

## 2 ORGANIZATION OF THE MANUAL

### 2.1 General Organization

Section 1, INTRODUCTION, and Section 2, ORGANIZATION OF THE MANUAL, give introductory material to assist in the use of this manual. Section 3, FORMAT STRUCTURE, presents basic information concerning the organization of the format. Section 4, RECORD LABEL AND DATA FIELDS – GENERAL INFORMATION, explains conventions that are applicable throughout the format and provides an introduction to Section 5, RECORD LABEL AND DATA FIELDS – FIELD DESCRIPTIONS.

The DATA FIELD DESCRIPTIONS are presented according to the following outline:

**Field Definition and Scope:** The content and scope of each field is briefly defined. It also include a statement that explains or qualifies the occurrence.

**Subfields & Occurrence:** The table summarize the information on the field/subfield repeatability options and level of data element input requirement (M - Mandatory, MA – Mandatory if applicable, O - Optional).

**Indicators:** The table summarize the indicator values.

**Indicators Description:** The explanation of indicators values.

**Subfields Description:** The subfields are listed in order, each being followed by a definition and, where applicable, a note as to its repeatability and whether it is mandatory.

**Notes on Field Contents:** This part discusses the data content of the fields and explains the interrelation between the subfields within the field. It includes notes about ISBD, FRBR/IFLA-LRM equivalents, where applicable, and about punctuation, as well as making recommendations about the form of the contents of the field.

**Related Fields:** This part lists fields or data elements that contain data related to the contents of the field.

**Examples:** This part consists of examples, many of which are referred to in the text in the other parts. They illustrate the conditions that are described in the preceding text.

**History:** This part gives details of major changes to the field.

If there is no relevant information for the description, the part of the outline is omitted.

The final sections of the manual, THE APPENDICES, consist lists of codes of values or code of schemas etc. and other additional information for using the format.

### 2.2 Notation Conventions

The following notation conventions are adopted in the listing of fields, indicators and subfields and in the description and examples relating to them.

**subfield identifier:** The dollar sign '\$' has been used to represent IS1 of ISO 646 as the first character of the subfield identifier.

**blank:** The hash sign '#' has been used in the examples to represent 2/0 in ISO 646, the space character. It thus indicates a blank or space where the presence of or necessity for a space in the text of the Manual is not obvious from the context.

**field separator:** The commercial at sign '@' has been used to represent IS2 of ISO 646 as the field separator in the complete examples. However, this is not included in the examples of the use of individual fields although in fact IS2 terminates each field in the UNIMARC record.

**end of record mark:** The per cent sign '%' has been used to represent IS3 of ISO 646 as the end of record mark in the complete examples.

**'not defined':** The phrase 'not defined' associated with an indicator position means that no values have been given to that position and the indicator position is filled with a blank.

**non-sorting characters:** The characters ≠NSB≠ and ≠NSE≠ have been used in some examples as symbols for ISO 6630 Bibliographic Control set positions 08/08 and 08/09 respectively. They enclose characters which are to be ignored for sorting purposes.

## 2.3 Status of Content Designators and Data Elements

**Deleted:** Designator or element determined with near certainty to have never been used and therefore available for redefinition in a format.

**Obsolete:** Designator or element may have been used in records and may continue to appear in records created prior to the date the content designator or data element was made obsolete. Obsolete elements are not to be used in new records.

**Provisional:** Designator or element established for the time being but subject to further refinement.

**Reserved:** Designator or element defined for future or local use.

## 2.4 Updates Notation

Updates accepted by PUC are indicated with **grey highlighted colour**. The colour is cleared when new updates/manual version are published. All changes and updates are recorded in section History and in the separated documentation maintained by PUC.

## History

2018	Additions: 2.3
2021	Additions/deleted: 2.1. Errata/text edit: entire section. Added sections 2.4.