

Glossary

AACR2	<i>Anglo-American Cataloguing Rules, 2nd Edition</i> . The national/international standard for the cataloging of library materials.
added entry	The entry determined by AACR2 to be the secondary access point for the item.
ALA	American Library Association. The major national organization for librarians.
ALA character set	ALA-defined characters used in MARC 21 records, including standard alphabetic characters, diacritics, special characters, 14 superscript characters, 14 subscript characters, and 3 Greek characters. Only these characters are valid in MARC 21 records.
ANSI	American National Standards Institute. A nonprofit non-governmental organization composed of representatives from business and professional organizations that acts as the repository for various voluntary standards.
ANSI/NISO Standards for Holdings Data	The standard for holdings data exchange, providing a normative arrangement of data in records so that the data and records can be efficiently shared among users. Current ANSI/NISO standards for holdings data are documented in <i>Holdings Statements for Bibliographic Items</i> (ANSI Z39.71 1999). <i>See also</i> Level 1; Level 2; Level 3; Level 4.
accession number	An inventory number assigned to each item in a library's collection. Usually sequentially assigned as the item is added. Typically in the form <i>yyyy-nnnnnn</i> , in which the year of acquisition precedes the sequential number.
archive record	The bibliographic record OCLC creates and stores that contains local changes made by an institution to the master record. Archive records are a complete history of an institution's OCLC cataloging activity. OCLC uses archive records to create offline products—catalog cards, magnetic tapes of records, and electronic files of records.
ASCII	American Standard Code for Information Interchange. A standard computer character code set. Each ASCII character consists of 7 information bits and 1 parity bit for error checking.
author	The person, persons, or corporate body responsible for the writing or compilation of a work.
Authority File	<i>See</i> OCLC Authority file.
authority information	The data in an authority record.
authority record	A collection of information about one name, uniform title, or topical term heading. An authority record can contain the established form of heading, <i>see from</i> references, <i>see also from</i> references, and notes.

batchload processing	A technique in which records to be processed are collected into groups. The group of records is sent or loaded to the service all at once. In OCLC services, batchloading is an automated method of processing bibliographic, authority, and holdings records into WorldCat.
bibliographic information	The data in a bibliographic record.
bibliographic record	A machine-readable record that describes the physical format of a library item and the intellectual content of that item.
Books format	OCLC-MARC format used for cataloging books and book-like material.
bracketed interpolation	Bibliographic information that has been added by the cataloger. It appears in brackets ([]) in records.
call number	The notation used to identify and locate a particular item in a collection. A call number consists of a classification number and a book number or Cutter number.
cataloging card	<i>See</i> OCLC cataloging card.
cataloging source	The agency that created the record. Four elements of OCLC-MARC records have cataloging source information (1) <i>Srcce</i> in the bibliographic fixed field and <i>Source</i> in the authority fixed field, and (2) field 040 (Cataloging Source) in both the bibliographic and authority record.
Cataloging Source (Source)	The authority fixed-field element that has coded data indicating the creator of the authority record.
Cataloging Source (Srcce)	The bibliographic fixed-field element that has coded data indicating the source of the cataloging data in the record. The source of the data indicated in Cataloging Source (<i>Srcce</i>) may not necessarily be the same as the institution that input the record.
chronology	Types of dates used by publishers to identify the individual bibliographic unit of a serial, for example, date of coverage, date of publication, or date of printing.
CJK	The Chinese, Japanese, and Korean languages.
classification system	Method in use for cataloging a library collection, e.g., Dewey Decimal Classification (DDC).
CODEN	The 6-character code assigned to serials by the Chemical Abstracts Service.
communications format	In MARC 21, the standards for representation and exchange of data in machine-readable form. In the USA, this is an implementation of an ANSI standard. <i>MARC 21 Format for Bibliographic Data</i> (formerly called USMARC) is an implementation of ANSI standard Z39.2. OCLC-MARC is an implementation of MARC 21 that conforms to the ANSI standard. Standards provide a common way of organizing machine-readable records so that they can be easily exchanged among users.
Computer Files format	OCLC-MARC format used for cataloging computer files and programs.
conference name	The name of a meeting, exhibition, exposition, festival, athletic contest, or scientific expedition. Also called meeting name.
content designation	In MARC 21, the codes and conventions established to identify and characterize the data elements within a record and to support manipulation of that data. OCLC defines content designation for OCLC-MARC records in <i>Bibliographic Formats and Standards</i> , <i>Authorities User Guide</i> , and <i>Union List Users Guide</i> .
content of the record	Data in MARC records. Data elements that comprise the records are defined by standards outside the format, such as Anglo-American Cataloguing Rules, Library of Congress Subject Headings, ANSI/NISO <i>Holdings Statements for Bibliographic Items</i> , or other rules and codes used by the organization that creates the record. <i>See also</i> content designation; record structure

control field	A 00x field. It identifies the field tag in the Directory, but contains neither indicator positions nor subfield codes. Control fields are structurally different from variable data fields. They may contain either a single data element or a series of fixed-length data elements.
corporate name	The name of an association, institution, business, firm, nonprofit enterprise, etc.
Cutter number	A code combining decimal numbers with letters from an author's surname used in an alphabetizing system. These numbers are used to order materials within classes. The class number and the cutter number together form a unique call number for an item.
database	A grouping of data for a particular purpose or for the use of a particular set of users, usually organized in fields and providing tools to enable manipulation of the data for sorting, grouping, searching, and retrieving.
default	The selection made by the computer in the absence of specific instructions by the user.
default holding library code	The holding library code that appears automatically in bibliographic field 049 (Local Holdings) when a user displays a bibliographic record. Each authorization number/password combination has a default holding library code.
default value in workforms	A value that the system automatically supplies in workforms.
delimiter	<i>See</i> subfield delimiter.
diacritic	A mark that modifies the phonetic value of some other character or characters. It is always used in conjunction with another character. In OCLC-MARC records, each diacritic occupies its own position, directly preceding the modified character.
dial-access telecommunications	The connection through public telephone lines from a terminal or workstation to a service, network, or computer.
directory	In a file of records, the series of entries that contain the tag, length, and starting location of each variable field in a record.
download	The process of loading data into a computer from a remote location using a telecommunications line.
EDX	<i>See</i> Electronic Data EXchange.
Electronic Data EXchange	OCLC method of data exchange via FTP. It is a method for libraries to send and receive files.
ELvl	<i>See</i> Encoding Level (<i>ELvl</i>).
Enc lvl	<i>See</i> Encoding Level (<i>Enc lvl</i>).
embedded holdings data	Holdings information added to an existing MARC 21 bibliographic record rather than being in a separate linked holding record.
Encoding Level (ELvl)	The level of completeness of the bibliographic record.
Encoding Level (Enc lvl)	The level of completeness of the authority record. The level of specificity of the holdings statement.
End-Of-Message	Marks the end of a field of data. Displays in Passport as ¶.
enumeration	The non-chronological scheme used by publishers to identify an individual serial and to show the relationship of the individual unit of the serial to the series as a whole. For example, Volume 235 and Volume X are indicators of enumeration.
EOM	<i>See</i> End-Of-Message.
export	A command or action that causes a displayed record to be converted to OCLC-MARC communications format and output to a file on a workstation or in a local system.
field	In a bibliographic, authority, or holdings record, a marked area in which the same kind of information is consistently entered.

file structure	<i>See</i> record structure.
fill character	A black box or vertical bar in workforms that represent content that must have valid data.
fixed field	Field in a record in which mnemonic labels identify elements that contain coded information for describing the item and the record. Each element has a fixed length.
fixed-length data element	An element in a record whose length cannot be changed. <i>See also</i> variable control field.
forename	A name before a surname; a first name.
format	A standard for the representation and exchange of data in machine-readable form. Standard organization for MARC bibliographic records. The library community uses formats so that MARC records can be readily transferred among automated systems. <i>See also</i> record structure
free-text field	A field in which subfields are loosely defined to permit text (rather than coded) data entry.
frequency	The interval at which a publisher distributes a serial publication.
FTP	File Transfer Protocol. A TCP/IP-based program that is generally available for file transfers to and from a large variety of hosts including IBM mainframes, Tandem Guardian systems, and UNIX hosts. FTP is a popular way of downloading files from the Internet.
full-level record	Full or complete cataloging. It corresponds closely to the second level of description in AACR2 1998 rev. rule 1.0D2.
government document number	Government-assigned number for materials printed at the expense of and by the authority of any office of the government, for example, United States Superintendent of Documents (SuDoc) numbers.
holding library	The library or collection within an institution represented by the holding library code.
holding library code	A unique code that identifies a holding library within an institution. Usually, it is the OCLC symbol and an another character, for example, ADR and ADRR. <i>See also</i> OCLC symbol.
holdings data	The data in a holdings record.
holdings display	A list of OCLC symbols of institutions that hold the item. A holdings display accompanies each bibliographic record in WorldCat.
holdings information	The location, status, and/or copies associated with a single bibliographic item of a specific publication held by a particular institution.
holdings level	<i>See Holdings Statements for Bibliographic Items; Level 1; Level 2; Level 3; Level 4.</i>
holdings record	A collection of information including the location, status, and/or copies associated with a single bibliographic item of a specific publication held by a particular institution.
indicator	A part of each variable field that supplies information about the field for indexing, card production, and other system functions.
initial article	Words such as <i>a, an, the</i> , and the non-English equivalents that are the first word in a title or corporate name. <i>See also</i> nonfiling indicator.
Institution level	<i>See</i> SIHD.
institution symbol	<i>See</i> OCLC symbol.
Internet	A collection of networks. Broadly used to designate any set of interconnected, logically independent networks which exchange information via a common set of rules for exchanging data (TCP/IP protocol).

ISBN	International Standard Book Number . A 10-character identification number assigned to a work by its publisher.
ISSN	International Standard Serial Number . An 8-character identification number assigned to a serial through the ISSN Network.
item	The physical embodiment of a work or representation that shares the same physical characteristics. For example, a book is an item; an audiocassette recording of the book is another item. An institution may have many copies of an item.
LC	<i>See</i> Library of Congress.
LCCN	<i>See</i> Library of Congress Control Number .
LCRI	<i>See</i> Library of Congress Rule Interpretations .
LDR	<i>See</i> OCLC Local Data Record .
leader	Data elements that provide information for the processing of the record. The data elements contain numbers or coded values and are identified by relative character position. The leader is fixed in length at 24 character positions and is the first field of a bibliographic, authority, and holdings record.
less-than-full-level record	A record that does not meet the second level of description prescribed in AACR2.
Level 1	ANSI/NISO standard that identifies the item at the location level. This can include the institution, the library, the physical site, and/or the collection at which the item is located or from which it is available.
Level 2	ANSI/NISO standard that identifies items at the location level and includes record creation date, physical form, completeness, acquisition, retention information, and local notes.
Level 3	ANSI/NISO standard that contains all Level 2 information and identifies the item at the summary level of chronology and/or enumeration. <i>See also</i> chronology; enumeration.
Level 4	ANSI/NISO standard that contains all Level 2 information and identifies the item at the detailed level of chronology and/or enumeration. <i>See also</i> chronology; enumeration.
Level I Standard	The input standard establishing criteria for a full or complete bibliographic record.
Level K Standard	The input standard establishing criteria for a less-than-full bibliographic record.
Library of Congress	The Library of Congress of the United States, although not officially a national library, provides services appropriate to a national library.
Library of Congress Control Number	An accession number for the Library of Congress.
Library of Congress Rule Interpretations	Cataloging guidelines issued by the Library of Congress.
Line	The data between a SOM (▶) and the end of a field of data. Displays in Passport as ¶.
local data	Bibliographic data that is pertinent only to the institution cataloging the record. For example, local holding information, accessions numbers, processing numbers are local data. Certain fields in OCLC-MARC, such as 910 (User Option Data), are reserved for local data.
Local Data Record	<i>See</i> OCLC Local Data Record.
local holdings format	The communications formats for representation and exchange of holdings data created at a library. It is often MARC 21 Holdings format that conforms to the ANSI/NISO standard with variations for local purposes. <i>See also</i> <i>MARC 21 Format for Holdings Data</i> ; OCLC Local Data Record.

local holdings information	<i>See</i> local holdings format; local holdings record.
local holdings record	The local libraries holdings record based on the local holdings format.
location	An institution, a library within an institution, a library within a group of libraries, or a collection within an institution or library.
locations record	<i>See</i> holdings display.
Machine-Readable Cataloging	<i>See</i> MARC (Machine-Readable Cataloging).
magnetic tape	Reel-to-reel tapes or cartridges used as physical data transport media.
main entry	The entry determined by AACR2 to be the primary access point for the item.
Maps format	OCLC-MARC format used to catalog cartographic material.
MARC	<i>See</i> MARC (MAchine-Readable Cataloging).
MARC 21 Format for Authority Data	Describes the authority format. This includes the authorized forms of names, subjects, and subject subdivisions to be used in constructing access points in MARC records, the forms of these names, subjects, and subject subdivisions that should be used as references to the authorized forms, and the interrelationships among these forms.
MARC 21 Format for Bibliographic Data	Describes the bibliographic format for printed and manuscript textual materials, computer files, maps, music, serials, visual materials, and mixed materials. Bibliographic data commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item.
MARC 21 Format for Holdings Data	Describes the holdings format. This includes holdings information for three types of bibliographic items that are identified by a code in Leader/06 (Type of Record): single-part, multi-part, and serial.
MARC 21 label file	In electronic processing, a separate file sent with the data file. It identifies characteristics of the data file, including the date compiled, records in the file, name of the data file, system, format, type of record, and destination.
MARC (MAchine-Readable Cataloging)	An internationally accepted standard for the exchange of data in machine-readable form. <i>See also</i> communication format.
MARC record	A record that meets the standards for the exchange of data in machine-readable form.
meeting name	<i>See</i> conference name.
minimal-level records	<i>See</i> less-than-full level records.
Mixed Materials format	OCLC-MARC format for collections of 2 or more types of materials.
mnemonic label	The labels in the fixed field that are constructed from the name of the element they represent. For example, <i>ELvl</i> , or <i>Enc lvl</i> for Encoding Level.
modem	In telecommunications, a modulator-demodulator. It converts the digital signal from a workstation into an analog signal for transmission over telecommunications lines.
monograph	An item complete in one part or a specified number of parts; <i>compare</i> serial.
music publisher number	Plate and publishers' numbers for printed music; and serial numbers or matrix numbers for sound recordings.
NACO	N ame A uthority C ooperative P rogram. Participants in NACO create and maintain authority records in the OCLC Authority File.
NISO	N ational I nformation S tandards O rganization. Accredited by ANSI to develop voluntary technical standards for the library, information sciences, and publishing communities.

nonfiling indicator	In bibliographic and authority records, indicators that determine how many initial characters the system omits before indexing the field.
note	Additional information about the item that might not have a place in the rest of the bibliographic record.
OCLC Authority File	A database which establishes, for consistency, the authoritative forms of names (personal or corporate) or subject headings to be used in a catalog.
OCLC cataloging card	A 3" by 5" card containing bibliographic information.
OCLC control number	An accession number assigned by the OCLC Cataloging service when a record is added to WorldCat.
OCLC holding library code	A unique code that identifies a holding library within an institution. <i>See also</i> OCLC symbol.
OCLC Local Data Record	The communications structure for representation and exchange of holdings data from OCLC. It contains both summary institution-holdings (SIHD) and summary copy-holdings (SCHD) information. Local Data Records form the basis for Union List displays.
OCLC Online Union Catalog	<i>See</i> WorldCat (the OCLC Online Union Catalog).
OCLC symbol	A unique identifier assigned by OCLC to members and participants. OCLC symbols are used in field 040 (Cataloging Source) of bibliographic and authorities records and also in holdings displays. <i>See also</i> holding library code.
OCLC-MARC format	OCLC's implementation of the MARC 21 format.
OLUC	<i>See</i> WorldCat (the OCLC OnLine Union Catalog).
online error reporting	Use of field 952 (OCLC Locally Defined) informs OCLC of needed additions and corrections to a record. Used for errors in records that cannot be corrected by the users and do not require proof.
publisher	The person or company responsible for placing the book on the market.
record format	A standard for the representation and exchange of data in machine-readable form. <i>See also</i> record structure.
record structure	In MARC 21 formats, record structure is the order in which the content designators and content appear in the record and/or file. Record structure can include such specifications as tape media, header, blocking techniques, and characters sets used in the record and in files. The terms <i>record format</i> and <i>record structure</i> are often used interchangeably. Record format is generally the broader term and often refers to a combination of record structure, content designation, and content of the record. <i>See also</i> content designation and content of the record.
SCHD	Summary-Copy Holdings Data. The field in OCLC Local Data Records that holds Level 3 information. It summarizes the holdings of the copy represented by the Local Data record. For example, copy 1 having volumes 1–3 is in the SCHD field of a Local Data Record.
Scores format	OCLC-MARC format used to catalog musical scores.
segment number	The number in brackets for a segmented variable field.
segmented variable field	Variable field displayed by the system in 9-line, 600-character parts. Each part has a segment number and the line tag, and indicators are the same for each segment.
serial	A publication in any medium issued in successive parts bearing number or chronological designations and intended to continue indefinitely. Includes annuals, journals, newspapers, numbered monographic series, periodicals, proceedings, etc.
Serials format	OCLC-MARC format used to catalog serials.

series title	Items related to each other by subject matters, issued successively, and generally by the same publisher in a uniform style, with each item having, in addition to its individual title, a collective serials title.
set holdings	<i>See</i> Institution holdings set in WorldCat.
SIHD	Summary-Institution Holdings Data. The total holdings for a title set based on all the held copies for an institution. For example, if the library holds copy 1, volumes 1–3 and copy 2 has volumes 4–7, the summary institution holdings are v. 1–v. 7.
SOM	<i>See</i> Start-Of-Message .
Sound Recordings format	OCLC-MARC format used to catalog sound recordings.
Source	<i>See</i> Cataloging Source (<i>Source</i>).
special character	Alphabetic or phonetic characters other than those used in modern English. Each special character occupies its own position. <i>See</i> <i>OCLC Diacritics and Special Characters</i> for complete information.
Srce	<i>See</i> Cataloging Source (<i>Srce</i>).
Start-Of-Message	Marks the beginning of a field of data. The characters that signals the system that it is the beginning of the transmitted data. Displays as ►.
subfield	The smallest logical unit of information in a variable field. Subfield codes (letters or numbers) identify subfields and are preceded by subfield delimiters (‡). A subfield ‡a is implicit at the beginning of most fields, but does not display.
subfield delimiter	Marks the beginning of a subfield. Displays as ‡.
subject	A content designator or topic. Subject schemes (for example, Library of Congress Subject Headings [LCSH]) use a controlled vocabulary to categorize library materials about the same subject.
subject scheme	Subjects categorize library material. Subject schemes (for example, Library of Congress Subject Headings [LCSH]) use a controlled vocabulary; that is, they use the same words to categorize the library material about the same subject. For example, an item about atomic structure and another item about neutrons can have the same subject entry, Nuclear physics.
subtitle	Appear in records as part of the title proper or as the subtitle in a separate subfield.
summary-copy holdings data	<i>See</i> SCHD.
summary-institution holdings data	<i>See</i> SIHD.
summary-level holdings	Holdings information about serials at the first (highest) level of enumeration and/or chronology. Summary-holdings information includes copy-specific information.
surname	A name shared in common to identify the members of a family. Also a family name or last name.
tag	A 3-character string used to identify or label an associated variable field. Element of a MARC record that identifies variable fields. Tags are grouped numerically by function.
tag group	Tags beginning with the same first digit. Tags are grouped by this first digit according to function. For example, 1xx tags are main entries, 2xx tags are titles, 3xx tags are for physical description, and so on.
tape	<i>See</i> magnetic tape.
tape cartridge	A small plastic case that holds magnetic tape for data storage. <i>See also</i> magnetic tape.
TCP/IP	Transmission Control Protocol/Internet Protocol. A set of computer programs that enables communication between similar or dissimilar computers on a network. Internet Protocol is the standard for sending data on the Internet.

telecommunications network	Several linked electronic communications systems that transmit messages using electronic impulses.
title	A word, phrase, character, or group of characters, normally appearing on an item, that names the item or the work contained in it.
title statement	The title proper that may also include the general material designation and remainder of the title.
uniform title	Collects the publications of an author, composer, or corporate body into a unit. The unit may contain several expressions and manifestations of the work: for example, complete works, works in a particular literary or musical form (sonatas, songs). Other uniform titles distinguish between different publication (usually serials) with the same titles.
Union List group	A network of libraries sharing holdings information with one another, usually for the purpose of gaining wider access to information.
Union List information	The information taken from OCLC Local Data Records that makes up other Union List displays. For example, group displays and institution displays contain Union List information.
variable field	Any variable field other than a 00x control field. It is identified by the field tag in the directory. A variable field contains 2 indicator positions at the beginning of each field and a 2-character subfield code preceding each data element in the field.
varying form of title	Title associated with the item, but not necessarily on the item. A varying title differs substantially from the title proper and contribute to further identification of the item.
Visual Materials format	OCLC-MARC format used for cataloging projected medium, nonprojected graphics, and so forth.
workform	An outline of a bibliographic record into which you enter bibliographic data.
WorldCat (the OCLC Online Union Catalog)	OCLC's online union catalog. WorldCat is a database of more than 42 million records for the bibliographic description of separately cataloged works from thousands of libraries. Used for the full array of technical service applications, including OCLC Cataloging, OCLC Interlibrary Loan (ILL), and OCLC Union List.