

APPENDIX D: DOCUMENTATION TO ACCOMPANY EXCHANGE RECORDS

Purpose

As well as containing the basic exchange information about the physical medium (tape, diskette, etc.), the documentation should enable the receiving agency to tell, without a detailed examination of the records, which UNIMARC options have been chosen. The following is an indication of the areas which could be helpfully included.

Basic information

Numbers of records.

Record label specifications.

For tape exchange, options under ISO 1001 that have been followed for tape structure.

Nature of documents catalogued

A description of their nature would state the type of materials, e.g. monographs only, all materials except computer files.

Fill character

Indicate where the fill character has been consistently used instead of a value.

Mandatory fields

Indicate if any mandatory fields are omitted or contain less than full information (see also Section 3, 3.5).

Record label

Character position 5: Record Status Code. Indicate the range of values.

Character position 8: Hierarchical Level Code. Indicate whether the tape links records hierarchically. (See also 4-- below)

Character positions 17 & 18: Encoding Level and Descriptive Cataloguing Form codes. Indicate the range of values.

0-- Identification Block

Give information on any of the possible fields not used at all.

014 Article Identifier

Name the code used.

100 General Processing Data

Character positions 22-24: Language of Cataloguing. Indicate languages used.

Character positions 25, 26-33: Transliteration Code and Character Sets codes. Indicate transliterations and character sets used.

102 Country of Publication or Production

If \$b Locality of Publication has been used, give information on the code list.

2-- Descriptive Information Block

In cases where the full range of subfields cannot be used (for example, when a record is converted from another format), give details.

3-- Notes Block

Indicate the extent to which field 300 General Notes has been used instead of any of the more specific fields in this block.

4-- Linking Entry Block

Indicate whether this block has been used at all. If so, indicate which of the two methods has been used and give the sort of detail which has been included. The guidelines for contents of the block should be examined as an indication of the possible options.

5-- Related Title Block

No details needed.

6-- Subject Analysis Block

Indicate which of the lists of subject systems codes have been used for subject data (see [Appendix A](#)).

7-- Responsibility Block

Indicate the policy over the inclusion or exclusion of punctuation at subfield boundaries. If punctuation is not included, give examples of typical fields.

If \$3 Authority Record Identifier or Standard Number has been used, give information on the name authority list.

Some information on cataloguing practice could be helpfully included, such as an indication of whether the cataloguing code recognises the practice of main entry. But a full description of the characteristics of the code, e.g. a categorisation of which types of corporate bodies are entered under place or jurisdiction, is not necessary.

801\$g Cataloguing Code

Indicate which cataloguing code(s) have been used. For the cataloguing rules codes see [Appendix A](#).

9-- Local fields

Indicate whether local fields (9--, -9- or --9) have been used and give details.

Local practice

Give details of cases where the *UNIMARC Manual* standard has not been followed.

History

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|------|----------------------|
| 2020 | Previous appendix K. |
| 2024 | Text edit. |

