

## 110 CODED DATA FIELD: CONTINUING RESOURCES

### Field Definition

This field contains coded data relating to continuing resources including monographic series catalogued as series rather than as individual monographs.

### Occurrence

Optional. Not repeatable. It is recommended that it should always be present in records of continuing resources.

### Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

### Subfields

\$a Continuing Resource Coded Data

All data entered in \$a is identified by character position within the subfield. Conventionally the character positions are numbered from 0 to 10. All character positions defined must appear in the subfield. Not repeatable.

Subfield \$a fixed-length data elements:

| Name of Data Element                   | Number of Characters | Character Positions |
|--|----------------------|---------------------|
| Type of continuing resource designator | 1                    | 0                   |
| Frequency of issue                     | 1                    | 1                   |
| Regularity                             | 1                    | 2                   |
| Type of material code                  | 1                    | 3                   |
| Nature of contents code                | 3                    | 4-6                 |
| Conference publication indicator       | 1                    | 7                   |
| Title page availability codes          | 1                    | 8                   |
| Index availability code                | 1                    | 9                   |
| Cumulative index availability code     | 1                    | 10                  |

### Notes on Field Contents

If coding is not attempted on a data element, the fill character should be used in the character positions designated for that data element.

#### **\$a/0 Type of continuing resource designator**

A one character code indicating the type of serial or continuing resource.

a = periodical

A type of continuing resource in which the parts (called issues) are generally characterised by variety of contents and contributors, both within the issue and from one issue to another. With the general exception of newspapers and some other types of popular periodicals, issues are commonly designed and numbered as constituents of a volume which is completed at determined intervals, usually annually, at which point a volume title page, contents page and index may be issued.

b = monographic series

A type of continuing resource characterised by each part having a distinctive title and often individual authorship in addition to the series having a constant title. Each part will usually contain only a single work or a closely related group of works. Systematic or sequential numbering of parts is a common but not invariable further characteristic.

c = newspaper

A type of periodical characterised by the fact that it contains topical information and is usually printed in columns down each page.

e = updating loose-leaf

A bibliographic resource that consists of a base volume(s) updated by separate pages which are inserted, removed, and/or substituted.

f = database

A collection of logically interrelated data stored together in one or more computerised files, usually created and managed by a database management system.

g = updating Web site

Use this code for Web sites that are updated but do not fit into one of the other codes, such as periodical, newspaper, or database.

z = other

### **\$a/1 Frequency of issue**

A one-character code indicating the frequency of a continuing resource.

a = daily

k = annual

b = semiweekly (twice a week)

l = biennial (every two years)

c = weekly

m = triennial (every three years)

d = biweekly (every two weeks)

n = three times a week

e = semimonthly (twice a month)

o = three times a month

f = monthly

p = continuously updated

g = bimonthly (every two months)

u = unknown

h = quarterly

y = no frequency (i.e. irregular).

i = three times a year

See also character position 2 below

j = semiannual (twice a year)

z = other

**\$a/2 Regularity**

A one-character code indicating the regularity of a continuing resource

a = regular

Continuing resource is issued at regular intervals

b = normalised irregular

Continuing resource is not completely regular, but is irregular in a predictable pattern (e.g. monthly except July-August)

u = not known

y = irregular

**\$a/3 Type of material code**

A one-character code indicating whether a continuing resource, as a whole, is one of certain frequently used types of reference materials. One character position only is available and the category most prominent in the item should be selected.

a = bibliography

The continuing resource consists of a bibliography, e.g., a national bibliography

b = catalogue

A list of bibliographic items in a collection or exhibition or available from a particular agency such as a publisher or bookshop, e.g. a publisher's catalogue in serial form.

c = index

E.g. a continuing resource index to a continuing resource. For the availability of an index to the continuing resource itself see character position 9.

d = abstract or summary

Includes descriptive, indicative and informative abstracts.

e = dictionary

Continuing resource consisting of an alphabetical listing of words with a short description of their meaning and usage or with equivalents in another language.

f = encyclopaedia

Continuing resource listing names or terms in a given subject with an extensive description usually alphabetically arranged.

g = directory

Ordered list of persons, corporate bodies or places with information about each

h = yearbook

Continuing resource designed to present a body of reference matter intended to be revised at annual intervals, or reporting or reviewing the year's work or the main events of the year in a particular field of interest.

i = statistics

Numerical facts on a subject systematically collected and usually arranged in tabular form, e.g. statistical reports.

j = programmed texts

Continuing resource in which material is presented to be learnt immediately before passing on to the next section.

k = reviews

i.e. a continuing resource consisting of book reviews and/or reviews of moving pictures, etc.

l = laws and legislation

Documents including texts of laws.

m = law reports and digests

Regular reviews of legal proceedings.

n = legal articles

Articles in a journal dealing with general legal topics.

o = legal cases and case notes

Reports and discussions on legal cases.

p = biography

Used when a continuing resource consists of an individual bibliography, collective biographies or contains biographical information, e.g. a who's who.

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 state-of-the-art reviews.

t = cartoons or comic strips

Continuing resources published as cartoons for children or adults.

z = other kinds of contents

# = position value not needed

#### **\$a/4-6 Nature of contents code**

Three characters indicating whether a continuing resource contains one or more frequently-used types of reference materials, to be distinguished from Type of material code which indicates what the continuing resource is. Up to three codes can be used (left justified); unused positions contain blanks. If more than three codes are appropriate, their order in the list determines which are recorded. The codes given for character position 3 above are used.

#### **\$a/7 Conference publication indicator**

A one-character code indicating whether the continuing resource contains the proceedings, reports or summaries of a conference, meeting or symposium, e.g. annual conference proceedings.

0 = not a conference publication

1 = conference publication

**\$a/8 Title-page availability code**

A one-character code indicating the existence of a title page for separate volumes of a continuing resource and the method of acquisition.

- a = in last issue of volume—loose
- b = in last issue of volume—attached
- c = in first issue of next volume—loose
- d = in first issue of next volume—attached
- e = published separately—free upon request
- f = published separately—free—sent automatically
- g = published separately—purchase—request
- u = unknown at time of record creation
- x = not applicable
- y = no title-page issued
- z = other

**\$a/9 Index availability code**

A one-character code indicating the availability of an index or a table of contents for separate volumes of a continuing resource and the method of acquisition. A continuing resource which is an index is indicated by code 'c' in character position 3.

- a = each issue contains an index to its own contents—loose
- b = in last issue of volume—loose— separately paged
- c = in last issue of volume—unpaged
- d = in last issue of volume—attached
- e = in first issue of next volume—loose—separately paged
- f = in first issue of next volume—loose—unpaged
- g = in first issue of next volume—attached
- h = published separately—free—sent automatically
- i = published separately—free upon request
- j = published separately—bound from publisher—free—sent automatically
- k = published separately—bound from publisher—free upon request
- l = published separately—bound from publisher—purchase upon request
- m = this continuing resource is a supplement or subseries indexed in its parent continuing resource
- u = unknown at time of record creation
- x = not applicable
- y = index is not available
- z = other

**\$a/10 Cumulative index availability code**

A one-character code indicating whether a cumulative index or table of contents is issued

0 = no cumulative index or table of contents

1 = cumulative index or table of contents available

**Related fields**

RECORD LABEL, Bibliographic level (character position 7)

Bibliographic level in the RECORD LABEL designates whether the item is a continuing resource, hence whether this field would be expected to be present.

**Examples**

EX 1: 110 ##\$aakahg##1zzl

The yearbook of a learned society includes mainly its conference proceedings and a directory of its members. Each volume is bound with title page and index. An index is published every five years. The components of this field are as follows.

| Character position | Value | Notes                                       |
|--------------------|-------|---|
| 0                  | a     | Periodical                                  |
| 1                  | k     | Annual                                      |
| 2                  | a     | Regular                                     |
| 3                  | h     | Yearbook                                    |
| 4-6                | g##   | Contains directory information              |
| 7                  | l     | Contains annual conference proceedings      |
| 8                  | z     | Other (title page is part of annual volume) |
| 9                  | z     | Other (index is part of annual volume)      |
| 10                 | 1     | Cumulative index available                  |