

CONSER & BIBCO Standard Records H 170

BACKGROUND: *The core level record standard for books was defined in 1993 by a Task Group appointed by the Cooperative Cataloging Council, now known as the Program for Cooperative Cataloging (PCC). Subsequently, core record standards were developed for graphic materials, moving image materials, music and non-music sound recordings, nonroman script materials, printed music and music manuscripts, rare books, and serials. The standards were designed to be used within the context of the Program for Cooperative Cataloging's national cataloging program, BIBCO, and to support the goals of the program to provide timely, cost-effective cataloging that meets commonly accepted standards. The idea behind the standards was to state a level of cataloging that will increase the pool of catalog records available for common use.*

Core level cataloging contained a complement of data elements judged sufficient to provide an acceptable level of access to materials. Because it included classification and subject headings, the complement was substantially more complete than that for minimal level cataloging, but less complete than that for full level cataloging. Core level cataloging essentially called for fewer notes, fewer subject headings, and fewer added entries than full level. In applying the core level standard, emphasis was placed on cataloger's judgment, with the flexibility to add elements when deemed appropriate or necessary for identification or access.

In May 1997, LC announced adoption of the core level standard as its base level of cataloging in the Cataloging Directorate and Serial Record Division. By the end of 1998, all teams in the Cataloging Directorate and Serial Record Division had implemented the core level standard.

In 2007, the Cooperative Online Serials (CONSER) program implemented the CONSER Standard Record (CSR) and in 2010 PCC adopted the BIBCO Standard Record (BSR). Both standards emphasize access points over extensive descriptive data.

LC BSR records contain a set of data elements judged appropriate to the LC environment. They are identified by a combination of encoding level of <blank> in the Leader/17 and the value "pcc" in the 042.

Neither the CSR nor the BSR application profiles provide specific guidance about the assignment of subject headings; the BSR states that a complement of headings that provides access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity should be assigned.

This instruction sheet provides general guidelines for assigning subject headings to LC BSR and CSR records for all types of materials, as well as special instructions for music recordings.

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1. General guidelines. If appropriate, assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.

Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a standard record, even if they constitute at least 20% of an item (cf. H 180 sec. 1). Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, **[place 1]– Foreign relations–[place 2]** and **[place 2]–Foreign relations–[place 1]**, or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330).

Where appropriate, subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (cf. H 180 sec. 16).

Assign headings at the level of specificity appropriate to the work (cf. H 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.

2. Music recordings. Assign from the subject authority file one to three subject headings at the appropriate level of specificity. A recording of three major classical works, for example, may receive up to three headings. If more than three works are involved, assign one to three broader headings as necessary if no essential information will be lost. Otherwise, assign the minimum number of headings necessary to provide essential information.

3. Geographic area codes or GACS (043). Assign geographic area codes following the instructions in Appendix E.