

**Background and Plan**

- **Bibliographic format**
  - Seven different formats to describe different types of resources
    - Each includes unique fields
    - Subject access fields are consistent across the formats

Although we have been referring to the MARC bibliographic format as a single entity in this unit, it actually consists of seven different formats that are specific to the type of the resource being cataloged. For example, there is a books format for cataloging monographs, a maps format for cataloging maps, and a visual materials format for cataloging films, television programs, and similar resources.

There is a high level of similarity across the formats for different types of resources, and the subject access fields are consistent. Each format, however, does include fields that are unique to the format. For example, the visual materials format includes a field for the running time of a film, and there is obviously no need for such a field in the books format.

## Background and Plan

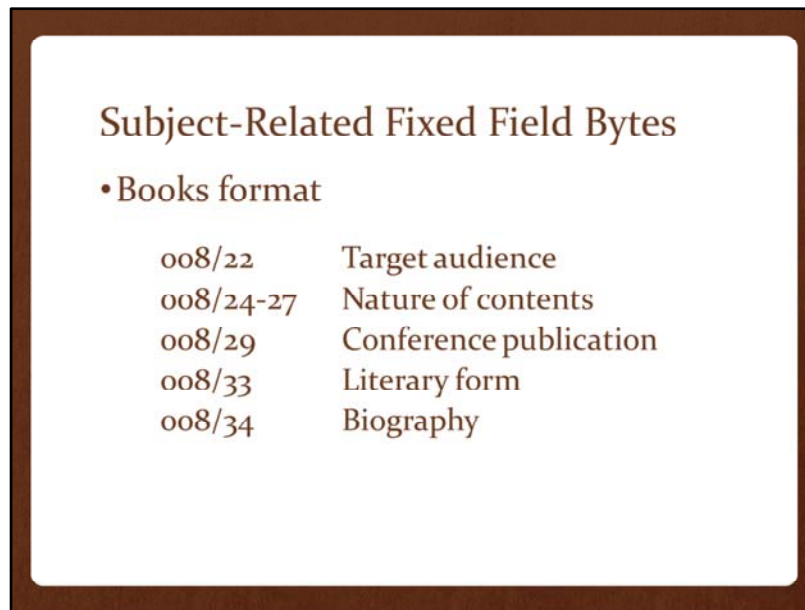
- Bibliographic format
  - Seven different formats to describe different types of resources
    - Each includes unique fields
    - Subject access fields are consistent across the formats
  - In this module
    - LC policy on fixed field bytes related to subject analysis in the books format

The fixed field and its coding varies from format to format, although there are some similarities. Several bytes of the fixed field relate directly to subject analysis, and those are the topic of this module and the next one.

In this module we will discuss the LCSH-related fixed field bytes in the books format. In the next one, we will discuss the LCSH-related fixed field bytes used in the continuing resources format.

In both modules, our discussion will be limited to LC policy on the coding the bytes.

For a full description of the LC policies on the use of the LCSH-related bytes of the fixed fields in the books format, see SHM Appendix F.



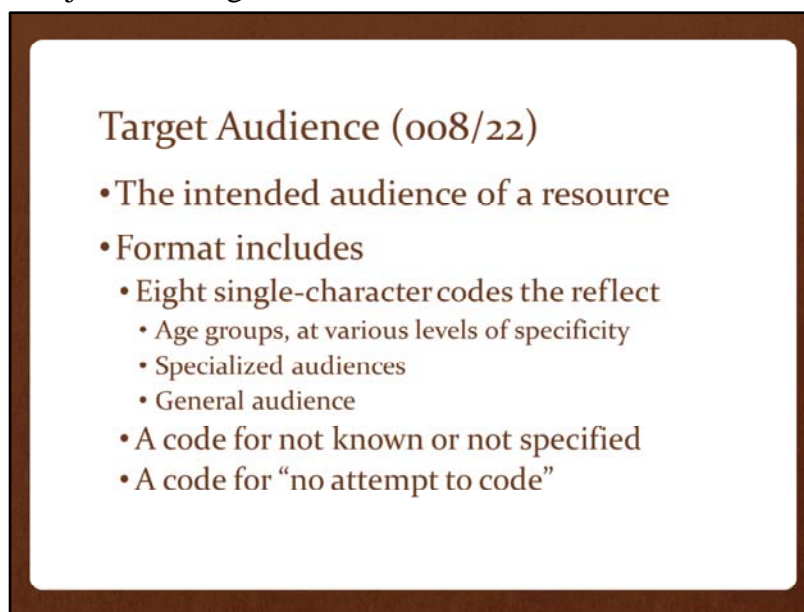
**Subject-Related Fixed Field Bytes**

- Books format
  - 008/22 Target audience
  - 008/24-27 Nature of contents
  - 008/29 Conference publication
  - 008/33 Literary form
  - 008/34 Biography

In the books format, the LCSH-related fixed field bytes are:

008/22, The target audience,  
008/24-27 Nature of contents,  
008/29 Conference publication,  
008/33 Literary form, and  
008/34 Biography.

Let's start with the target audience.



The target audience byte refers to the intended audience of a resource. The MARC format includes codes that reflect interest levels:

- age groups such as preschool, adolescent, juvenile, and adult;
- a code for a specialized audience, and
- one for a general audience.

It also provides codes that can be used when the audience is not known or it is known but the cataloger does not specify it, and another for use when there is no attempt to code the byte.

You may be asking yourself: What is the difference between “not known or not specified” and “no attempt to code.”

“Not known or not specified” means that the cataloger did not determine the target audience, for whatever reason. It is an explicit statement meaning, “I do not know or choose not to provide it.”

“No attempt to code” means that the cataloger preferred not to use the byte at all.

**Target Audience (008/22)**

- LC policy
  - Use “unknown or not specified” unless the resource is for juveniles, as defined in SHM H 1690
  - Use code “j” for juvenile

From SHM H 1690, Juvenile Materials

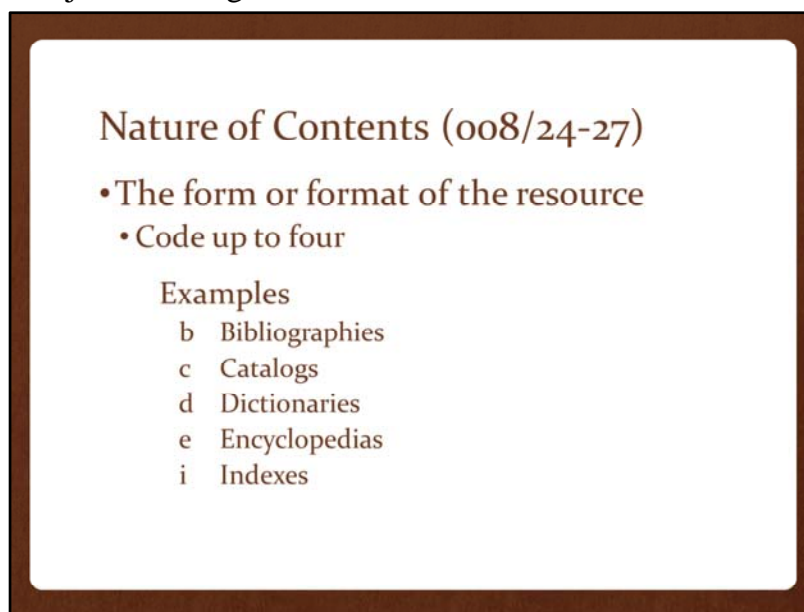
*Treat topical materials intended primarily for children and young people through the age of 15, or the 9th grade, as juvenile. Treat fiction intended primarily for children and young people through high school age as juvenile.*

LC’s policy is to default to “unknown or not specified,” so LC catalogers typically do not provide the target audience. The only exception is for resources that are intended primarily for children or young people.

SHM H 1690 indicates that topical (that is, nonfiction) resources intended for children and young people through age 15 or the 9<sup>th</sup> grade are to be considered juvenile. Fiction intended for people through the end of high school is juvenile.

If the resource fits one of those definitions, then the code “j” for juvenile is used.

Therefore, there are only two possibilities when coding the byte according to LC’s policy: unknown or not specified, and “j” for juvenile.



Nature of Contents (008/24-27)

- The form or format of the resource
  - Code up to four

Examples

- b Bibliographies
- c Catalogs
- d Dictionaries
- e Encyclopedias
- i Indexes

There are four bytes reserved for the nature of the resource, and you should use as few or as many of them as necessary. Some bibliographic records do not have any values, for others you may code one or two, but rarely will you need all four.

The nature of contents is intended to code the form or format of the resource.

For example, coding “b” for bibliographies means that the resource either *is* a bibliography, or *includes* a bibliography or citations.

Code “c” means that the resource is a catalog.

Code “i” means that the resource *is* an index; it is *not* used for a back-of-the-book index.

(By the way, another fixed field byte are available to show that a resource *contains* an index, as most scholarly monographs do.)

Nature of Contents (008/24-27)

- Many codes have corresponding LCSH form subdivisions

|                                  |                                 |
|----------------------------------|---------------------------------|
| \$v Bibliography                 | \$v Encyclopedias               |
| \$v Catalogs                     | \$v Handbooks,<br>manuals, etc. |
| \$v Comic books,<br>strips, etc. | \$v Indexes                     |
| \$v Dictionaries                 | \$v Statistics                  |
| \$v Directories                  | \$v Treaties                    |

Many of the most popular codes have a corresponding LCSH form subdivision.

For example, “b” for bibliographies has the corresponding subdivision –**Bibliography** and the code “s” for statistics corresponds to the subdivision –**Statistics**.



### Nature of Contents (008/24-27)

- LC policy
  - Assign up to four codes
  - If assigning a corresponding form subdivision, assign the code
  - If the resource contains a significant amount of the type of material represented by the code, assign the code
    - Even if there is not a corresponding form subdivision, or the corresponding subdivision is not assigned

It is LC policy to assign up to four codes. If you are assigning a form subdivision that corresponds to a code, assign the code, too.

However, you can assign a code even if you are not assigning the form subdivision, or if there is no corresponding form subdivision.

For example, the code “m” is for theses, and there is no subdivision for theses. If you are cataloging a thesis or dissertation, you should assign the code regardless.

Conference Publication (008/29)

- Three choices
  - o (zero) Not a conference publication
  - 1 (one) Conference publication
  - [blank] No attempt to code

There is one byte provided for conference publication, and there are three possible values.

A 0 (zero) means that the resource is not a conference publication, a 1 (one) means that it is a conference publication, and there is a blank value, which is used when there is no attempt to code it.

## Conference Publication (008/29)

- LC policy
  - Code based on assignment of form subdivision –**Congresses**
    - If subdivision is assigned, code “1” for conference publication
    - If subdivision is not assigned, code “0” (zero) for “not a conference publication”

Library of Congress policy is to assign a 1, the resource is a conference publication, if the LCSH form subdivision –**Congresses** is used.

If the subdivision –**Congresses** is not used, then the value is 0.

LC does not use the blank value, so for LC, the choice is binary: it is or it is not a conference publication.

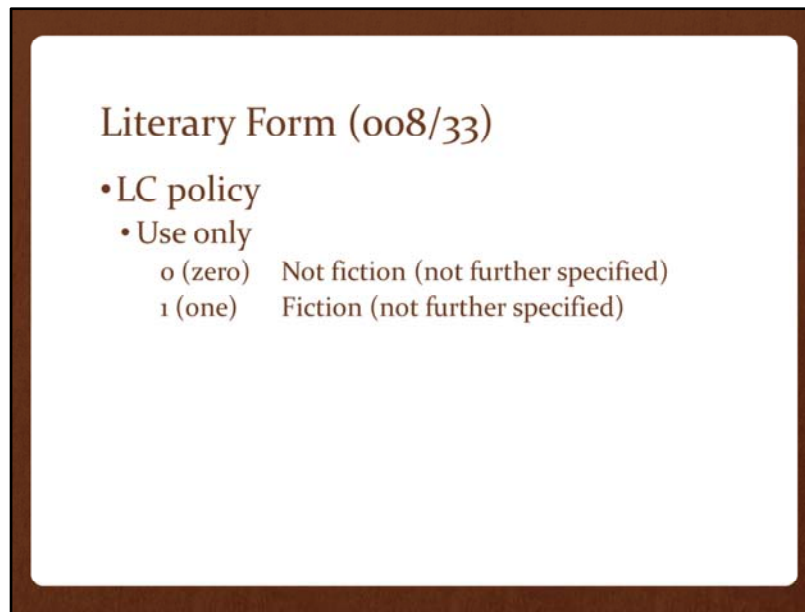
### Literary Form (008/33)

- Format includes
  - Ten single-character codes that reflect specific literary forms (e.g., dramas, novels)
  - A code for nonfiction
  - A code for unknown
  - A code for “no attempt to code”

Byte 33 is for literary form. The format includes thirteen codes, ten of which reflect specific literary forms, such as plays and novels, and short stories and poetry.

It also includes the code for nonfiction, a code for unknown, and a code indicating that the cataloger did not attempt to code it.

“Unknown” means that the cataloger does not know what the literary form is, while “no attempt to code” means that the cataloger chose not to code the byte – even if the literary form is known.



Of the thirteen possible codes for this byte, LC uses only two:

- 0 (zero) means that the resource is not fiction.
- 1 (one) means that the resource is fiction.

## Literary Form (008/33)

- LC policy
  - Not fiction (not further specified)
    - Use for all resources that are not prose fiction, including nonfiction, poetry, drama, folklore, mythology
  - Fiction (not further specified)
    - Use for prose fiction classified in the literature schedule

0 (zero), not fiction, is used for almost every literary form, including nonfiction, poetry, drama, folklore, and so on.

1 (one), fiction, is used for prose fiction – for example, short stories, novellas, and novels – but only if those resources are classed in the literature schedule of LC classification.

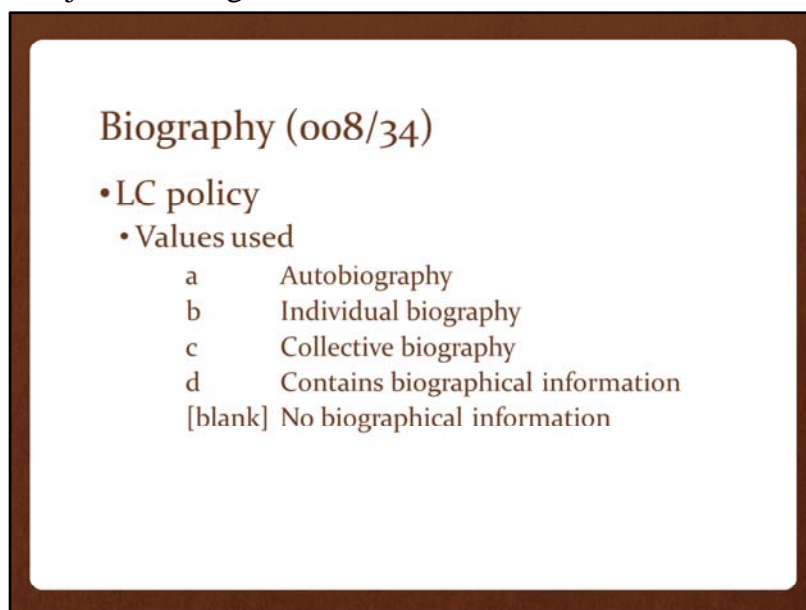
### Biography (008/34)

- Indicates whether the resource contains biographical material, and how much
- Format contains
  - Four single-character codes for biographical characteristics
  - A code for “no biographical material”
  - A code for “no attempt to code”

The final LCSH-related fixed field byte is for biography.

This byte indicates whether the resource is, or contains, biographical information, and how much.

The format provides four codes for various types of biographical materials, a code designating that there is no biographical material in the resource, and a code for “no attempt to code.”



Biography (008/34)

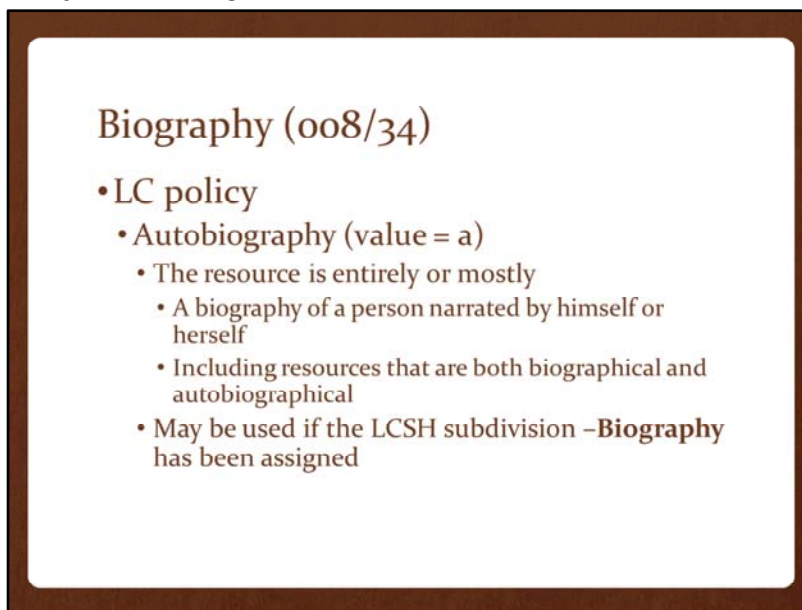
- LC policy
  - Values used
    - a Autobiography
    - b Individual biography
    - c Collective biography
    - d Contains biographical information
    - [blank] No biographical information

The codes used at the Library of Congress are:

- a for autobiography,
- b for individual biography,
- c for collective biography,
- d for resources that contain biographical information, and
- [blank] for resources that do not contain biographical information.

We will briefly discuss each code individually.





**Biography (008/34)**

- LC policy
  - Autobiography (value = a)
    - The resource is entirely or mostly
      - A biography of a person narrated by himself or herself
      - Including resources that are both biographical and autobiographical
    - May be used if the LCSH subdivision –**Biography** has been assigned

The assignment of value “a” indicates that the resource is entirely or mostly autobiographical; that is, it is a biography of a person that is narrated by the subject of the biography.

This code also includes resources that discuss two or more people together, as long as one of them wrote the resource. For example, a resource entitled *My Life with Orson Welles*, written by Rita Hayworth, is an autobiography of Rita Hayworth and a biography of Orson Welles.

If you have assigned a class of persons heading with the subdivision –**Biography**, as described in SHM instruction sheet H 1330, then you can assign value “a.”

This value is not used for a collection of biographies when some of them happen to be autobiographies. Value “c” is used for those types of resources, and we will discuss that in a few moments.

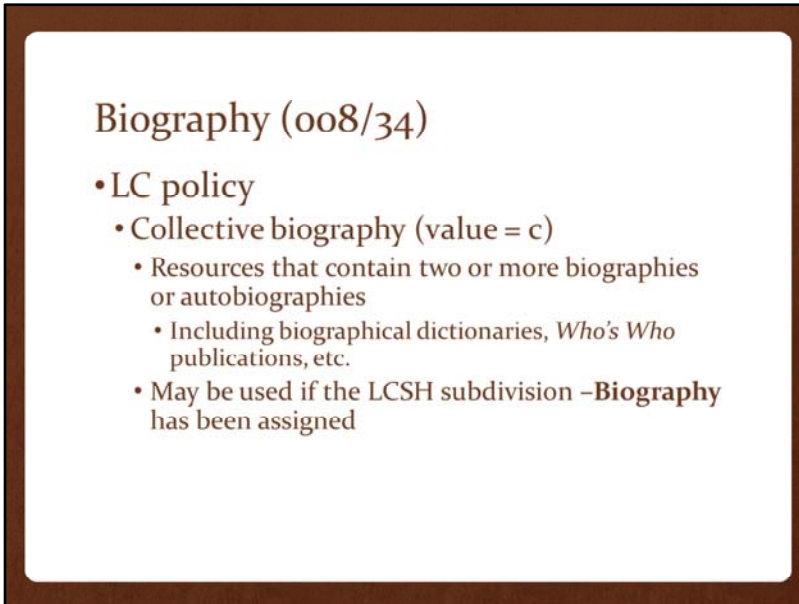
## Biography (008/34)

- LC policy
  - Individual biography (value = b)
    - The resource is mostly or entirely a biography of a person written by someone else
    - May be used if the LCSH subdivision –**Biography** has been assigned

Code “b” is used for individual biographies; that is, a resource that is about a single person and is written by someone else.

There can be non-biographical information included, but the intent of the resource has to be clearly biographical.

As with code “a,” if you have assigned a class of persons heading with the subdivision – **Biography**, you can use code “b.”



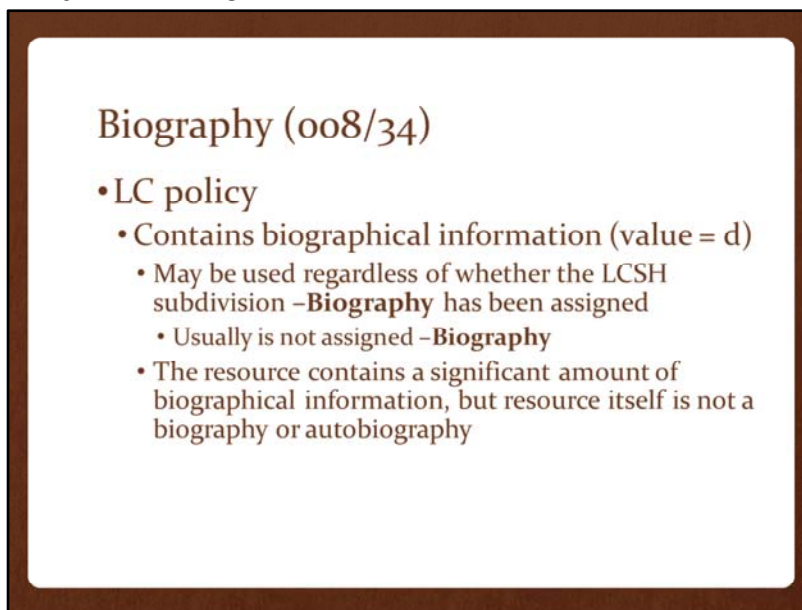
**Biography (008/34)**

- LC policy
  - Collective biography (value = c)
    - Resources that contain two or more biographies or autobiographies
      - Including biographical dictionaries, *Who's Who* publications, etc.
    - May be used if the LCSH subdivision –**Biography** has been assigned

Code “c” is used when two or more biographies and/or autobiographies are contained in a single resource. Each biography or autobiography should be distinct from each other. For example, a resource may contain biographies of twenty world leaders, and each world leader is discussed in a separate chapter.

Biographical dictionaries and similar publications are also assigned code “c.”

Again, if you have assigned the LCSH subdivision –**Biography** to such a resource, “c” may be assigned.



**Biography (008/34)**

- LC policy
  - Contains biographical information (value = d)
    - May be used regardless of whether the LCSH subdivision **-Biography** has been assigned
      - Usually is not assigned **-Biography**
    - The resource contains a significant amount of biographical information, but resource itself is not a biography or autobiography

Codes “a,” “b,” and “c” are assigned when the intent of the resource is to be biographical or autobiographical, but many resources that are not biographical include some biographical information.

Code “d” does not necessarily correlate to the subdivision **-Biography**. Some resources are assigned **-Biography** as a subdivision, while others are not.

For example, a criticism of Sylvia Plath’s poetry may contain information about her life. If that information is significant, code “d” can be assigned in the biography byte.

What does “significant” mean in this context? Well, it is a sliding scale that is left to cataloger’s judgment, but there are some general rules of thumb.

**Biography (oo8/34)**

- Contains biographical information (value = d)
- Rules of thumb
  - Assign “d” if the person’s name is assigned as a subject heading

✓ **Plath, Sylvia—Family.**

If the person’s name is assigned as a subject heading and the intent of the subject heading is to show that the resource is about the personal life of the individual, you should assign code “d.”

This is particularly true if free-floating subdivisions relating to the individual’s personal life are assigned.

For example, if the resource about Sylvia Plath is assigned **Plath, Sylvia—Family**, code “d” would be appropriate.

The same is true if the resource is not primarily biographical, but you assign a class of persons heading subdivided by **–Biography**.

You would assign such a heading only if at least 20 percent of the resource is about her family relationships, or is a general biography. Twenty percent is certainly significant!

Biography (008/34)

- Contains biographical information (value = d)
- Rules of thumb
  - Assign “d” if the person’s name is assigned as a subject heading

**X**Plath, Sylvia—Criticism and interpretation.

However, if the personal name heading assigned is not biographical in nature, as in the heading **Plath, Sylvia—Criticism and interpretation**, then code “d” would not be appropriate.

### Biography (008/34)

- Contains biographical information (value = d)
- Rules of thumb
  - Assign “d” if the person’s name is assigned as a subject heading

✓ **Plath, Sylvia—Family.**  
**Plath, Sylvia—Criticism and interpretation.**

If both headings were assigned, then it would be perfectly fine to assign code “d.”

## Biography (oo8/34)

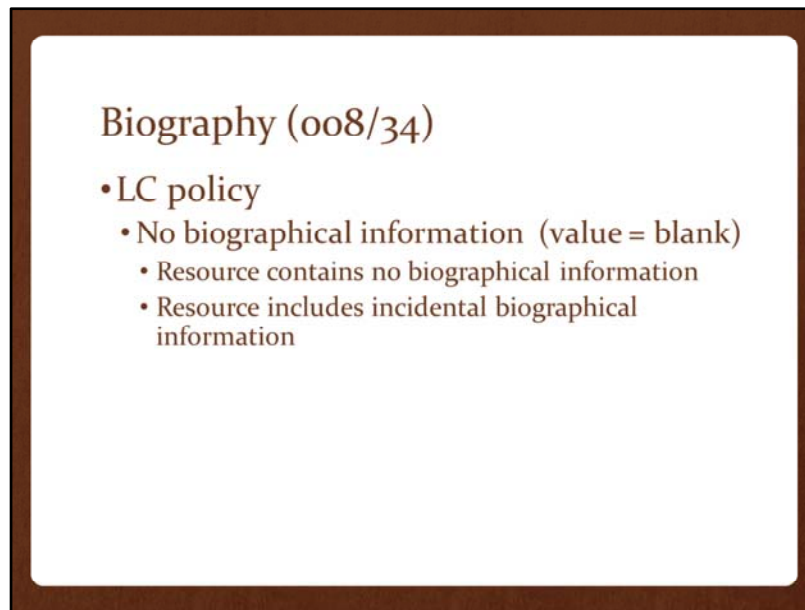
- Contains biographical information (value = d)
  - Rules of thumb
    - Assign “d” if the person’s name is assigned as a subject heading
    - Consider whether it is useful to assign “d” if there are numerous biographies about the person
    - Do not assign “d” if the biographical information is incidental

If there are numerous biographies written about the person, then it may not be important to use code “d” if there are perhaps 10 pages of biographical information in a book that is 200 pages long.

It would not be *wrong* to use “d” in this case, but you should consider whether it is useful to lead researchers to this resource if they looking for biographical information.

If the resource includes incidental mentions of a person’s birth, death, relationships, etc. – that is, the resource mentions those details in passing, or almost as afterthoughts – then “d” is not appropriate.



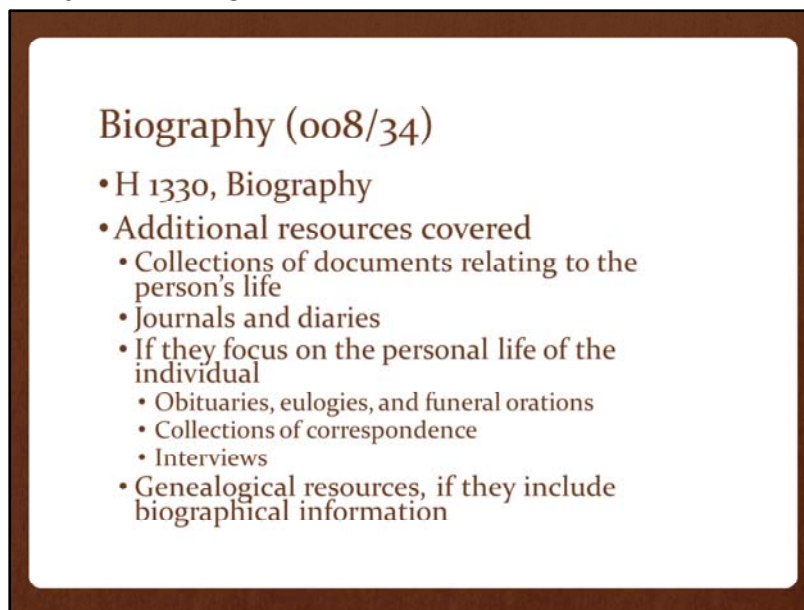


Biography (008/34)

- LC policy
  - No biographical information (value = blank)
    - Resource contains no biographical information
    - Resource includes incidental biographical information

The final code used by LC is “blank.” It is used for most resources cataloged at LC, so it is the default.

It is used when the resource does not contain any biographical information, or when the biographical information is purely incidental.



**Biography (008/34)**

- H 1330, Biography
- Additional resources covered
  - Collections of documents relating to the person's life
  - Journals and diaries
  - If they focus on the personal life of the individual
    - Obituaries, eulogies, and funeral orations
    - Collections of correspondence
    - Interviews
  - Genealogical resources, if they include biographical information

As we said, codes “a,” “b,” and “c” are used when the subdivision –**Biography** is also used, and the subdivision may or may not be present when value “d” is assigned. Therefore, you should consult SHM instruction sheet H 1330, Biography, for the cataloging of these types of resources.

However, the biography byte of the fixed field has a broader scope than instruction sheet H 1330 does. In addition to the resources covered by H 1330, the byte can be used for other types of resources.

Examples include collections of documents relating to the person's life, such as birth and marriage certificates, diplomas, and so forth; journals and diaries of the person; obituaries and eulogies if they focus on the individual's personal life; interviews and collections of correspondence if they relate to the personal life of the individual; and genealogical resources if they provide biographical information.

A more complete list of resources that are considered to be biographical for the purposes of the biography byte of the fixed field, as well as additional guidelines on the use of the byte, can be found in SHM Appendix F.

In addition, the cataloging of many of these types of resources is described in other instruction sheets. For example, the cataloging of correspondence is explained in H 1480, Correspondence of Individual Persons.