four types of illustration are present, then remaining positions contain blanks.

a = illustrations

Use for types of illustrations which are not covered below, e.g., diagrams, graphs, or when types of illustrations are not being specifically coded.

b = maps

c = portraits

Individual or group portraits.

d = charts

Special purpose maps designed for the use of navigators.

e = plans

E.g. ground plans of buildings.

f = plates

A leaf containing illustrative matter with or without explanatory text, which does not form part of any sequence of pages or leaves.

g = music

In monographic textual-language material. For sound recordings accompanying materials use code 'm'.

h = facsimiles

Reproductions of a part of or the whole of a document not only reproducing the text but also simulating the original appearance of the work.

i = coats of arms

j = genealogical tables

k = forms

l = samples

m = sound recordings

E.g. a sound disc in a folder in a book.

n = transparencies

E.g. a set of transparencies in a pocket attached to a book.

o = illuminations

Manuscript embellishments of a letter or writing with colours etc.

y = no illustrations

To be used only once, i.e. y###.

= value position not needed

\$a/4-7 Form of contents codes

There are four character positions available for the form of contents codes and they should be entered from left to right, any unused positions being filled with blanks. If more than four codes are applicable, select the first four in the order in which they appear in the list below.

These codes should be used whether the item contains this form of material or consists completely of this form of material except in the case of code 'c', index, which should be used only if the item is an index. Thus, if an item is a catalogue, code 'b' will be used; if it contains a catalogue within it, along with other material, again, 'b' will be used. If the data element is not used, fill characters should be entered in character positions 4-7. If a form not listed is required, code 'z' is used.

a = bibliography

A list of the bibliographic items sharing one or more common features such as subject, place of publication.

b = catalogue

A list of bibliographic items in a collection or exhibition or available from a particular agency such as a publisher or bookshop.

c = index

An alphabetical list of terms, i.e. names or subject giving the locations where they can be found elsewhere. For an index to the text of the book itself use Index indicator character position 10.

d = abstract or summary

Includes descriptive, indicative, and informative abstracts.

e = dictionary

Alphabetical listings of words with a short description of their meaning and usage or with equivalents in another language.

f = encyclopaedia

Listing of names or terms on a given subject with an extensive description usually alphabetically arranged.

g = directory

Ordered list of persons, organizations or places, with information about each.

h = project description

i = statistics

Numerical facts on a subject systematically collected and usually arranged in tabular form.

j = programmed text book

A text book in which material is presented to be learnt immediately before passing on to the next section.

k = patent

A document including a specification of a new invention giving the right to make or sell it for a certain number of years. Includes patent applications.

l = standard

A document produced by an official body specifying a recommended way of producing an object with a view to achieving high quality.

m = dissertation or thesis (original)

A statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his candidature for a higher degree, professional qualification or other award. Use code "v" for a thesis that has been revised or reproduced for commercial publication.

n = laws and legislation

Items including texts of laws. For treaties use code 's'.

o = numeric table

Numerical information presented in a tabular form. Use code 'i' if the data is statistical.

p = technical report

A document containing the findings of an investigation or study of a scientific or technical subject.

q = examination paper

A set of questions printed for use in an examination.

r = literature surveys/reviews

Narrative surveys, often critical, of activity in a specific field as documented in the literature, often linked to a bibliography. Also known as current publication surveys.

s = treaties

Formally concluded and ratified agreements between states. For other laws use code 'n'.

t = cartoons or comic strips

Books published as cartoons for children or adults.

v = dissertation or thesis (revised)

A thesis or dissertation reproduced or revised for commercial publication. Use code "m" for the original.

w = religious text

Language material containing religious, liturgical or sacred text and/or music (i.e. Bible stories, catechisms, devotional literature, hymns, indulgences, litanies, religious plays, sermons, service books, antiphonaries, breviaries, missals, etc.)

z = other

= value position not needed.

\$a/8 Conference or meeting code

A one-character code indicating whether the item contains the proceedings, reports, or summaries of a conference, meeting or symposium. This may be used whether or not the conference, etc., is given a formal entry.

0 = not a conference publication

1 = conference publication

\$a/9 Festschrift indicator

A one-character code indicating whether the item is a festschrift. A festschrift is defined as a complimentary or memorial publication in the form of a collection of essays, addresses or bibliographical, scientific or other contributions often embodying the results of research, issued in honour of a person, institution or society, usually on the occasion of an anniversary celebration.

0 = not a festschrift

1 = festschrift

\$a/10 Index indicator

A one-character code indicating whether the item contains an index to its text. If the item is an index to a different work see character positions 4-7 Form of contents codes, code 'c'.

0 = no index

1 = index present

\$a/11 Literature code

When the work is a literary text a one-character code indicates the type of literary text.

a = fiction

b = drama

Includes television plays, scenarios, etc.

c = essays

d = humour, satire

For cartoons, etc. see character positions 4-7 Form of contents codes, code 't'

e = letters

As a literary form. For correspondence see character position 12 Biography code

f = short stories

g = poetry

Includes non-literary works in verse

h = speeches, oratory

i = libretto

A book giving the literary text, both sung and spoken, of an opera or other musical work

y = not a literary text

z = multiple or other literary forms

The item is known to be literary but the precise form is not known, e.g. because of lack of specificity in the source format or more than one code applies.

\$a/12 Biography code

When the work is biographical a one-character code indicates the type of biography.

a = autobiography

Includes letters, correspondence

b = individual biography

c = collective biography

E.g. works containing biographies of more than one person or of a family

d = contains biographical information

E.g. directory, who's who

y = not biographical

Related Fields

RECORD LABEL, Implementation Codes (character positions 6 and 7)

Character position 6 in the RECORD LABEL designates whether the item is text material and character position 7 indicates whether it is monographic.

106 CODED DATA FIELD: FORM OF ITEM

This field holds further coded data pertaining specifically to the physical form of the item.

215 PHYSICAL DESCRIPTION

The codes relate to terms in the physical description of the item

328 DISSERTATION (THESIS) NOTE

This field can hold free text on items coded 'm' or 'v' in \$a/4-7.

Examples

EX 1: 105 ##\$abf##a###001yb

A document contains maps and plates. It has a bibliography and an index. It is about the life and travels of one individual. The components of the example 105 field are as follows:

Character position	Value	Notes
0-3	bf##	Item contains maps and plates but no other illustrated material
4-7	a###	Item has a bibliography but no other distinctive form of contents.
8	0	Not a conference publication.
9	0	Not a festschrift.
10	1	Item has an index.
11	y	Not a literary text.
12	b	Individual biography.