

MARC21 Content Designators

Material type
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Non computer/e-resource bibliographic entity
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References

(Last updated: 7 Mar 2013)

Leader 06 - Material type

Leader 07 – Bibliographic level

Leader 06 - Material type

a - Language material

[Language matl]

For non-manuscript language material (Manuscript language material uses code “f”). Includes finite and continuing printed resources, and electronic resources, such as e-journals, that are basically textual in nature, whether they are reproductions from print or originally produced.

b - Cartographic material (codes “e” and “f” in MARC21)

[Cartographic]

For non-manuscript and manuscript cartographic material. Includes maps, globes, digital maps, and other cartographic items. Atlases are an exception and those that are originally produced in the form of bookbinding are encoded as language material.

d – Computer file/e-resource (code “m” in MARC21))

[Computer file]

For the following types of electronic resources: computer software (including programs, games, fonts), numeric data, computer-oriented multimedia, online systems or services. For these classes of materials, if there is a significant aspect that causes it to fall into another Leader/06 category, the code for that significant aspect is used instead of code “d” (e.g., vector data that is cartographic is not coded as numeric but as cartographic). Other classes of electronic resources are coded for their most significant aspect (e.g. language material, graphic, cartographic material, sound, music, moving image). In case of doubt or if the most significant aspect cannot be determined, consider the item a computer file.

e - Two-dimensional non-projectable graphic material (code “k” in MARC21)

[2D graphic matl]

For two-dimensional non-projectable graphics such as activity cards, charts, collages, computer graphics, digital pictures, drawings, duplication masters, flash cards, paintings, photo CDs,

photomechanical reproductions, photonegatives, photo prints, pictures, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, and reproductions of any of these.

f - Manuscript language material (code “t” in MARC21)

[Manuscript lang]

For manuscript language materials or microforms of manuscript language materials. This category is applied to items for language material in handwriting, typescript, or computer printout (including printed materials completed by hand or by keyboard). At the time of creation, this type of material is usually intended, either implicitly or explicitly, to exist as a single instance. For example: marked or corrected galley and page proofs, manuscript books, legal papers, and unpublished theses and dissertations, manuscript diaries.

g – Kit (code “o” in MARC21)

[Kit]

For a mixture of various materials in two or more forms issued as a unit and intended primarily for instructional purposes, and where no item is the predominant part of the kit. For example:

- packages of assorted materials, such as a set of school social studies curriculum material (books, workbooks, guides, activities, etc.);
- packages of educational test materials (tests, answer sheets, scoring guides, score charts, interpretative manuals, etc.).

- ❖ For materials in two different forms (for example, book with DVD, or VHS with book), follow the respective code for the primary material in the set, i.e. “a”, “o”, “d”, “m”, or “b”, according to each different case; *mixed format (j)* will be discontinued.

i – Microform

Microform sets, microform collections. It also includes microform notated music, microform of non-manuscript cartographic material, microform of manuscript cartographic material.

[Microform]

k - Notated music and/or manuscript notated music (codes “c” and “d” in MARC21)

[Notated music]

For printed or electronic notated music, and manuscript notated music.

m – Musical sound recording and non-musical sound recording (codes “i” and “j” in MARC21)

[Snd recording]

For musical sound recordings (e.g., phono discs, compact discs, or cassette tapes), and for recordings of non-musical sounds (e.g., speech).

o - Projected medium (same as videorecording in INNOPAC; code “g” in MARC21)

[Proj. medium]

For motion pictures, video recordings (including digital video), filmstrips, slide, transparencies or material specifically designed for projection (materials designed for overhead projection are also included in this type of record category).

p - Mixed materials

[Mixed matl]

When there are significant materials in two or more forms that are usually related to a topic or a subject and they have been accumulated by or about a person or a body. It includes archival funds and manuscript collections of mixed forms of materials, such as text, photographs, and sound recordings.

Intended primary purpose is other than for instructional purposes (i.e., other than the purpose of those materials coded as g (Kit)). For example materials in different forms that have been collected and compiled by a librarian to support a course, or to support an exhibition.

r - Three-dimensional artifact or naturally occurring object

[3D object]

The man-made objects such as models, games, toys, puzzles, simulations, sculptures and other three-dimensional art works, exhibits, machines, clothing, and stitchery. Also includes naturally occurring objects such as, microscope specimens (or representations of them) and other specimens mounted for viewing.

Notes:

- **Computer files:** are identified by a distinctive *type of record* code only if they belong to certain categories of electronic resources. In all other cases, the *type of content* characteristics described by the other codes, take precedence over the computer file characteristics of the item.
- **Items in multiple forms of materials (multi-item bibliographic entity):**
 - **Kit (g):** when the entity is issued as a single unit and no type of material predominates; as opposed of Mixed material (p).
 - **Mixed material (p):** when the entity is a made-up collection and no type of material predominates.
- **Items in one form of materials (single bibliographic entity):**
 - All cases, except **Kit (g)** or **Mixed materials (p)**.
- INNOPAC will continue to adopt “d” (*Computer file/e-resource*); this will not include *e-journal*.
- E-journal will follow the new bibliographic entities designated for electronic continuing resources, not based on its form but on its type of content characteristics, such as **Textual continuing resource**, or **Textual continuing resource with search software** (on optical disc or remote access, respectively).
- **Mixed format** (for two types of materials) will be discontinued in INNOPAC. Follow the leader 06 code for the primary material of the respective combination (Book with DVD, CD-ROM with book, DVD with book, etc.).
- INNOPAC will continue to use “i” *for Microform* to include all kinds of microform materials.
- INNOPAC will cancel "c" continuing resource, and will use "a" language material instead.

Leader 07 – Bibliographic level

a - Monographic component part

[Mono comp pt]

A monographic bibliographic unit that is physically attached to or contained in another unit, and the retrieval of the component part is dependent on the identification and location of the host item or container. Contains a carrier that describe the component part and data that identify the host (Carrier 773 Host Item Entry). Examples: articles in a single issue of a periodical, a chapter in a book, a band on a phonodisc, and a map on a single sheet that contains several maps.

b - Serial component part

[Serial comp pt]

A serial bibliographic unit that is physically attached to or contained in another unit, and the retrieval of the component part is dependent on the identification and location of the host item or container. Contains a carrier that describe the component part and data that identify the host (Carrier 773 Host Item Entry). Example: a serial component part with corresponding host item that is a regularly appearing column or feature in a periodical.

c – Collection

[Collection]

A made-up multipart group of items that were not originally published, distributed, or produced together (as a single unit). The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system.

d – Subunit**[Subunit]**

A part of collection, especially an archival unit described collectively elsewhere in the system. Contains carriers that describe the subunit and data that identify the host item. Examples of subunits: items, folders, boxes, archival series, subgroups, or sub-collections.

i - Integrating resource**[Integrating res]**

A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole, such as updating loose-leafs and updating Web sites. Integrating resources may be finite or continuing.

m - Monograph/Item**[Monograph/Item]**

An item either complete in one part (e.g., a single monograph, maps (either single maps or bound maps), a single manuscript, etc.) or intended to be completed, in a finite number of separate parts (e.g., a multi-volume monograph, a sound recording with multiple tracks, etc.)

s – Serial**[Serial]**

A bibliographic item issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Examples: periodicals, newspapers, annuals (annual reports, yearbooks, etc.); journals, memoirs, proceedings, transactions, etc., of societies; numbered monographic series, etc.

Note:

- INNOPAC will stop using “e” for computer files, and will use “m” *Monograph/item*, according to MARC21.
- INNOPAC will stop using “f” for maps, and will use “m” *Monograph/item*, according to MARC21.
- INNOPAC will stop using “g” for visual materials, and will use “m” *Monograph/item*, according to MARC21.
- INNOPAC will stop using “h” for music score/audio, and will use “m” *Monograph/item*, according to MARC21.

Non computer/e-resource bibliographic entity

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Monograph - An item either complete in one part or complete, or intended to be complete, in a finite number of separate parts, such as books, guidebooks, reports, proceedings, dissertations, handbooks and manuals, conference reports, technical reports and working papers. Monographs may be collected when the subject matter is in scope.

Leader 06 : **a** [material type: *language material*]

Leader 07 : **m** [bibliographic level : *monograph/item*]

Continuing resource - A bibliographic resource that is issued in multiple parts over time with no predetermined conclusion. Continuing resources are theoretically divided into two types - serials and integrating resources. Integrating resources may be finite or continuing.

- ❖ Types of serials are: *periodicals, newspapers, continuations* (i.e. the serials published at irregular intervals, and annuals).
- ❖ Types of integrating resources are titles that are continually updated. Parts of the work may be replaced, but the whole work continues to exist, although it is continually changed. Examples of integrating resources include updating loose-leafs publications, indexes that continuously updated, some electronic resources such as updating websites, or the *Britannica Online*.

See "**Computer file/e-resource bibliographic entity list**".

Leader 06 : **a** [material type: *language material*]

Leader 07 : **s** [bibliographic level : *serial*]

or

Leader 06 : **a** [material type: *language material*]

Leader 07 : **i** [bibliographic level : *integrating resource*]

Microform - The most common microform is the *microfilm*. It came into use in the 1930s as a compact way to preserve, store, and copy information on paper. Pending digitization, it is still the preferred way of preserving back runs of newspapers. The *microfiche* has been in use for some monographic preservation works since about the 1970s, because it is even more compact and easier to use than microfilm.

Leader 06 : **i** [material type: *microform*]

Leader 07 : **m** [bibliographic level : *monograph/item*]

Projected medium

Leader 06: **o** [material type: *Projected medium*]

Leader 07 : **m** [bibliographic level : *monograph/item*]

Sound recording (musical and non-musical)

Leader 06: **m** [material type: Musical sound recording and non-musical sound recording]

Leader 07: **m** [bibliographic level : *monograph/item*]

Manuscript language material

Leader 06: **f** [material type: *manuscript language material*]

Leader 07: **m** [bibliographic level : *monograph/item*]

Special cases for Manuscript language materials:

- When there is a set of manuscripts organized after its production, and related to a certain subject, to form a collection:

Leader 06: **f** [material type: *manuscript language material*]

Leader 07: **c** [bibliographic level: *collection*]

- When there a part of a collection of manuscripts is individualized and set as a subunit, and contained in a folder, box, or archival series.

Leader 06: **f** [material type: *manuscript language material*]

Leader 07: **d** [bibliographic level: *subunit*]

Cartographic material

Leader 06: **b** [material type: *cartographic material*]

Leader 07: **m** [bibliographic level : *monograph/item*]

Kit

Leader 06: **g** [material type: *kit*]

Leader 07: **m** [bibliographic level : *monograph/item*]

Mixed Material

Leader 06: **p** [material type: *Mixed materials*]

Leader 07: **m** [bibliographic level : *monograph/item*]

2-D Graphic Material

Leader 06: **e** [material type: *Two-dimensional non-projectable graphic material*]

Leader 07: **m** [bibliographic level : *monograph/item*]

Notated and/or manuscript notated music

Leader 06: **k** [material type: *Notated music and/or manuscript notated music*]

Leader 07: **m** [bibliographic level : *monograph/item*]

3-D artifacts and objects

Leader 06: **r** [material type: *Three-dimensional artifact or naturally occurring object*]

Leader 07: **m** [bibliographic level : *monograph/item*]

Computer file/e-resource bibliographic entity

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Bibliographic databases on the Internet - collections of bibliographic records retrieved via search software and being primarily textual bibliographic data are coded as *language material*.

Leader 06 : **a** [material type: *language material*]

Leader 07 : **m** [bibliographic level : *monograph/item*]

form of material: *computer file/e-resource*

type of computer file: *bibliographic data*

Collections of databases on the Internet - the type of computer file that is *online system or service* (which record describes the system itself and not the content of individual databases).

Example: MEDLINEplus, a system of databases and databanks on the Internet offered by the US National Library of Medicine and the National Institutes of Health.

Leader 06 : **d** [material type: *computer file/e-resource*]

Leader 07 : **m** [bibliographic level: *monograph/item*]

type of computer file : *online system or service*

Textual continuing resource – a resource that is equivalent of a print item, but in electronic format. If a material type/leader 06 for computer file/electronic resource is added, it should be based on the content of the resource, therefore the resource is coded as *language material*.

Example: MEDLINE, a monthly periodical available in PDF format.

Leader 06 : **a** [material type: *language material*]

Leader 07 : **s** [bibliographic level: *serial*]

form of material: *computer file/e-resource*

type of computer file: *document*

form of continuing resource: *periodical*

Textual continuing resource with search software – a resource that is equivalent of a print item, but in electronic format. It requires a search software for access, but the resource remains primarily textual data and it is coded as language material “a” and not as “d”, according to the content of the resource.

Example: MLA International Bibliography, a database of citations on CD, published quarterly.

Leader 06 : **a** [material type: *language material*]

Leader 07 : **s** [bibliographic level: *serial*]

Textual continuing resource with search software and Internet access service (e.g. Project Muse, a service providing Internet access to a large collection of journals from numerous scholarly publishers), the leader 07 should be “ **i** ”. The material type is “*a*” *language material*, and the bibliographical level is “*i*” *integrating resource* because it is continually changed by means of updates that are integrated into the whole.

Leader 06 : **a** [material type: *language material*]

Leader 07 : **i** [bibliographic level: *integrating resource*]

form of material: *computer file/e-resource*

type of computer file: *bibliographic data*

type of continuing resource: *periodical*

form of continuing resource: *updating database*

Textual document – a resource equivalent to a print item, but in electronic form. It is coded as *language material* as the type of computer file depends on the content of the resource. For example, a book in PDF (e-book) available on a CD-ROM.

Leader 06: **a** [material type: *language material*]

Leader 07: **m** [bibliographic level: *monograph/item*]

form of material: *computer files/electronic resource*

type of computer file: *document*

Cartographic material in electronic form – a non-manuscript cartographic material in electronic form. It is coded as *cartographic material* and the bibliographic level is *monograph/item*. The type of computer file is *representational*.

Leader 06: **b** [material type: *cartographic material*]

Leader 07: **m** [bibliographic level: *monograph/item*]

form of material: *computer file/e-resource*

type of computer file: *representational*

Still images – electronic collections of graphic materials (e.g. drawings, photographic prints, posters). They may contain additional items in text format, but the primarily content is always graphic. It is coded as *2-D non-projectable graphic material* and the bibliographic level is *monograph/item*. The type of computer file is *representational*.

Leader 06: **e** [material type: *two-dimensional non-projectable graphic*]

Leader 07: **m** [bibliographic level: *monograph/item*]

form of material: *computer file/e-resource*

type of computer file: *representational*

Notated music – a resource that is an online collection of sheet music in electronic form. It is coded as *notated music "k"*, and the bibliographic level is *monograph/item "m"*. The type of computer file is *other*.

Example: *Historic American sheet music*, a collection of sheet music on the Internet.

Leader 06: **k** [material type: notated music]
Leader 07: **m** [bibliographic level: monograph/item]

form of material: *computer file/e-resource*
type of computer file: *other*

Computer software – a resource that consists of a set of instructions directing a computer to perform operations.

Example: Foxit software (a PDF reader).

Leader 06: **d** [material type: *computer file/e-resource*]
Leader 07: **m** [bibliographic level: *monograph/item*]

form of material: *computer file/e-resource*
type of computer file: *computer program*

Computer operating system - a resource that consists of a set of instructions directing a computer to perform certain operations.

Example: SuSE Linux 10.0 (available on optical disc).

Leader 06: **d** [material type: *computer file/e-resource*]
Leader 07: **m** [bibliographic level: *monograph/item*]

category of material: *electronic resource*
type of computer file: *computer program*

Computer game – a resource that consists on a game that allows multi-user play online. The type of file is *game*.

Example: *World of Warcraft*, a computer game.

Leader 06: **d** [material type: *computer file/e-resource*]
Leader 07: **m** [bibliographic level: *monograph/item*]

category of material: *electronic resource*
type of computer file: *game*

Web portal – The bibliographic record that describes the system and its content. It is coded as *computer file/e-resource*. It is an *integrating resource* since it is continually changed by means of updates that are integrated into the whole. The type of computer file is *combination* since a Web portal may contain various types of materials such as text, audio, still images, and video (moving images), and none of them is considered as the primary.

Leader 06: **d** [material type: *computer file/e-resource*]
Leader 07: **i** [bibliographic level: *integrating resource*]

form of material: *electronic resource*
type of computer file: *combination*
type of cont. resource: *updating web site*

frequency: *continuously updated*

Web site with significant audio and video content – a resource that consists of several types of materials, including text, audio, still images, and video (moving images). The Leader 06 is coded as *computer file/e-resource*, and the bibliographic level is *integrating resource*. The type of file is *combination* since there is no one significant aspect.

For example: *CNN Web site*, a site covering news, weather, and other subjects such as sports and entertainment. It includes text, video and audio.

Leader 06: **d** [material type: *computer file/e-resource*]
Leader 07: **i** [bibliographic level: *integrating resource*]

form of material: *continuing resource*
type of computer file: *combination*
type of cont. resource: *updating web site*
form of item: *electronic*

Streaming video – a resource that is an electronic moving image. It is coded a *projected medium* in Leader 06. The type of computer file is *combination*, as there is audio as well as moving images. For example: *Atoms & molecules*, an educational streaming video.

Leader 06: **o** [material type: *projected medium*]
Leader 07: **m** [bibliographic level: *monograph/item*]

form of material: *computer file*
type of computer file: *combination*

Streaming audio – a resource that is a collection of sound recording in electronic format. The material type is coded as "m", either for *musical* or *non-musical* sound recording, depending on the content. The bibliographic level is "c" collection. The type of computer file is *sound*.

Example: *Floger Library Listening Center Online*, a digital collection of sound recordings.

Leader 06: **m** [material type: *musical sound recording*]
Leader 07: **c** [bibliographic level: *collection*]

form of material: *computer file*
type of computer file: *sound*

References

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