

**Final Report of the Task Group on BIBCO Standard Record  
Requirements for Non-Projected Graphic Materials  
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Define a set of required elements for bibliographic records for the monographic non-projected graphic materials format.

**Introduction**

This document defines a set of required elements for bibliographic records for monographic non-projected visual materials (including opaque two-dimensional art originals and reproductions, charges, photographs, and technical drawings). This new standard replaces the previous full and PCC BIBCO core standards for graphic materials. BIBCO Standard Records (BSRs) for graphic materials can be recognized by the presence of an encoding level of "blank" to indicate standard level record and the presence of "pcc" in field 042 to indicate that the record was created by a BIBCO library. The BIBCO core level record for graphic materials, and the BIBCO Standard Record for Printed Books (later Textual Monographs) were used as starting points for the BSR for Graphic Materials.

**Characteristics of the BIBCO standard record (BSR)**

1. The BSR is a "floor" record that promotes an essential set of elements to serve user needs. Emphasis is given to access points, not to extensive descriptive data. The BSR supports the importance of controlled subject and name access points in library catalogs.
2. One encoding level for the BSR replaces the two used for the previous BIBCO core and full level records.
3. The BSR element set combines use of those elements that are mandatory (M) and those elements that are mandatory if applicable (A). It avoids requiring unessential or redundant elements and includes only those essential elements that support user tasks to find, identify, select, and obtain needed resources.
4. BIBCO Standard Records are considered to be as full as is necessary for user tasks. The uniqueness of individual resources is represented by adding elements that are mandatory if applicable for the item in hand. In addition, elements not included in the essential element set may be added if determined to be important for access by cataloger judgment and/or local policy.

5. Main entry headings (1XX), appropriate added entries (7XX), and name or LCSH subject headings (6XX) are supported by authority records established through the NACO and SACO programs.
6. Using the defined element set in the BSR will allow the consistency for more uniform data in catalog records and allow catalogers to concentrate on appropriate added access.
7. BSR content is supported through use of MARC 21 Format for Bibliographic Data
8. The BSR is intended for use by experienced catalogers knowledgeable in AACR2, LCRIs, national standardized classification systems, and subject systems.

**Metadata Application Profile (MAP)  
BIBCO Standard Record (BSR) for Non-projected Graphic Materials**

The MAP is defined for non-projected graphic materials of all kinds including opaque two-dimensional art originals and reproductions, charges, photographs, and technical drawings. Elements in the MAP are represented by fields, subfields, and codes from the MARC 21 Format for Bibliographic Data. Elements are defined as being either mandatory (M) or mandatory if applicable (A). Elements that are system supplied (e.g., 001, 003, 005) are not included in the MAP. Other elements not included in the MAP are not required for use in the BSR. However, they may be used if cataloger judgment and/or local institutional policy determine a need for them. Unless otherwise noted, all indicators and subfields related to an element may be used when appropriate to the item being cataloged. Codes for some elements are included.

Element	Labels and notes	Use
<b>Leader</b>		
06	Type of record “k”	M
07	Bibliographic level “m”	M
17	Encoding level “blank”	M
18	Descriptive cataloging form “a”	M
<b>007 Variable Control Fields – Physical Description Fixed Field: Non-Projected Graphic Materials</b>		
00	Category of material	M
01	Specific material designation	M
<b>008 Variable Control Fields-Fixed-Length Data Elements: Non-Projected Graphic Materials</b>		
06	Type of date/Publication status	M
07-10	Date 1	M
11-14	Date 2	A
15-17	Place of publication, production or execution	M
18-20	Running time for motion pictures and videorecordings For graphic materials, use “nnn”	M
29	Form of item	M
33	Type of visual material	M
34	Technique	M

35-37	Language	M
38	Modified record	A
39	Cataloging source “c” (or “blank” if initially cataloged by a national library)	M
<b>Variable data fields</b>		
010	Library of Congress Control Number LCCN	A
020	International Standard Book Number ISBN \$a	A
037	Source of acquisitions Minimally, supply readily available publisher number(s) (i.e. numbers appearing on the item, container, etc.) If used, also include the assigning agency.	A
041	Language code	A
042	Authentication code \$a “pcc”	M
100-130	Main entry—personal name; corporate body; meeting name; uniform title	A
240	Uniform title Supply if known or can be easily inferred from the item being cataloged.	A
245	Title and statement of responsibility	M
	\$a, \$h	M
	In cases of multiple parallel titles, MINIMALLY include the first parallel title and any English parallel title	
246	Varying form of title: \$a, \$n, \$p Assess each item or collection and assign titles that cover variations deemed important to assist users. The inclusion of varying title information is intended to reflect individual cataloger judgment and/or local institutional policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:1#.	A
250	Edition statement	A
260	Publication, distribution, etc. (imprint) \$a, \$b	A
	\$a Place of publication Only the first-named place of publication as found on the resource is required for items with one publisher and multiple places of publication	
	\$c Date of publication, etc.	M
300	Physical description	
	\$a, \$b	M
	\$c	A
490	Series statement Transcribe here the form of the series statement as it appears on the prescribed source in the item.	A
500	Source of title proper (if other than chief source)	A
501	With note	A
502	Dissertation note	A
505	Formatted contents note Contents may be encoded at one of two levels; “basic” or “enhanced”.	A

	Supply as appropriate for collections, compilations, or for multi-part items with separate titles.	
520	Summary, etc. Note. Use if the content of the item is not apparent from the rest of the description.	A
546	Language note Give the language(s) of the described materials if not apparent from the rest of the description. Also describe alphabets, script, or other symbol systems appearing in the item.	A
533	Reproduction note	A
6XX	Subject and Genre/Form access fields Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject, genre, and/or form of the work at the appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used.	A
700-751	Added entry fields Use judgment in assessing each item. Assign a complement of added entries that covers the significant relationships associated with the work, expression, or manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local policy, in the context of shared cataloging.	A
8XX	Series added entry If local institutional cataloging policy is to trace a series, include in this field the authorized form of the series as established in the LC Name Authority File.	A

### **Implementation issues**

The cataloging environment in which the BSR exists is dynamic and changing at a rapid pace, and to stay up-to-date, the BSR should be reviewed on a periodic basis. One major change is the potential adoption of Resource Description and Access (RDA), which may well prompt modifications to the BSR. A second area undergoing significant change is genre/form headings with projects underway at the Library of Congress. As national cataloging practice evolves, the BSR needs to change with it.

### **Task Group recommendations to the PCC**

1. Prepare documentation and training for the BSR.
2. Prior to implementing RDA review the impact it might have on the BSR and MAP.