318 ACTION NOTE

Field Definition and Scope

This field is used to record preservation information and treatment.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
318	ACTION NOTE	R	O
a	Action	NR	O
b	Action Identification	R	O
c	Time of Action	R	O
d	Action Interval	R	O
e	Contingency for Action	R	O
f	Authorisation	R	O
h	Jurisdiction	R	O
i	Method of Action	R	O
j	Site of Action	R	O
k	Action Agent	R	O
l	Status	R	O
n	Extent	R	O
o	Type of Unit	R	O
p	Non-public Note	R	O
r	Public Note	R	O
u	Uniform Resource Identifier (URI)	R	O
5	Institution to which the Field Applies	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

$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 the resource which is not displayed to the public. Repeatable.

$r Public Note

Subfield contains notes pertaining to an action on the resource which is displayed to the public (EX 8). Repeatable.

$u Uniform Resource Identifier (URI)

A Uniform Resource Identifier (URI), such as a URL (Uniform Resource Locator) or URN (Uniform Resource Name), serves as a standardized string that identifies a resource and provides electronic access via internet protocols. This allows for automated retrieval or interaction with the resource in a consistent manner.

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 resource described in the record, part of an electronic resource). Repeatable.

$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), ISO 15511 or may contain codes from MARC Code List for Organizations, otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

Mandatory.

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 item is described. Code of the institution to which the Action Note field applies is recorded in $5.

Related Fields

141 CODED DATA FIELD: ITEM SPECIFIC ATTRIBUTES	This field contains fixed-length coded data relating to the item specific attributes of older monographic publication.
856 ELECTRONIC LOCATION AND ACCESS	This field applies to the whole resource described in the record and/or reference files related to the described resource such as thumbnails and content pages. It cannot be used to provide electronic access to any other part of the resource described in the record.

Examples

EX 1
318 ##$aCondition reviewed$c19911121$ltext 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$c19911121$lbinding 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$n12$oarchives 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$kJStC$r
This item is on loan to the Victoria and Albert Museum until the end of the year$5CaQQCT.
EX 9
318 ##$aPregledano$c19941031$lPojedini listovi izjedeni od crva$nRestaurirati $uhttp://www.nsk.hr/judita/primj-a/list28.html$uhttp://www.nsk.hr/judita/primja/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.

History

1996	New field.
2005	Field issued/re-issued with corrections/additions.
2008	Field may be linked to indicate to which specific copy a specific instance of a field relates.
2024	Update $u.