



# Technical Bulletin 256

## Abbreviated-Level Record Guidelines

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### About Technical Bulletin 256

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#### Why read this?

To learn about the new OCLC guidelines for abbreviated-level (encoding-level 3) records.

#### Record processing information

All sections describe changes that may affect local system processing of OCLC-MARC records.

#### Route to

Cataloging staff.

#### Online Installation

No system changes are needed to accommodate these guidelines. Catalogers may begin using these guidelines immediately for original cataloging at the abbreviated level.

#### Support

Contact your OCLC regional service provider or the user training development manager at OCLC if you are an independent institution.

Contact OCLC for support in English, Spanish and Portuguese.

Hours: 7:00 am–9:00 pm U.S. Eastern time, Monday through Friday

USA: 1-800-848-5800

International: 1-614-793-8682

E-mail: [support@oclc.org](mailto:support@oclc.org)

#### Documentation affected

*Bibliographic Formats and Standards*, Connexion browser Help, Connexion client Help

#### Conventions

Throughout the technical bulletin, **R** = Repeatable and **NR** = Nonrepeatable.

# 1 Introduction

## Background

OCLC implemented support for Encoding Level value 3 (abbreviated-level) several years ago but at that time there were no established standards for the content of an abbreviated-level record. In the intervening time, some individual institutions have laid out their own guidelines for use in particular projects and have expressed a desire to include those records in WorldCat.

OCLC staff have worked with the Collections and Technical Services Advisory Committee and the Members Council Cataloging and Metadata Services Group to establish OCLC-defined guidelines for the content of abbreviated-level records. The elements listed below have been chosen particularly to support accurate identification of materials for cataloging and discovery purposes and to support automated matching processes.

## 2 Guidelines

### Abbreviated-level cataloging guidelines

These guidelines may be used immediately for original cataloging at the abbreviated level. All fields not included in this list are Optional for abbreviated-level records.

#### Encoding Level 3 Record Guidelines

Element	Tag	Input standard	Note
<b>Fixed field</b>			
Type of Record	Type	M	
Bibliographic level	BLvl	M	
Encoding level	ELvl	M (value 3)	
Descriptive cataloging form	Desc	M (code as appropriate)	
Type of Date	DtSt	M	
Date1/Date2	Dates	M/R	
Country of Publication	Ctry	M	
Form of Item	Form	R	
Language	Lang	M	
Cataloging Source	Srce	M (value <i>d</i> )	
<b>Variable field</b>			
LCCN	010	R	
ISBN	020	R	
ISSN	022	R	
Music Publisher Number	028	R	
Cataloging Source	040	SS	
Authentication Code	042	R	Omit (unless created from Dublin Core record, in which case use code <i>dc</i> ).
Main or Added Entry	1XX / 7XX	R	Include one 7xx field if applicable and if 1xx is not applicable. For some data from non-MARC sources, field 720 may be appropriate.
Title	245	M: ‡a; R: ‡b, ‡c, ‡h	
Varying Form of Title	246	R	Emphasize varying titles, such as those containing symbols or numbers.
Edition	250	R	
Publication Information	260	R: ‡a, ‡b, ‡c	

### Encoding Level 3 Record Guidelines

Element	Tag	Input standard	Note
Physical Description	300	R: Ꞥa	
Series Statement	490	R	Transcribe series, if present, in 490, untraced, with 1st indicator 0.
Electronic Location and Access	856	R: Ꞥu	Other subfields are optional.
Key: M=Mandatory; R=Required if applicable; SS=System-supplied			

### 3 Comparison of Guidelines

#### Comparison of cataloging level guidelines

Use the following chart to compare Full-, Core-, Minimal-, and Abbreviated-level standards for key areas in records:

Element	Full-Level	Core-Level	Minimal-Level	Abbreviated-Level
ELvl	Ⓜ, I, L	4	K, 2, 5, 7, M	3
Fixed field	Code fully on every record	Code fully on every record	Default values	Type: M BLvl: M Desc: M DtSt: M Date 1: M Date 2: R Ctry: M Form: R Lang: M Srce: M (value <i>d</i> ) Other elements are optional.
020, 022, 028	Supply full available information	Subfield ‡a if present on item	Subfield ‡a if present on item	Subfield ‡a if present on item
042	Include as program requires	Include if PCC participant	Omit	Omit (unless created from Dublin Core record, in which case use code <i>dc</i> ).
050, 082, 086, etc.	One number from a recognized scheme if available	One number from a recognized scheme	Optional	Optional
1xx	Include/establish if applicable	Include/establish if applicable	Include/establish if applicable	Include 1xx if applicable.
240	Include/establish if applicable	Include if known or inferred from item	Optional	Optional
245–300	Include all applicable elements	Include all applicable elements	Include all applicable elements	Include the following elements, if applicable: 245 M: ‡a 245 M: ‡a; R: ‡b, ‡c, ‡h 246 R; Emphasize varying titles, such as those containing symbols or numbers. 250 R 260 R: ‡a, ‡b, ‡c 300 R: ‡a
4xx	Transcribe series if present. Trace according to LC practice	Transcribe series if present. If traced, PCC participants should support with authority record	Transcribe if present	Transcribe series, if present, in 490, untraced, with 1st indicator 0.

Element	Full-Level	Core-Level	Minimal-Level	Abbreviated-Level
5xx	All applicable notes according to the latest revision of AACR2 and LCRIs	Enter the following notes if applicable: <ul style="list-style-type: none"> <li>• Field 500</li> <li>• Field 502</li> <li>• Field 505</li> <li>• Field 533</li> </ul>	Enter the following notes if applicable: <ul style="list-style-type: none"> <li>• Field 501</li> <li>• Field 502</li> <li>• Field 533</li> </ul>	Optional
6xx	Subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	Optional	Optional
7xx	Full added entry coverage according to the latest revision of AACR2 and LCRIs	Express primary added entry relationships and important title access information	Express primary added entry relationships and important title access information	Include one 7xx field if applicable and if 1xx is not applicable. For some data from non-MARC sources, field 720 may be appropriate.
8xx (Established form of series if different from that in field 490)	If series is traced, use as appropriate	If series is traced, use as appropriate	Optional	Omit
856	Optional	Optional	Optional	R: ꞵ Other subfields are optional.
In the Abbreviated-Level column, M=Mandatory; R=Required if applicable.				

## Technical Bulletins Online

### Introduction

This section covers retrieving technical bulletins in electronic form.

### OCLC web site

To access technical bulletins on the OCLC Web site:

	Action
1	Type <a href="http://www.oclc.org/support/documentation/technicalbulletins/">http://www.oclc.org/support/documentation/technicalbulletins/</a> in the address bar of your Web browser.
2	Click the name of the technical bulletin you want to view.

### Internet list

To subscribe to TECHBUL-L—a public list that e-mails an announcement of availability of new technical bulletins on the OCLC Web site:

Action
Type <a href="https://www3.oclc.org/app/listserv/">https://www3.oclc.org/app/listserv/</a> in the address bar of your Web browser. Click Submit after you complete the form. Or Type <i>subscribe techbul-l</i> in the body of an e-mail message and send it to <b><i>listserv@oclc.org</i></b> . To unsubscribe, type <i>unsubscribe techbul-l</i> in the body of an e-mail message, and send it to <b><i>listserv@oclc.org</i></b> or use the Internet List Request form.

### Comments

The OCLC Documentation Department welcomes comments about this document. Please send them via e-mail to [doc@oclc.org](mailto:doc@oclc.org).

## Current OCLC Technical Bulletins

The list below is current as of July 2008. Technical Bulletins not listed are obsolete. Please discard them or mark them as obsolete.

Reminder: Effective March 20, 2003, OCLC discontinued issuing printed copies of technical bulletins.

No.	Date	Title	OCLC Documentation Affected
256	0708	<i>Abbreviated-level Record Guidelines</i>	<i>Bibliographic Formats and Standards</i> , Connexion browser help, Connexion client help
255	0508	<i>OCLC-MARC Format Update 2008</i>	<i>Bibliographic Formats and Standards</i> , <i>OCLC-MARC Records</i> , Connexion browser help, Connexion client help
254	0507	<i>OCLC-MARC Formate Update 2007 and Instiution Recod Changes</i>	<i>Bibliographic Formats and Standards</i> , <i>OCLC-MARC Records</i> , Connexion browser help, Connexion client help
253	0906	<i>ISBN and OCLC Number Changes</i>	<i>Authorities User Guide</i>
252	0506	<a href="#">OCLC-MARC Format Update 2006</a>	<i>Authorities User Guide</i>
250	0310	<i>Parallel Records</i>	<i>Enhance Training Outline</i>
249	0304	<i>OCLC-MARC Format Update 2003</i>	<i>Authorities User Guide</i> , <i>OCLC-MARC Records</i>
247	0211	<i>OCLC-MARC Format Update 2002</i>	<i>Cataloging Electronic Resources: OCLC-MARC Coding Guidelines</i> , <i>OCLC-MARC Records</i>