

318 ACTION NOTE

Field Definition

This field is used to record preservation information and treatment.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Action. Not repeatable.

\$b Action Identification

A code or designation designed to identify a specific action or identify it in conjunction with time of action, e.g. a project code. Repeatable.

\$c Time of Action

A code for time of action in ISO format (year, month [if applicable], day [if applicable]). Repeatable.

\$d Action Interval

Subfield is used when the time cannot be expressed as a specific date, e.g. at the end of academic term or every five years (EX 7). Repeatable.

\$e Contingency for Action

Subfield is used when the time is linked to an unpredictable event, e.g. upon receipt (EX 3,6). Repeatable.

\$f Authorisation

Subfield contains the text of or a citation to a rule etc. governing the action (EX 4). Repeatable.

\$h Jurisdiction

Subfield contains the name of a person, an institution, or a position or function within an institution, in whom or in which responsibility for an action is vested (EX 7). Repeatable.

- \$i** Method of Action
Subfield refers to the technique by which the action is carried out (EX 6). Repeatable.
- \$j** Site of Action
Subfield describes the location in which the action takes place (EX 8). Repeatable.
- \$k** Action Agent
Subfield contains the person or organisation which performs the action (EX 4, 8). Repeatable.
- \$l** Status
Subfield contains the condition or state of the described materials, sometimes but not always resulting from an action (EX 1,2,4). Repeatable.
- \$n** Extent
Subfield is used when the action affects only part of the item (EX 5). Repeatable.
- \$o** Type of Unit
Subfield is used when the action affects only part of the item (EX 5). Repeatable.
- \$p** Non-public Note
Subfield contains notes pertaining to an action on an item which is not displayed to the public. Repeatable.
- \$r** Public Note
Subfield contains notes pertaining to an action on an item which is displayed to the public (EX 8). Repeatable.
- \$u** Uniform Resource Identifier (URI)
The Uniform Resource Identifier (URI), for example a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic resource through one of the Internet protocols. Subfield \$u may be used when an electronic version of the image of a page(s) relevant to the preservation or treatment information is available (i.e. a digitized extract of the item described in the record, part of an electronic resource). Repeatable
- \$5** Institution and copy to which the Field Applies
Name of institution to which field applies in coded form. Codes should be entered in accordance with the provisions of *International Standard Identifier for Libraries and Related Organizations* (ISIL), ISO 15511. (Existing records may contain codes from *MARC Code List for Organizations*, the full name of the agency or a national code). If the institution holds more than one copy the shelfmark of the item should be added after a colon; however, it is strongly recommended that this be done even if the copy is the only one held at the time of cataloguing. Mandatory. Not repeatable.

Notes on Field Contents

It is considered that the record is made for the ideal copy. However, in this note field preservation information and treatment of the copy in hand is described. Code of the institution to which the Action Note field applies is recorded in \$5.

Related Fields

141 CODED DATA FIELD: COPY SPECIFIC ATTRIBUTES

This field contains fixed-length coded data relating to the copy specific attributes of older monographic publication.

856 ELECTRONIC LOCATION AND ACCESS

This field applies only to the whole item described in the record. It cannot be used to provide electronic access to a part of the item described in the record.

Examples

EX 1: 318 ##\$aCondition reviewed\$c19911121\$text stained, binding intact, water damage
\$5QL/P18

EX 2: 318 ##\$aRepaired\$c1991\$loriginal retained, rebacked\$5CA/U-1

EX 3: 318 ##\$aReview condition\$ewhen deposit is complete\$5CA/U66

EX 4: 318 ##\$aCondition reviewed\$c19911121\$binding intact\$fSCAN\$kCCM\$5Uk

Condition checked by a member of staff with the initials CCM as part of a review project called SCAN.

EX 5: 318 ##\$aFumigate\$n12\$soarchives boxes\$c19861010\$5LO/N-1

EX 6: 318 ##\$aDispose of\$efive years after closing file\$iincinerate\$5CaQQCT

EX 7: 318 ##\$aReview\$dEvery five years\$hArchives Unit\$5CaQQCT

EX 8: 318 ##\$aExhibit\$c19980401-19981231\$jVictoria & Albert Museum\$kJStC\$rThis item
is on loan to the Victoria and Albert Museum until the end of the year\$5CaQQCT

EX 9: 318 ##\$aPregledano\$c19941031\$I Pojedini listovi izjedeni od crva\$nRestaurirati
\$uhttp://www.nsk.hr/judita/primj-a/list28.html\$uhttp://www.nsk.hr/judita/primj-
a/list29.html\$uhttp://www.nsk.hr/judita/primj-a/list30.html\$5CiZaNSK: RIIC-8o-100
primj. a

Three leaves are damaged by worms. In order to document the restoration process the images of damaged leaves are linked to the Action note.