

CATALOGUING STANDARD DOCUMENT

CD-ROMs

Document History:		
Date	By	Status / Description of Change
	Chris Roberts	First draft
18 Sept. 2006	Sarah Menzies	Second draft
24 April 2007	Sarah Menzies	Final
11 th February 2009	Sarah Menzies	Updates following eLGAR cataloguing standards review. For a full list of changes, refer to Appendix 2.
11 th December 2009	Sarah Menzies	Note added on use of first indicator '2' in 505 field for recording of partial contents. Note added asking cataloguers not to use subscription-based services as a source of summary information for 520 field.
22 nd June 2011	Sarah Menzies	Removal of references to eLGAR and replacement with Auckland Council/Auckland Libraries. Note added to record use of MARC 588 Source of description field (implemented with MARC update #10).

1. CATALOGUING DESCRIPTION

Auckland Libraries standard for cataloguing CD-ROMs and DVD-ROMs, including games for specific consoles (such as PlayStation) in adult, teen and junior collections.

References to “CD-ROMs” throughout this policy can be taken to apply to DVD-ROMs and games for specific consoles also, unless noted otherwise.

Use this standard when creating/editing bibliographic records for CD-ROMs where the CD-ROM is the primary (as opposed to the accompanying) material catalogued.

See separate cataloguing standards for other non-book material formats.

Chief source of information

The chief source of information for CD-ROMs catalogued for Auckland Libraries is the CD-ROM label (attached to the disc) or, in the absence of a title etc. on the disc, the external container or packaging. If the information found on these sources varies in fullness, prefer the source that provides the most complete information.

If the item being described consists of two or more separate physical parts, treat the container (e.g. box, packaging) as the chief source of information if it supplies a collective title and the labels on the parts themselves do not.

Always make a note in the catalogue record stating the source of the title.

Headings and access points

Headings and access points are authorised against the Auckland Libraries authority file or, in the absence of an authority record, against INN-View.

New record vs. added copy

Auckland Libraries guidelines for differences that justify the creation of a new record include:

- Differences in the following fields justify a new record if the information in the record does not match that on the item. These fields may be disregarded only if the information is absent from the record, since it may be the result of cataloguer error or a difference in cataloguing policy at the library from which the record has originated.
 - 028 when accompanied by other differences that justify the creation of a new work (compare 245, 250, 300 and 5XX fields)
 - 1XX
 - 245
 - 250 | a (e.g. Version 1.00 vs. Version 1.01)
 - 300 | a | b | c (disregard choice of wording used for SMD (e.g. CD-ROM vs. optical disc) but consider any differences in no. of units, or difference in type of material, size etc. as justifying a new record).
 - 538 field
 - 7XX field/s.

Auckland Libraries guidelines for differences that do not justify a new record include:

- A difference in the Leader/06 Type of Record element in the leader. Compare fields 006 and 245 through 5xx for actual differences to justify a new record.

Cataloguing Standard~CD-ROMs

- Absence, presence or difference in 0XX fields (other than those noted below) does not justify a new record.
- Absence or presence or difference of ISBN field does not justify a new record. Compare fields 245 through 5XX for other differences to justify a new record.
- Absence, presence or difference in 024 field (other standard identifier) when not accompanied by other differences that justify the creation of a new record. Compare differences in 245, 300, 5XX to justify a new record.
- Absence, presence or difference in 028 field (publisher number) when not accompanied by any other differences that justify the creation of a new record. Compare differences in 245, 300, 5XX to justify a new record.
- Differences in date of release, providing that the production date is unchanged.
- Absence or presence of multiple publishers, distributors etc., as long as one on the item matches one on the record or vice versa.

CD-ROMs with identity codes/ key IDS

Unique identify codes (or key-IDs) supplied with discs and required for their use should be recorded in an internal item note field in the item record. Do not record identity codes in the body of the bibliographic record.

2 AGREED CATALOGUING STANDARDS

2.1 MILLENNIUM FIXED FIELD FOR MATERIAL TYPE

Purpose	
The material type is used to limit searches in the staff client and in the OPAC; and specifies the different material-type icons which display in the OPAC.	

Business Rules	
Record type	m Code Millennium fixed field for material type m . Code as “m” regardless of the code applied in the Leader 06 position for Type of Record.

2.2 LEADER – FIXED-LENGTH DATA ELEMENTS

Purpose	
Provides coded information about the bibliographic record and the item being catalogued. This data is used for scoping and/or filtering searches and reports for both customers and staff.	

Business Rules					
Record status	Accept/ignore. Accept any codes imported. Do not add or correct data in this field.				
Record type	<p>Code CD-ROM for the significant aspect of its content, rather than for the physical carrier, as instructed below.</p> <p>The following fields will catalogued for CD-ROM content, regardless of choice of leader:</p> <ul style="list-style-type: none"> • Millennium fixed field for material type: m • GMD: for electronic resource. • 007 codes for physical description: ‘c’ ‘o’ (optical disc) <p>See Appendix 1 for examples.</p> <table border="1"> <tr> <td>a</td> <td> <p>Language material. Use for resources that are primarily textual in nature, whether they are reproductions from print or were originally produced as digital (e.g. Frame’s short stories on CD-ROM; collection of conference proceedings in PDF).</p> <p>Code leader & 008 field for language material according to the appropriate Auckland Libraries policy for the literary form and age level of the resource. Refer to both policies for the remainder of the fields.</p> </td> </tr> <tr> <td>c</td> <td> <p>Notated music (e.g. musical score)</p> <p>Code leader & 008 field for notated music. Catalogue CD-ROM as a score, referring to both CD-ROM policy and AACR2 Chapter 5 for fields 1XX-8XX.</p> </td> </tr> </table>	a	<p>Language material. Use for resources that are primarily textual in nature, whether they are reproductions from print or were originally produced as digital (e.g. Frame’s short stories on CD-ROM; collection of conference proceedings in PDF).</p> <p>Code leader & 008 field for language material according to the appropriate Auckland Libraries policy for the literary form and age level of the resource. Refer to both policies for the remainder of the fields.</p>	c	<p>Notated music (e.g. musical score)</p> <p>Code leader & 008 field for notated music. Catalogue CD-ROM as a score, referring to both CD-ROM policy and AACR2 Chapter 5 for fields 1XX-8XX.</p>
a	<p>Language material. Use for resources that are primarily textual in nature, whether they are reproductions from print or were originally produced as digital (e.g. Frame’s short stories on CD-ROM; collection of conference proceedings in PDF).</p> <p>Code leader & 008 field for language material according to the appropriate Auckland Libraries policy for the literary form and age level of the resource. Refer to both policies for the remainder of the fields.</p>				
c	<p>Notated music (e.g. musical score)</p> <p>Code leader & 008 field for notated music. Catalogue CD-ROM as a score, referring to both CD-ROM policy and AACR2 Chapter 5 for fields 1XX-8XX.</p>				

Business Rules		
	e	Cartographic material (e.g. digital atlas) Code leader & 008 field for cartographic material. Catalogue CD-ROM as cartographic material, according to AACR2 Chapter 3 for fields 1XX-8XX.
	g	Moving image (e.g. digital video) Code leader & 008 field for moving image material. Refer to both the Auckland Libraries DVD and CD-ROM policies for fields 1XX-8XX.
	k	Still images (e.g., computer graphics, digital pictures, photo CDs, reproductions of pictures, postcards, prints, technical drawings etc.) Code leader & 008 for image material. Catalogue CD-ROM as image material, referring to both the CD-ROM policy and AACR2 Chapter 8 for fields 1XX-8XX.
	m	Computer files (including programs & games), numeric data, computer-oriented multi-media, online systems or services. If there is a significant aspect of these classes of material that fall into another Leader/06 category, code for that significant aspect. Use CD-ROM policy.
Bibliographic level	m	Monographic component part
	s	Serial Code as a serial, referring to both the Auckland Libraries policy for Serials and the CD-ROM policy for fields 1XX-8XX.
Encoding level		Code as blank for full-level cataloguing provided that the record created meets all standards for completeness as outlined in the current standard. Code encoding level as '7' (minimal) whenever this policy being is being used in conjunction with another Auckland Libraries policy for which a full standard for completeness is not required (e.g. the Community Languages policy).
Descriptive Cataloguing Form		Use code 'a' where the descriptive portion of the record and the access points are consistent with AACR2.

2.3 006 – FIXED-LENGTH DATA ELEMENTS – ADDITIONAL MATERIAL CHARACTERISTICS

Purpose		
Provides additional coded information about the bibliographic record and the item being catalogued.		
Business Rules		
Include 006 field in all CD-ROM records where the Leader/06 for type of material is <u>not</u> coded 'm' for electronic resource. Do not add or retain this field where Leader/06 is coded <u>m</u> .		
Form of material (006/00)	m	Computer file

Target audience (006/05)	Assign 006 field target audience code only when this field is not present in the 008 field (e.g. for a serially-issued CD-ROM coded leader type a , bib level s). Assign codes a-d for children's and teen CD-ROM material: a 0-5 years b 5-8 years c 9-13 years d 14-17 years													
Type of computer file (006/09)	Assign one of the following codes where applicable.													
	<table border="1"> <tr><td>b</td><td>Computer program (only use for the program itself, not how to use)</td></tr> <tr><td>c</td><td>Representational (graphics, clip art, etc.)</td></tr> <tr><td>d</td><td>Document</td></tr> <tr><td>g</td><td>Game</td></tr> <tr><td>i</td><td>Interactive multimedia (default code). Note: use code 'g' for games.</td></tr> <tr><td>m</td><td>Combination of 2 or more types</td></tr> <tr><td>u</td><td>Unknown</td></tr> </table>	b	Computer program (only use for the program itself, not how to use)	c	Representational (graphics, clip art, etc.)	d	Document	g	Game	i	Interactive multimedia (default code). Note: use code 'g' for games.	m	Combination of 2 or more types	u
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c	Representational (graphics, clip art, etc.)													
d	Document													
g	Game													
i	Interactive multimedia (default code). Note: use code 'g' for games.													
m	Combination of 2 or more types													
u	Unknown													
Government publication	Retain if given. Do not add. Code in 008 field.													

2.4 007 - FIXED-LENGTH DATA ELEMENTS – PHYSICAL DESCRIPTION

Purpose		
Provides additional coded information about the bibliographic record and the item being catalogued. This data is used for reporting for both customers and staff.		
Business Rules		
Mandatory field on all CD-ROMs.		
Code 007 physical description fixed-length field for the CD-ROM.		
Add/edit the following two codes. Retain additional codes where given on imported records.		
Category of material	c	Electronic resource
Specific material designation	o	Optical disc

2.5 008 FIELD – FIXED-LENGTH DATA ELEMENTS

Purpose

Provides coded information about the bibliographic record and the item being catalogued. This data is used for scoping and/or filtering searches and for reports.

Business Rules

1. Leader/06 not coded ‘m’:

When the Leader 06 field for type of material is coded other than **m** for computer file, code the 008 field following the guidelines given in the Auckland Libraries cataloguing standard for the type of material specified.

Example: if the leader field is coded **am** and is an adult non-fiction resource, code 008 field following the Auckland Libraries cataloguing standard for adult non-fiction.

Always code the 008 field for **Form of Item s** (for electronic).

Business Rules

2. Leader 06 Type of material coded ‘m’

When the Leader 06 field for type of material is coded **m**, enter 008 codes following the guidelines below.

Date record created or entered on file
(00-05)

When creating a new record from a template or copy-cataloguing from an existing record in the Auckland Libraries catalogue, edit the date data in this field to reflect the date that the new record was created in the local catalogue. Because Millennium does not automatically supply or update date information in this field, cataloguers must check and correct the content of this field in originally catalogued and copy-edited records. Date of record creation can be populated by removing existing content from the field and collapsing or re-saving the record¹.
Date is entered in yymmdd form.

Type of date/Publication status (06)

s	Single known date/probable (first time published). Use code s if there has been any change in content (for the CD-ROM). Use code s if the year of distribution/release and the year of production/recording are the same
p	Date of distribution/release/issue when different. Use code p if the CD-ROM if the year of distribution/release differs from the year of production.
r	Reissue date and original date. Indicates contains the date of reproduction or reissue and the date of the original if known.

¹ 008/00-05 is system-generated content in most library systems but is not in Millennium.

Date(s) (07-14)	<p>Controlled by the type of date. Enter one or two dates as required. Always attempt to include a date or date range, as this data is used for filtering/scoping searches by date or date range.</p> <p>If fill characters are required, all libraries use u (e.g. 19uu)</p>																
Place of publication (15-17)	<p>Code for country of production rather than country of distribution or release.</p> <p>Use correct country/state codes according to latest version of the MARC Code list for countries. Available online at: http://www.loc.gov/marc/countries/cou_home.html.</p>																
Target audience (22)	<p>Assign target audience codes a-d for all children’s and teen CD-ROM material.</p> <table border="1" data-bbox="596 730 1477 936"> <tr> <td>a</td> <td>0-5</td> </tr> <tr> <td>b</td> <td>5-8</td> </tr> <tr> <td>c</td> <td>9-13</td> </tr> <tr> <td>d</td> <td>14-17</td> </tr> </table>	a	0-5	b	5-8	c	9-13	d	14-17								
a	0-5																
b	5-8																
c	9-13																
d	14-17																
Type of computer file (26)	<table border="1" data-bbox="596 936 1477 1339"> <tr> <td>b</td> <td>Computer program (only use for the program itself, not how to use)</td> </tr> <tr> <td>c</td> <td></td> </tr> <tr> <td>d</td> <td>Representational (graphics, clip art, etc.)</td> </tr> <tr> <td>g</td> <td>Document</td> </tr> <tr> <td>i</td> <td>Game</td> </tr> <tr> <td>m</td> <td>Interactive multimedia (default code)</td> </tr> <tr> <td>u</td> <td>Combination of 2 or more types</td> </tr> <tr> <td></td> <td>Unknown</td> </tr> </table>	b	Computer program (only use for the program itself, not how to use)	c		d	Representational (graphics, clip art, etc.)	g	Document	i	Game	m	Interactive multimedia (default code)	u	Combination of 2 or more types		Unknown
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g	Document																
i	Game																
m	Interactive multimedia (default code)																
u	Combination of 2 or more types																
	Unknown																
Government publication (28)	Accept if given (not often applicable to CD-ROMs)																
Language (35-37)	<p>Assign code from the MARC code list for languages for the predominant language. (See also 041 field.) The MARC code list for languages is available online at: http://www.loc.gov/marc/languages/langhome.html.</p>																
Modified (38)	Accept/ignore. Accept any codes imported. Do not add or correct data in this field.																
Cataloguing source (39)	Accept any codes imported. Code “d” for original cataloguing.																

2.6 020 FIELD – ISBN

Purpose
Records the ISBN(s) [International Standard Bibliographic Number(s)] for items included in this bibliographic record. ISBNs are used for data matching, including holdings maintenance on Te Puna, and for linking to external content databases.

Business Rules
ISBNs are entered with no spaces or punctuation marks.
First ISBN recorded is that of the first item to be catalogued against the record.
Where both a 10 and a 13-digit ISBN are present on the record, record both in sequential 020 fields. Record the 13-digit ISBN first.
Qualifications are always recorded in parentheses ()
If there is an ISBN, then the qualification is recorded in the a subfield. [NB: Millennium functionality requires qualification to be in a separate b subfield, in order for ISBN duplicate matching to operate. This change will be made by a Global Update process, rather than by individual cataloguers]
Retain qualifiers recorded in either a or b subfields.
Where there is no ISBN, do not record a qualification, and delete any qualification present in an imported record. (NB: Retaining qualifications may result in incorrect record overlay as the content of the 020 is used in data matching)
Multiple ISBNs are recorded in sequential 020 fields on the same record and distinguished by qualifiers.
Always qualify ISBN when it is located on the container or packaging only, rather than on the disc itself. Example: 020 1571760764 (container)
Prices are not recorded in the c subfield. This information is recorded at the copy level within Acquisitions. Do not edit trailing punctuation in a subfield caused by deletion of price.
Record invalid ISBNs in z subfield.

2.7 024 FIELD – OTHER STANDARD IDENTIFIER

Purpose
Records a standard number or code published on an item which cannot be accommodated in another field (e.g., field 020 (International Standard Book Number), 022 (International Standard Serial Number), and 027 (Standard Technical Report Number)).
Business Rules
Do not add data to this field but retain if given.
If an imported record has an EAN recorded in the 024 3_ field, retain as given. Do not delete, even if the no. is identical to the ISBN-13 recorded in the 020 field.

2.8 028 FIELD – PUBLISHER NUMBER

Purpose
Records the Publisher's Number for items included in this bibliographic record.
Business rules

Remove or replace any non-matching 028 fields given in an imported record when one or more of these does not match that recorded on the item in hand.

Record publisher's number as given on the item, including spaces, punctuation, prefixes and suffixes.

First indicator	5	Other publisher number.
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Second indicator	2	Note, no added entry
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Record number in the **a** subfield as given on the item and publisher or distributor in the **b** subfield.

2.9 041 FIELD – LANGUAGE CODES

Purpose

Records additional language codes where this information is too complex to be completely recorded in the fixed field (008/35-37). If coded appropriately in Millennium, this information may be used for filtering/sorting information by language.

Business Rules

Code data in the 041 field only where more than one language is used in the item. Where item is in a single language, only the language code in the 008 is required to record this.

Language codes are taken from the MARC Code List for Languages available online at:
<http://www.loc.gov/marc/languages/langhome.html>

Indicators:

1st indicator:

0

Item is not / does not include a translation.

1

Item is or includes a translation.

2nd indicator:

#

[Blank] (indicates MARC language code)

7

Do not use. Delete both indicator and subfield on imported records and check/change field content as appropriate.

Subfield codes:

|a

Complete data in code |a if applicable.

Language of text of data and/or user interface

Enter codes for the languages of the text in multiple |a subfields in order of their predominance. If no language is predominant, enter in English alphabetical order in separately coded, repeatable subfields².

The language code entered first in the 041 |a should match the language code recorded in the 008/35-37.

Example:

- For a text written in Chinese and English where the predominant language is Chinese: **041 0_ chi|aeng**

² In 2001 the practice of placing multiple language codes in one subfield (e.g. engfreger) was made obsolete, and all 041 subfields were changed from non-repeatable to repeatable.

Business Rules	
	<p> h Item is (or includes) a translation.</p> <p>When this subfield is used, the first indicator should be '1'.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> For a text written in Chinese and English, translated from Korean 041 1_ chi aeng hkor <p>Note that subfield h should <u>not</u> be used if the translated work is not entered under the main entry for the original work. For example, if the translated work is an adaptation of the original, then the item is not considered a translation – code first indicator position '0'; do not enter h subfield.</p>

2.10 082 FIELD – RECOMMENDED DDC CALL NUMBER

Purpose
Records the recommended DDC (Dewey Decimal Classification) for the item. Used as an information source for local classification decisions.

Business Rules
Retain this field on imported records. Do not add.

2.11 1XX FIELD – MAIN ENTRY

Purpose
Provides a controlled language access point to the bibliographic record.

Business Rules
CD-ROMs are typically entered under title main entry, since it is usual for many people to share responsibility for the content.
Follow AACR2 21.23C, 21.23D1 and associated LCRI in choosing which element of the statement of responsibility to assign as the main entry.
Code according to MARC.

2.12 100 & 700 FIELD – PERSONAL NAME.

Purpose
Provides a controlled language access point to the bibliographic record for personal authors.

Business Rules
Limit the use of personal name main entry to items where it is clear that a single individual is primarily responsible for the content. Apply 21.23C, 21.23D1, and LCRI 21.23C depending on the layout of information on the item.

Business Rules
Assign the authorised form of the author's name if this is already recorded in the catalogue, as either an author or a subject entry.
If there is no authorised form, record the form of name as given on the item, unless there is a conflict either on the item or in the catalogue.
If there is a conflict, either carry out full authority work to separate the individual authors or notify a cataloguer with authority control responsibilities of the need for this.
Assign date(s) to a new author entry if these are easily found on the item, and there is some possibility that conflict might arise in the future.
Do not assign dates to authors whose LC authorised form does not include them. Record this information as a note in the authority record.
Where an authorised form includes a birth date, and the date of death is easily found on the item or as a note in the authority record; add the date of death, and edit the authority record to reflect this local practice.

2.13 110/710 FIELD – CORPORATE NAME

Purpose
Provides a controlled language access point to the bibliographic record for organisations or groups.

Business Rules
Follow AACR2 rules, LCRI and MARC formats.
Trace non-commercial bodies associated with the intellectual content of the title. Do not trace commercial bodies responsible only for issuing/publishing the work.

2.14 130/730 FIELD – UNIFORM TITLE MAIN ENTRY

Purpose
Provides a controlled language access point to the title of a bibliographic work that has no author main entry.

Business Rules
Include/create a uniform title entry only when necessary following AACR & LCRI 25.5B conflict resolution guidelines.
Provide a 130 uniform title for a serial CD-ROM if: <ul style="list-style-type: none"> • The title conflicts with an unrelated serial publication. • A print title and its CD-ROM version have the same title. In this case, provide a uniform title for the CD-ROM version using the qualifier “(CD-ROM)”.
Create an added uniform title (730) entry with qualifier (Television programme) whenever the content of the CD-ROM is based on a work that originally aired on television.

Business Rules

Local policy: In consultation with Cataloguer, a well known English title may be assigned in place of a uniform title in another language.³ Otherwise, where there is no English title or no single well-known English title, and a uniform title is required, assign the uniform title from the original language of publication.

2.15 240 FIELD – UNIFORM TITLE ELEMENT OF AUTHOR-UNIFORM TITLE MAIN ENTRY**Purpose**

Provides a controlled language access point to the title element of a bibliographic work, when the main entry is author/title. Not common for CD-ROMs.

Business Rules

Follow AACR2 rules, LCRI and MARC formats when determining the need for, and structure of, a uniform title.

Local policy: Generally prefer to use added author-uniform title entries (700|a|t), as these provide a better display and access in Millennium.

2.16 245 FIELD – TITLE AND STATEMENT OF RESPONSIBILITY**Purpose**

Records the title as it appears on the chief source of information.

Business Rules

Follow AACR rules, LCRI and MARC formats.

Transcribe titles as they appear, even if words in the title include non-standard capitalisation and spacing (e.g. "WordStar"). Provide variant title entries in 246 field when these may be required for access.

Always note the source of the title in a 500 note field.

Transcribe title information as instructed in AACR2 rev 9.1B1 and 1.1B1.

GMD: Record GMD in h subfield. **Local policy** is that the GMD assigned will be based on the format of the CD-ROM/DVD-ROM and will not, therefore, always conform to the code used in the Leader/06 for Type of Record.

Use the standard GMD [electronic resource].

Statement of responsibility:

Statement of responsibility required to justify the main entry must be recorded in the 245|c subfield. Provide names of individuals and/or corporate bodies credited with a major role in creating the content of the resource. Give all other statements of responsibility in notes if considered to be important for identification.

³ This may result in the heading varying from LCNA and thus require authority work in the local catalogue.

Business Rules
All other information relating to the title and statement of responsibility area, which is taken from the cover or packaging, is recorded in a note (5XX) field.
Statements of responsibility for production and/or technical aspects only should be recorded in a 508 field, rather than in the 245 c.
Record performers, presenters, narrators, etc. in a 511 note field.

2.17 246 FIELD – VARYING FORM OF TITLE

Purpose
Records variant titles which appear on the item. Indicator codes trigger display of appropriate messages to staff and public in the OPAC. Replaces the need for many notes relating to titles.

Business Rules		
Order of 246 fields:		
Enter 246 fields that relate to the 245 field first, as identified by second indicator values 0, 1, and # [blank], generally in that order. Enter any others in the order judged best. (LCRI 21.30J)		
Record title in a subfield		
Code according to MARC [NB: Prefer codes in bold]		
First indicator	0	Note, no added entry
	1	Note, added entry [NB use this to trigger display of 2nd indicator message in OPAC]
	2	No note, no title added entry
	3	No note, added entry [Use for general added titles – no 2nd indicator display]
Second indicator	0	Portion of title
	1	Parallel title (from b subfield of 245)
	2	Distinctive title (more common on serial records)
	3	Other title (any other title that appears on the piece)
Subfields	a	Title proper/short title
	b	Remainder of title
	i	Display text (note to be displayed in the OPAC)
	n	Number of part/section of a work

Business Rules		
	P	Name of part/section of a work

2.18 250 FIELD – EDITION

Purpose
Records edition statements from the item.

Business Rules
Always include an edition statement when present when this applies to the whole resource.
Consider terms such as “edition”, “issue”, “version”, “release”, “level”, “update” to indicate possible differences in edition and transcribe in the 250 field (AACR2 9.2B1). <ul style="list-style-type: none"> Examples: <ul style="list-style-type: none"> 250 Version 1.00 250 Networked ed. 250 Version 1.0, updated version Provide the word “Version” in square brackets if this is missing from the edition statement. <ul style="list-style-type: none"> Example: <ul style="list-style-type: none"> 250 [Version] 1.0.3 If there is more than one edition statement, record both in the same 250 field separated by a comma. <ul style="list-style-type: none"> Example: <ul style="list-style-type: none"> 250 Version 1.0, updated version
Provide a note indicating the source of the edition statement when it has been taken from a different source from the title.

2.19 256 FIELD – COMPUTER FILE CHARACTERISTICS

Purpose
Records characteristics of computer file that may include the type of file and the number of records, etc.

Business Rules
Retain when given. Do not add.

2.20 260 FIELD – STATEMENT OF PUBLICATION

Purpose
Records publication statement(s).

Business Rules	
For original cataloguing, record information for most prominent company or publisher. For NZ CD-ROMs, record all publishers.	
Place (260 a)	<p>Enter place of publication information as instructed in AACR2 1.4C.</p> <p>Make every attempt to infer a place of publication where this is not given. If the probable place of publication cannot be determined, use the abbreviation [S.l.].</p> <p>Local policies:</p> <ul style="list-style-type: none"> Where there is a single publisher, and multiple places, record only the first place of publication even where a subsequent place is NZ. (Note that this is contrary to instruction at AACR 1.4C5.) <p>Accept U.S. postal abbreviations for States where these are provided. Use AACR2 abbreviations when creating records.</p>
Publisher & Distributor (260 b)	<ul style="list-style-type: none"> Record publisher information as instructed in AACR2 1.4D. Record most prominent company or publisher only, unless the CD-ROM is a New Zealand production. For NZ productions, add all publication companies. In the absence of publisher, record only the distributor or releasing agency in this field. Add to the name of the company, a statement of function in square brackets unless the phrase naming the company includes the words that indicate the function performed. <p>Examples:</p> <p style="padding-left: 40px;">Dataworks [distributor] Distributed by Selectsoft Pub.</p>
Date (260 c & g)	<ul style="list-style-type: none"> Record the date of publication as instructed at AACR2 1.4F. Record date of current publication if present. Otherwise, record date of distribution or release. If there is no date of publication, distribution etc., use the latest of any copyright dates for the item present on the label or container and use to infer date of publication. Give the date (without the c) in square brackets in the 260 c. Make every effort to estimate at least an approximate date if a date is not given.

2.21 300 FIELD – PHYSICAL DESCRIPTION

Purpose
Records the extent and physical description of the item.
Business Rules
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.

Business Rules	
Extent (300 a)	<ul style="list-style-type: none"> Record number of elements and, optionally the no. of files making up the content as instructed at AACR2 9.5B1, 9.5B2 and 9.5B4. Use terms in common usage when adding to the record; otherwise, retain as given. Record approximate no. of files making up the content in a note field if readily available and considered important. For a CD-ROM catalogued as a serial and not yet complete, record the specific material designation only. Example: 300 CD-ROMs. Do not apply AACR2 option 9.5B3 for material not coded Leader/06 material type <u>m</u>.
Physical details (300 b)	<p>Local policy:</p> <ul style="list-style-type: none"> Retain content of 300 b if present on imported records. Otherwise, do not record unless significantly different from usual (e.g. for a CD-ROM in black and white).
Dimensions (300 c)	<p>Local policy:</p> <ul style="list-style-type: none"> Retain content of 300 c if present on imported records. Otherwise, do not record unless significantly different from the usual (e.g. for a CD-ROM mini disc 8 cm. in diameter).
Accompanying materials (300 e)	<ul style="list-style-type: none"> CD-ROMs will often be packaged with accompanying material, such as user guides. Give details of accompanying user guide and any other material essential to using the CD-ROM correctly (e.g. installation disc; rule book for games etc.) in 300 e. Example: 300 1 CD-ROM + e1 user guide (30 p. : ill. ; 12 cm.) + 1 installation guide (12 x 36 cm. folded to 12 x 12 cm.) Because Auckland Libraries local libraries may have different policies about retention of non-essential accompanying material (e.g. bonus disc with no installation material etc.; stickers; cut-outs etc.), generally do not record these items in the 300 e subfield. Libraries opting to retain bonus material may add notes to the item record or, in exceptional circumstances, in 59X field.

2.22 310 FIELD – CURRENT PUBLICATION FREQUENCY

Purpose

Records the current stated publication frequency of the item.

Business Rules

Record for Serials only. Refer to serials standard for details for this field.

2.23 321 FIELD – FORMER PUBLICATION FREQUENCY

Purpose
Records the former publication frequency of the item.
Business Rules
Record for Serials only. Refer to serials standard for details for this field

2.24 362 FIELD – DATES OF PUBLICATION AND/OR SEQUENTIAL DESIGNATION

Purpose
Records the beginning/ending dates of a serial and/or the sequential designations used on each part.
Business Rules
Record for Serials only. Refer to serials standard for details on this field.

2.25 490 FIELD – SERIES STATEMENT ON ITEM (WITH NO ADDED ENTRY, OR WITH THE ADDED ENTRY UNDER A DIFFERENT FORMAT)⁴

Purpose				
Records the series title as it appears on the item, whether or not the series is also traced in an 8XX field.				
Business Rules				
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.				
Distinguish between phrases that are true series and those that are not, with the latter sometimes included elsewhere in the bibliographic record (e.g., given as a quoted note) and sometimes not transcribed at all (LCRI 1.6 - Series or Phrase).				
Field 490 does not end with a mark of punctuation unless the field ends with an abbreviation, an initial/letter, or data that ends with a mark of punctuation.				
<table border="1"> <tr> <td>First indicator: 0</td> <td>No series added entry desired/entered for the series.</td> </tr> <tr> <td>Series not traced (490 0_)</td> <td>Record series-like statements here, which may provide useful keyword access, but are not themselves series. Do not record this information in a 500 note.</td> </tr> </table>	First indicator: 0	No series added entry desired/entered for the series.	Series not traced (490 0_)	Record series-like statements here, which may provide useful keyword access, but are not themselves series. Do not record this information in a 500 note.
First indicator: 0	No series added entry desired/entered for the series.			
Series not traced (490 0_)	Record series-like statements here, which may provide useful keyword access, but are not themselves series. Do not record this information in a 500 note.			

⁴ The 440 field was made obsolete in October 2008. Field 440 is not used and the transcribed form of the series name is in field 490 with the traced form in 8XX, even if the names are the same.

Business Rules					
First indicator: 1 Series traced in a different format (490 1_)	<p>Series traced in 8XX field (the appropriate 800-830 field is included in the record to provide the series added entry)</p> <ul style="list-style-type: none"> Record here the series as it appears on the item, including a statement of responsibility, other title information, dates, or volume numbers preceding or appearing as part of the title, when the authorised form of the series title is different to the statement on the item. Follow AACR2 rules as outlined at 1.6 (series area). Always use the 490 1_ in conjunction with an 8XX field. This rule applies even when the content of a 490 and an 830 (series title added entry) is identical. 				
Subfields	<table border="1"> <tr> <td> x</td> <td>Record ISSN (if given) in x subfield (AACR2 1.6F). 490 0_ Life series, x0023-6721 490 1_ Classic philosophers series, x0071-8246 ; v no 123</td> </tr> <tr> <td> v</td> <td>Record volume designation information in v subfield in the terms given in the item (AACR2 1.6G). Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. 490 1_ Teachings of the feathered serpent ; vbk. 1 490 1_ Journal of the Polynesian Society ; vv. 47, no. 4</td> </tr> </table>	x	Record ISSN (if given) in x subfield (AACR2 1.6F). 490 0_ Life series, x0023-6721 490 1_ Classic philosophers series, x0071-8246 ; v no 123	v	Record volume designation information in v subfield in the terms given in the item (AACR2 1.6G). Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. 490 1_ Teachings of the feathered serpent ; vbk. 1 490 1_ Journal of the Polynesian Society ; vv. 47, no. 4
	x	Record ISSN (if given) in x subfield (AACR2 1.6F). 490 0_ Life series, x0023-6721 490 1_ Classic philosophers series, x0071-8246 ; v no 123			
v	Record volume designation information in v subfield in the terms given in the item (AACR2 1.6G). Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. 490 1_ Teachings of the feathered serpent ; vbk. 1 490 1_ Journal of the Polynesian Society ; vv. 47, no. 4				

2.26 500 FIELD – GENERAL NOTES.

Purpose
Records information required for the complete or appropriate description of the item; and/or provides valuable keyword access points, but for which there is no other more appropriate MARC code.

Business Rules	
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.	
Nature of item	<p>Record this note only if confusion about the nature or form of the work might otherwise arise (e.g. “Game based on characters from television series of the same title”; Encyclopaedia; etc.).</p> <p>Record statements about the purpose and content of the item in a 520 field.</p>
Language	Refer to 546 field
Title variations	Record title variants that are not recorded in 246 fields, including versions published under other titles.
Parallel titles	Record parallel titles which do not appear in the chief source (and so are not recorded in the 245 field.)
Statements of responsibility	Record statements of responsibility not more appropriately recorded the 245 c or 508 fields.
Source of edition statement	<p>Always record the source of the edition statement if it differs from the source of title. Statement may be combined with title statement.</p> <p>Example: 500 Title from disc label; ed. statement from container.</p>

Business Rules	
Accompanying material	If item has accompanying material that is not essential to the successful installation and use of the CD-ROM, record in an item message field if being retained. Individual libraries treat accompanying material differently.
“Based on”	If the CD-ROM is based on or employs characters from another work, record this if it is stated on the item. Otherwise, do not record. Create an added author title or uniform title for the work on which the CD-ROM is based.

2.27 505 FIELD – CONTENTS NOTE

Purpose
Records the table of contents, and or the authors/titles of parts of an item, or of separate works within it. This note may be enhanced, so as to enable indexing of the various components. The title element of formatted notes can be searched by the staff and public through the OPAC.

Business Rules	
Generally, record the individual titles of CD-ROMs catalogued as a set in a 505 field. Note may be in basic or enhanced form depending on the level of title access required to the individual components.	
Only retain or add enhanced contents notes where content consists of separately identified works (e.g. individual game titles of CD-ROMs/PlayStation games contained in boxed sets). Omit initial articles in titles. Record title element in <u>t</u> subfield and statement of responsibility element in <u>r</u> subfield.	
Add un-enhanced contents notes where content consists of works without a separate ‘identity’.	
Where access is desired by the ‘author’ element, make an un-enhanced contents note, and add separate author-title entries.	
505 0_	Use of this indicator will generate the display constant ‘Contents’ in the OPAC. Use when listing complete contents of an item – use may be limited to recording of first-level chapter headings only when first and second- level headings appear on the item.
505 2_	Use of this indicator will generate the display constant ‘Partial contents’ in the OPAC. Use when recording partial contents for an item even though all the parts of an item are available for analysis.

2.29 508 FIELD – CREATION/PRODUCTION CREDIT NOTES

Purpose
Records technical credits for persons or organizations who have participated in the creation and/or production of the work.

Business Rules
Retain when entered on imported records. Generally do not add except when required for CD-ROMs destined for special collections (e.g. ACL Heritage, Angela Morton Collection).

2.30 511 FIELD – PARTICIPANT OR PERFORMER NOTE

Purpose		
Records information about participants or performers in the recorded work.		
Business Rules		
Indicators:	1 st	0 = No display constant
	2 nd	Undefined
Include CD-ROM performers, presenters/narrators when featured on the item. Otherwise, do not record.		
Separate names with commas. If cast notes appear in a different form on imported records, do not change the layout as long as the content is accurate.		

2.31 516 FIELD – TYPE OF ELECTRONIC RESOURCE

Purpose	
Records information about type of files that make up the resource.	
Business Rules	
Retain when given. Do not add.	

2.32 520 FIELD – SUMMARY NOTE

Purpose	
Records information about the scope and general contents to both increase the likelihood of users being able to select relevant resources directly from the catalogue and to enhance reader's advisory services.	
Business Rules	
A required field for most records. Only omit if the remainder of the description conveys all essential details about the content, including the nature of item, its scope, purpose, and intended audience.	
Retain summary notes on imported records; but be careful not to retain false or misleading information or promotional material.	
If summary is from packaging, do not record in quotes or attribute.	
If summary is from external source (e.g. Publisher website, other Internet sources, etc.), record in quotes and attribute to source.	
Do not copy subscription-based that may be subject to specific terms and conditions as summary information. This includes information provided by Global Books in Print and Syndetics Solutions.	

2.33 521 FIELD – TARGET AUDIENCE

Purpose	
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Purpose

Record information about the intended audience to enhance the ability of catalogue-users to select age-appropriate resources.

Business Rules

Transcribe any recommended age ranges from packaging. Note that information about target audience and/or intellectual level is also recorded in coded form in 008/22.

Always record a rating or classification imposed by the New Zealand Office of Film & Literature Classification (G, M, PG, R13 etc.). Include any descriptive note explaining the content of the film, quoted from the label.

Do not retain notes about MPAA ratings on imported records in this field. Record notes about NZ classifications/ratings only.

Example:

521 M- suitable for mature audiences 16 years and over. Note: contains sex scenes and offensive language.

521 PG- Parental guidance recommended for younger viewers. Note: contains sexual references.

Unrestricted film/game content is labelled with a green or yellow sticker. Restricted film/game content is labelled with a red sticker and an age restriction indicated by the letter "R" (e.g. R13, R15, R16, R18, etc.).

Transcribe classification from label in |a subfield.

Do not record details of the N.Z. agency imposing the restriction in the |b subfield.

Indicators:	1 st	1 Interest age level
	2 nd	# Undefined

2.34 530 FIELD – ADDITIONAL PHYSICAL FORM**Purpose**

Contains information concerning a different physical form at in which the described item is available. Field 530 is used only for notes describing different physical formats.

Business Rules

Retain when given. Otherwise, add for NZ works only.

Example:

530 Also produced on microfiche.

2.35 538 FIELD – SYSTEM DETAILS NOTE**Purpose**

Records information about the system access requirements.

Business Rules

Business Rules

Use this field to record system requirements that could control the user's choice of playback equipment. Do not precede note with "System requirements", as this label is automatically generated for 538 fields in the OPAC.

Generally transcribe all information relating to system requirements as presented on item, recording both required and recommended levels when given. Include the kind and characteristics of required or recommended peripherals, excluding mouse, keyboard CD-ROM drive. Separate elements using semi-colons.

Repeat 538 field to record separate system requirements field for discs enabled for more than one type of computer system (e.g. PC, MacIntosh). Precede field content with the name of the operating system.

Examples:

- 538** Microsoft Windows: Multimedia PC (386SX or higher); 4MB RAM (8MB recommended); CD-ROM drive ; audio board; mouse; a video card with 640x480 and 256 colours; MS DOS 5.0 or higher; Windows 3.1 or higher; Stereo headphones or speaker; Minimum 1.5 MB free hard disk space.
- 538** MacIntosh: Apple Macintosh LC computer or later model with at least 2.5 MB of RAM system software 6.0.7 or later; 32 bit QuickDraw; Quick Time software version 2.0 or later; Macintosh compatible CD-ROM player; 13" or larger colour monitor.
- 538** PlayStation 2 player; memory card (8MB); 96KB minimum; analog control compatible; analog sticks only; vibration function compatible.

2.36 546 FIELD – LANGUAGE NOTE**Purpose**

Records information about the language options available on the CD-ROM.

Business Rules

Provide a note about the language of the CD-ROM if the content is presented in a language other than English.

Do not include a language note if more than one language option, including English, is included on the CD-ROM. However, retain when given on imported records when languages recorded match those on the item in hand.

2.24 588 FIELD – SOURCE OF DESCRIPTION**Purpose**

Records information used for tracking and controlling the metadata contained in the record.

Business Rules

Use this field to record general and specific source of description notes, e.g. *Title from container*.

This field may also be used to record other administrative information about the record, especially of interest to other cataloguers rather than to other users of the catalogue.

2.38 600 FIELD – PERSONAL NAME SUBJECT HEADINGS

Purpose
Provides a controlled language access point to the bibliographic record for names of people who appear as the subject of the resource.
Business Rules
Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same person as author and subject
Assign the authorised form of the subject's name if this is already recorded in the catalogue, either as an author or a subject entry.
If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.
If there is a conflict, either carry out full authority work to separate the individual authors or notify a cataloguer with authority control responsibilities of the need for this.
Assign date(s) to a new subject entry if these are easily found on the item, and there is some possibility that conflict might arise in the future.
Do not assign dates to subjects whose authorised form does not include them. Record this information as a note in the authority record.
Where an authorised form includes a birth date, and the date of death is easily found on the item or as a note in the authority record; add the date of death, and edit the authority record to reflect this local practice.

2.39 610 FIELD – CORPORATE BODIES.

Purpose
Provides a controlled language access point to the bibliographic record for names of organisations or groups that appear as the subject of the resource.
Business Rules
Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same organisation as author and subject
Assign the authorised form of the organisation's name if this is already recorded in the catalogue, either as an author or a subject entry.
If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.
If there is a conflict, do full authority work to separate the individual subjects. Prefer LCNA unless it is an old AACR1 format.

2.40 650 & 651 FIELDS – TOPICAL AND GEOGRAPHIC SUBJECT HEADINGS

Purpose

Purpose
Provides a controlled language access point to the bibliographic record for general subjects.

Business Rules
Generally retain SHs on imported records.
Generally add no more than 3 650s/651 headings to any record.

2.41 6XX FIELD – SUBJECT HEADING SUBDIVISIONS

Purpose
Access point to the bibliographic record for subjects.

Business Rules	
Follow LCSH rules, LCSCM H2230 nos. 1-4, Auckland Libraries variations and MARC formats.	
Geographic subdivision (z)	<ul style="list-style-type: none"> Always assign subdivisions by Country (rather than directly by state for US and Australia) Only assign a single z subfield for country (do not further subdivide by state, city or suburb)
Chronological subdivision (y)	<ul style="list-style-type: none"> Assign according to LCSH & LCSCM
Topical subdivision (x)	<ul style="list-style-type: none"> Assign according to LCSH & LCSCM

Business Rules	
Form subdivisions (v)	<p>Form subdivision: “Software”/”Children’s software”</p> <ul style="list-style-type: none"> <p>Adult CD-ROMs:</p> <p>The subdivision “ vSoftware” is used under topical headings only for actual computer programs that are tools to perform tasks, e.g. systems software, utilities, or applications programs. <u>Do not</u> use for CD-ROMs that are <u>about</u> a given topic or to indicate that the resource is a “CD-ROM”. The use of the subdivision vSoftware on records for adult CD-ROMs will be relatively rare.</p> <p>Examples:</p> <ul style="list-style-type: none"> The CD-ROM contains a financial and business planning system, including worksheets, models, e-mail etc. -> the SH, “Business planning vSoftware” may be used. The CD-ROM contains a computer application for creating and printing business cards, disk labels, letterhead, and envelopes. The SH “Computer graphics vSoftware” may be used. The CD-ROM contains information about dinosaurs for children. <i>Do not</i> add the SH, “Dinosaurs vSoftware”. <p>Children’s CD-ROMs: Do not use. Delete on imported records.</p>
	<p>Form subdivision: Interactive multimedia</p> <ul style="list-style-type: none"> Do <u>not</u> add the form subdivision “Interactive multimedia” under subjects. Remove when given on imported records.
	<p>Form subdivision: Computer games</p> <ul style="list-style-type: none"> <p>Adult CD-ROMs: Add form subdivision “Computer games” under subjects when applicable</p> <p>Children’s CD-ROMs: Add form subdivision “Computer games” under subjects when applicable</p>
	<p>Form subdivision for “Databases”</p> <ul style="list-style-type: none"> Assign the form subdivision Databases to CD-ROMs that fit the definition of a “Database”, as defined in the Library of Congress Subject Cataloguing Manual H1520. Otherwise, do not add.

2.42 655 FIELD – GENRE / TECHNIQUE / FORM HEADINGS

Purpose
Access point to the bibliographic record for genre, technique & form.
Business Rules
Record headings expressing genre, technique and form in 655 field.

Business Rules	
Computer games	<p>Retain when given.</p> <p>Otherwise, add the SH '655 0 Computer games' only when the same phrase has not been used as a form subdivision under subjects in the same record. (The subdivision is redundant in both adult and children's headings because of the way that the OPAC rotates subject headings and subdivisions. If the term has been used as a subdivision, it will come up as the first element in a browse list, even if it is not the first element in the SH.)</p> <p>Add specific form headings (e.g. Computer adventure games") whenever they apply.</p> <p>Do not precede these headings with the word "Children's" for children's CD-ROMs.</p>
	<p>Delete/do not add "Interactive multimedia" when used as a form heading.</p>

2.43 700 & 710 FIELDS – ADDED AUTHOR (PERSONAL AND CORPORATE) HEADINGS

Purpose
Provides a controlled language access point to an author/title combination.

Business Rules
Follow AACR2 rules, LCRI 29.29D and MARC formats.
Retain as entered on imported records.
<p>Added author – personal name</p> <p>Add personal name added author headings to records only when the person or persons are featured as having made a significant contribution to the content. Otherwise, do not add.</p>
<p>Added author – corporate name</p> <ul style="list-style-type: none"> • CD-ROMs for revenue-generating collections: Generally do not create added corporate body author entries for CD-ROMs purchased for revenue-generating collections (typically children's interactive CD-ROMs and computer games - even when these are promoted as being educational). • 'Non-fiction' CD-ROMs: Create added corporate author entries for CD-ROMs produced or purchased to supplement the non-fiction collections. Only add those corporate authors that catalogue users may reasonably expect to use as an access point to the record (e.g. for a CD-ROM emanating from a government department and containing information about its functions, resources or policies etc.).

2.44 700 & 710 FIELDS – ADDED AUTHOR-TITLE HEADINGS

Purpose
Provides a controlled language access point to a corporate name.

Business Rules

Create added author-title entries when necessary to provide author-title access to related works according to AACR2 & LCRI 21.30J.

If the CD-ROM is based on another named or known work, record the name of the author and title of the original work in a name-title entry.

Delete/do not add |h subfield containing GMD.

2.45 730 FIELD – ADDED UNIFORM TITLE**Purpose**

Provides a controlled language access point to the title of a bibliographic work.

Business Rules

Follow AACR rules, rule interpretations and MARC formats.

Create an added uniform title entry with qualifier (Television programme) or (Motion picture) whenever the content of the CD-ROM is based on a television programme or feature film and this is stated on the item. Do not add further for individual part titles or episodes of television programmes. Do not create an added uniform title entry when the “based on” relationship is not stated on the item.

Example:

245 00 Mike's monstrous adventure |h[CD-ROM].

730 0_ Monsters, Inc. (Motion picture)

2.46 740 FIELD – ADDED TITLE**Purpose**

Provides an access point to the title, or to a previous or associated title.

Business Rules

Follow AACR rules, rule interpretations and MARC formats.

Record uncontrolled / analytical added title entries in this field.

Use the second indicator value of '2' in the 7XX fields whenever the title that is represented by the added entry is contained within the item (i.e., is an analytical entry).

Do not make analytical entries for individual episodes of a single television series. List episode titles in 505 field and provide single added uniform title for the name of the television series.

Exceptionally, cataloguers may use a 740 field to record an added variant title (strictly recorded in 246 field) where retention of the initial article is critical to effective retrieval in the OPAC.

2.47 78X FIELDS – LINKING ENTRIES**Purpose**

Purpose
Contains information that identifies and links to other items related to the target item. Used for serial records only.

Business Rules
Record for Serials only. Refer to serials standard for details for this field.

2.48 8XX FIELD – ADDED SERIES TITLE

Purpose
Provides a controlled language access point to the series name.

Business Rules	
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.	
The 8XX field is used in conjunction with the 490 1_ field, which records the series as it is displayed on the item. This rule applies even when the content of a 490 and an 830 (series title added entry) is identical.	
Uniform title entry for series (830)	<ul style="list-style-type: none"> Record here the authorised form of the series title, when this is different to the statement on the item
Series part number (830 n)	<ul style="list-style-type: none"> Record the number of part/section of a series in the terms given in the item. Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. When establishing a new series in the local catalogue, record series numbering in the terms given on the item (e.g. no., pt., Series A etc.).⁵ Otherwise, for series already established in the local catalogue, record numbering so that it conforms to the existing pattern.
Series part name (830 p)	<ul style="list-style-type: none"> Record the name of part/section of a series. If a series number is given, record it in the v subfield.
Volume no. (800/830 v)	<ul style="list-style-type: none"> If a series number is given, record it in the v subfield in the terms given in the item. Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. When establishing a new series in the local catalogue, record series volume designation (e.g. v., no., pt., bk.) in the terms given on the item.⁶ Otherwise, for series already established in the local catalogue, record volume information so that it conforms to the existing pattern. Do not add leading zeroes to volume numbering to facilitate sorting as Millennium allows correct filing of series in numerical order without this.
ISSN	<ul style="list-style-type: none"> Do not record ISSN IN 8XX fields. Record in 490 field only.

⁵ Before October 2008 eLGAR policy was to omit series volume/number designation and to record Arabic numerals.

⁶ eLGAR policy was to omit series volume/number designation before October 2008.

Appendix 1**Coding for Different Types of Electronic Resources⁷****Text document on CD-ROM:**

The resource is the equivalent of a print item, but in electronic form. It is coded as *language material*. If a 006 field for computer files/electronic resources is added, the type of computer file (006/09) depends on the content of the resource. Example: Shakespeare's comedies on CD-ROM.

Millennium fixed field	m	CD-ROM
Leader 06 - Material type	a	Language material
Leader 07 - Bib level	m	Monograph
006	m	Electronic resource
007	c o	Electronic resource/Optical disc
008	--	008 field coded for language material according to relevant Auckland Libraries policy.

Textual continuing resource

The resource is the equivalent of a print item, but in electronic form. The resource is coded as *language material*. If a 006 field for computer files/electronic resources is added, the type of computer file (006/09) depends on the content of the resource. Example: A monthly periodical available on CD-ROM.

Millennium fixed field	m	CD-ROM
Leader 06 - Material type	a	Language material
Leader 07 - Bib level	s	Serial
006	m	Electronic resource
007	c o	Electronic resource/Optical disc
008	--	008 field coded as serial.
008 – Form of item	s	Electronic

Cartographic material

The resource is non-manuscript cartographic material in electronic form. It is coded as *cartographic material*.

Millennium fixed field	m	CD-ROM
Leader 06 - Material type	e	Cartographic material
Leader 07 - Bib level	m	Monograph

⁷Based on examples in: Guidelines for Coding Electronic Resources in Leader/06. Rev. 2003. /Network Development and MARC Standards Office, Library of Congress. Online at: <http://www.loc.gov/marc/ldr06guide.html#coding>

006	m	Electronic resource
007	c o	Electronic resource /Optical disc
008	--	008 field coded for cartographic material.
008 – Form of item	s	Electronic

Still images

The resource is an electronic collection of graphic materials, such as drawings or photographic prints. Additional items, such as captions and other explanatory text or manuals, may be present, but the primary content is graphic and the resource is coded as *graphic material*. Example: A collection of photographs on CD-ROM.

Millennium fixed field	m	CD-ROM
Leader 06 - Material type	k	Two-dimensional non-projectable graphic
Leader 07 - Bib level	m	Monograph
006	m	Electronic resource
007	c o	Electronic resource /Optical disc
008	--	008 field coded for image material.
008 – Form of item	s	Electronic

Computer game

The resource is coded as a *computer file*.

Millennium fixed field	m	CD-ROM
Leader 06 - Material type	m	Electronic resource
Leader 07 - Bib level	m	Monograph
007	c o	Electronic resource /Optical disc
008	--	008 field coded for electronic material.
008/26 – Type of file	g	Game

Appendix 2

Summary of Changes: CD-ROMs

(11th Feb. 2009)

Field	Summary of Change
Leader/17 (Encoding level)	Requirement to code for minimal-level records when applicable.
Leader/18 (Descriptive cataloguing form)	Requirement to code.
008/00-05 (Date record created or entered on file)	Requirement to code for originally-catalogued records.
008/39 (Cataloguing source)	Requirement to code 'd' for original cataloguing.
041 Language codes	Required indicators noted. Policy updated to require each language codes to be placed in separate a subfield. Note added about coding of h subfield added.
100/700 Personal name main/added entry	Note to remind cataloguers to see that authority work is carried out in the case of conflict between headings added.
130/730 Uniform title main/added entry	No. of cases in which an English-language uniform title may be used in place of original-language title limited.
240 Uniform title	No. of cases in which an English-language uniform title may be used in place of original-language title limited.
246 Varying form of title	Note on preferred order of entry of 246 fields according to 2 nd indicator value added.
440 Series	Removed to reflect future obsolescence of this field.
490 Series (not traced)	Revised to reflect revised PCC use of this field and examples added.
506 Restrictions on access	Removed – all ratings information now recorded in 521 field.
521 Audience	Expanded to include all ratings information, including restricted content previously recorded in 506 field.
6XX Subject headings and subdivisions	Order of 6XX notes revised.
655 Form headings	Section added.
8XX Series – traced	Revised to reflect revised PCC policy on use of 490 field and obsolescence of 440 field. Notes on recording series numbering expanded.

	Policy on recording series designations revised to conform to LC policy.
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