RECORD LABEL

Definition

This area of the record contains general information which may be needed in processing the record, constituted according to the provisions of ISO 2709.

Occurrence

The record label occurs at the beginning of every record. Mandatory. Not repeatable.

Tag, Indicators, and Subfields

The record label has no tag, indicators, or subfield identifiers.

Fixed-length Data Elements

These data elements are identified by character position within the label. The label as a whole is always 24 characters in length. Conventionally the character positions are numbered 0 to 23.

Name of Data Element	Number of Characters	Character Positions
Record Length	5	0-4
Record Status	1	5
Implementation Codes	4	6-9
Indicator Length	1	10
Subfield Identifier Length	1	11
Base Address of Data	5	12-16
Additional Record Definition	3	17-19
Directory Map	4	20-23

Notes on Field Contents

The Record Label (also known as leader) is found at the beginning of each UNIMARC record and contains data for processing the record. Character positions 9, 10, 11, 20-23 contain specific fixed values at this time and may be generated programmatically by the computer. Character positions 0-4 and 12-16 contain numerical data indicating the number of characters in certain areas of the record; these can be calculated by the computer when the record is formatted. Values for the character positions 5, 6-9, 17-19 may be translated from data in the source record by conversion program or, where UNIMARC is being used as the source format, assigned manually.

0-4 Record Length

Five decimal digits, right justified, with zero fill where necessary, representing the number of characters in the entire record, including the label itself, the directory, and the variable fields. This data element is normally calculated automatically when the total record is assembled for exchange.

5 Record Status

A single character, denoting the processing status of the record.

c	corrected record	A record to which changes have been made to correct errors, one which has been amended to bring it up to date, or one where fields have been deleted. However, if the previous record was a pre-publication record (e.g.; CIP) and a full record replacement is now being issued, code “p” should be used instead of “c”. A record labelled “n”, “o” or “p” on which a correction is made is coded as “c”.
d	deleted record	A record which is exchanged in order to indicate that a record bearing this identifier is no longer valid. The record may contain only the label, directory; and 001 (record identifier) field, or it may contain all the

		fields in the record as issued; in either case GENERAL NOTE 300 field may be used to explain why the record is deleted.
n	new record	A new record (including a pre-publication record, e.g., CIP). If code "o" applies, it is used in preference to "n".
o	previously issued higher level record	A new record at a hierarchical level below the highest level for which a higher level record has already been issued (see also character position 8).
p	previously issued as an incomplete, pre-publication record	A record for a published resource replacing a pre-publication record, e.g., CIP.

6-9 Implementation Codes

Implementation codes are so called because the codes in character positions 6 to 9 are not defined in the standard format ISO 2709 but are dependent on the individual implementation of the standard. One such implementation is UNIMARC, and the use of these codes in UNIMARC is defined as follows.

6 Type of Record

Needed by certain agencies. The domestic format assigns different functions to the same fields, subfields etc. depending on the type of record.

a	language materials, except manuscript	Includes printed, microform, and electronic language material.
b	language materials, manuscript	Includes microform, and electronic language material.
c	notated music, except manuscript	Includes printed, microform, and electronic notated music.
d	notated music, manuscript	Include microform, and electronic manuscript music.
e	cartographic resources, except manuscript	Includes maps, atlases, globes, digital maps, and other cartographic resources.
f	cartographic resources, manuscript	Includes microform, and electronic manuscript maps.
g	projected and video resources	Includes digital video material (motion pictures, filmstrips, slides, transparencies, video recordings). Do not use for non-projected two-dimensional graphics: see code "k" below).
i	sound recordings, non-musical	
j	sound recordings, musical	
k	two-dimensional graphics	Pictures, designs etc., for e.g. activity cards, charts, collages, computer graphics, drawings, duplication masters, flash cards, paintings, photonegatives, photoprints, pictures, photo CDs, postcards, posters, prints, spirit masters, study prints, technical drawings, photomechanical reproductions, and reproductions of any of these.
l	electronic resource	Includes the following classes of electronic resources: computer software (including programs, games, fonts), numeric data, computer-oriented multimedia, online systems or services.
m	multimedia	Contains a mixture of components from two or more types of resources, none of which is the predominant constitution of the kit.
r	three-dimensional artefacts	Realia, etc. includes man-made objects, such as models, dioramas, games, puzzles, simulations, sculptures and other three-dimensional art works and their reproductions, exhibits, machines, clothing, toys, and stitchery, and naturally occurring objects, such as microscope specimens and other specimens mounted for viewing.

The code should be in accordance with the actual type of material being catalogued rather than with the media type which is coded in field 182, subfield $a/0. Hence there is no code for microforms: a microform containing printed text would be coded as "language materials, except manuscript" and as "microform" code "c" in field 182, subfield $a. An atlas bringing together manuscript maps on CD-ROM would have code "f" (cartographic resources, manuscript) and code "b" (electronic) in field 182 subfield $a. A sound recording released on an analogue medium would here be coded "i" or "j".

7 Bibliographic Level

Five possible values are defined:

a	analytic (component part)	A resource that is physically contained in another resource such that the location of the component part is dependent upon the physical identification and location of the containing a resource. A component part may itself be either monographic or serial. The following are examples of materials that are coded "a": an article in a journal; a continuing column or feature within a journal; a single paper in a collection of conference proceedings.
i	integrating resource	A resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources may be finite or ongoing. The following are examples of materials which are coded "i": updating loose-leafs, databases and updating Web sites.
m	monographic	A resource complete in one physical part or intended to be completed in a finite number of parts. The following are examples of materials which are coded "m": a single part resource (monograph); a multipart resource (multi-volume monograph); a separately catalogued single part of a multipart resource; a book in a series; a separately catalogued special issue of a newspaper; a sheet map in a series; a complete series of maps, assuming the series was intended to be completed in a finite number of parts; a single globe.
s	serial	A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. The following are examples of materials which are coded "s": journals, magazines, electronic journals, continuing directories, annual reports, newspapers; and monographic series.
c	collection	A resource that is a made-up collection. The following are examples of materials which are coded "c": a collection of pamphlets housed in a box; a set of memorabilia in various formats kept together as a collection; all the manuscripts of an individual author. This code is used only for made-up collections.

The bibliographic level of a record relates to the main part of the record, or the primary bibliographic entity described in that record, the title for which appears in the 200 field.

Some cataloguing codes may not make a clear distinction between a multi-part resource (multi-volume monograph) and a monographic series. In such cases an agency should use whichever of the values is more appropriate in the majority of cases. Where such a distinction is made, but cannot be determined in a particular instance, the resource should be coded as a serial.

8 Hierarchical Level Code

This code indicates the hierarchical relationship (if any) between the record and other records in the file. The following codes are used:

#	hierarchical relationship undefined
0	no hierarchical relationship
1	highest level record
2	record below highest level (all levels below)

Organisations never creating records related hierarchically should always enter #.

Organisations making links between records which are related hierarchically should enter the appropriate code 0, 1 or 2. In this context, code 0 indicates that, although the system does use hierarchical linking, the particular record is not related to others in the file. Codes 1 and 2 should be used only if records at other levels actually exist; records linked in this way must all be present in the same file.

If character position 5 contains "o" then "2" should be entered in character position 8.

See also the information given in section 46- Levels.

9 Type of Control

Specific method (if any) of managing and describing materials. The following codes are used:

#	no specified type	No specific type of control applies to the resource being described.
a	archival	Archival control applies to the resource being described. Archival control is a method of describing and handling materials wherein the focus is on the contextual relationships between the resource and on their provenance, rather than on bibliographic detail. All types of material can be controlled archivally.
m	museum	Museum control applies to the resource being described. Museum control is a method of describing and handling unique resource wherein the focus is on their artefactual characteristics and their curatorial information.

10 Indicator Length

One numeric digit giving the length of the indicators. This is invariably 2 in UNIMARC.

11 Subfield Identifier Length

One numeric digit giving the length of the subfield identifier; e.g. "$a". This is invariably 2 in UNIMARC.

12-16 Base Address of Data

Five numeric digits, right justified with leading zeros, indicating the starting character position of the first data field relative to the beginning of the record. Since the first character of the record is numbered 0 (zero), the number entered as the base address of data will be equal to the total number of characters in the label and directory including the field separator that terminates the directory. In the directory, the starting character position for each field is given relative to the first character of the first data field which will be field 001, rather than the beginning of the record. The base address thus gives the base from which the position of each field is calculated. This number will generally be supplied automatically by the computer when the UNIMARC record is finally assembled.

17-19 Additional Record Definition

17 Encoding Level

A one-character code indicating, in general, the degree of completeness of the record, and whether or not the resource was examined when the record was created.

#	(blank) full level	The resource represented in the record was examined when the record was prepared for inclusion in a machine-readable database.
1	sublevel 1	The resource represented in the record was not examined when the record was prepared for inclusion in a machine-readable database. For example, this may mean that the record was taken from a catalogue card and when tags, indicators and subfield identifiers were applied it was not always possible to add them with the same certainty of accuracy as it would have been if the original resource had been examined.
2	sublevel 2	The record is a pre-publication (Cataloguing in Publication - CIP) record. These records will generally be less than complete, e.g., the collation field may be absent or incomplete.
3	sublevel 3	The record contains less than full cataloguing and may or may not be subsequently upgraded to a full level record by the issuing agency. For CIP records use sublevel 2.

18 Descriptive Cataloguing Form

A one-character code indicating the form of the descriptive cataloguing used in the record. It indicates whether the descriptive fields 200-225 have been constructed according to the provisions of the ISBD. The code values are as follows:

#	(blank) record is in full ISBD form	All the ISBD data elements present in the record are in accordance with the provisions of ISBD.
i	record is in partial or incomplete ISBD form	Some of the fields but not all conform to the provisions of ISBD. If this value is input, it is essential that an explanation of usage is included in documentation accompanying files for exchange. See Appendix D.
n	record is in non-ISBD form	None of the ISBD data elements present in the record are necessarily in accordance with the provision of ISBD.
x	ISBD provisions are not applicable to the type of resource (e.g., unpublished resources)	The descriptive cataloguing form used in the record is therefore in accordance with other rules.

19 Undefined

Contains a blank.

20-23 Directory Map

This provides details of the length and structure of the directory entry for each of the UNIMARC fields.

20 Length of 'Length of Field'

One decimal digit giving the number of characters in the “length of field” part of each directory entry. The value in UNIMARC is 4. This allows a maximum field length of 9,999 characters.

21 Length of 'Starting Character Position'

One decimal digit giving the number of characters in the “starting character position” of each directory entry. The value in UNIMARC is 5. This allows a maximum record length of approximately 100,000 characters.

22 Length of Implementation-Defined Portion

A decimal digit giving the number of characters in the implementation-defined portion of each directory entry. As a UNIMARC directory entry does not contain such a portion, the value in UNIMARC is 0.

23 Undefined

Contains a blank.

Related Fields

The data elements found in the record label are not found elsewhere in UNIMARC. Although some of the values of the implementation codes “type of record” and “bibliographic level” appear to overlap with other coded data, in fact the codes in the record label refer to attributes of the record and not directly to attributes of the bibliographic resource itself.

History

1996	Section issued/re-issued with corrections/additions.
2000	Section issued/re-issued with corrections/additions.
2005	Section issued/re-issued with corrections/additions: Changes to Type of Record Codes.
2012	Defined Record label cp 9.
2016	Added new code position 9.
2017	Corrections and additions to 4.3.
2021	Text edit pos. 6.