

BIBCO Standard Record (BSR) for Archival Collections Metadata Application Profiles (MAP)

Introduction

This document defines a set of required elements for bibliographic records for archival collections, including one-item collections. BIBCO Standard Record (BSR) for Archival Collections can be recognized by the presence of either encoding level “blank” or encoding level “1,” indicating a standard level record, the presence of “pcc” in field 042 to indicate that the record was created by a BIBCO library, and the presence of “dacs” in subfield \$e of field 040 to indicate the use of Describing Archives: A Content Standard (DACS) as a descriptive convention. Other non-PCC libraries can use this standard without the 042 field as an aid in their cataloging. The BIBCO Standard Record for Rare Books was used as starting point in the development of the BSR for Archival Collections. In fact, relevant material in the Final Report of the Task Group on BIBCO Standard Record for Rare Book has been lifted and used in this report as well.

Characteristics of the BIBCO Standard Record for Archival Collections

1. The BSR for Archival Collections is a “floor” record that promotes an essential set of elements to serve user needs while fulfilling the functional objectives of DACS. The “Single-level Optimum” level of description outlined in DACS Chapter 1 was used as a base in developing the BSR for Archival Collections. The BSR emphasizes essential descriptive data as well as controlled name and subject access points.
2. The two encoding levels used in the BSR for Archival Collections allow the creation of bibliographic records for Archival Collections that are examined (EncLvl blank), and Archival Collections that are cataloged based on an extant description (EncLvl 1); the use of two encoding levels meets the needs of all BIBCO stakeholders working with manuscript materials.
3. The BSR element set combines use of required elements. 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. For archival materials in particular, the uniqueness of resources is represented by adding elements that are mandatory if applicable for the material in hand. In addition, elements not included in the essential element set may be added if determined to be important for access by cataloger’s judgment, local policy, and/or consortial agreements.
5. Main entry headings (1XX) and appropriate added entries (7XX) are supported by authority records identified in the LC/NACO Authority File, and must be established through the NACO Program, if not found. Subject headings (6XX) may be taken from Library of Congress Subject Headings (LCSH). Subject terms that are not identified in LCSH may be established, according to cataloger’s judgment.

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6. The BSR for Archival Collections is supported through use of the MARC 21 Format for Bibliographic Data.
7. Using the defined element set in the BSR for Archival Collections will enhance the consistency for more uniform data in bibliographic records, and will allow catalogers to concentrate on appropriate added access.
8. The BSR for Archival Collections is intended for use by experienced catalogers knowledgeable in DACS, AACR2, the LCRI's, subject systems, and structured vocabularies that can be used to improve access to information.

This MAP is defined for archival collections. Elements in the MAP are:

- represented by fields, subfields, and codes from [MARC 21 Format for Bibliographic Data](#). Codes for positions in the Leader are supplied.
- defined as being either mandatory (M) or mandatory if applicable (A).
- not included if system-supplied (e.g., 001, 003, 005).
- limited to those required for use in the BSR. Cataloger's judgment and/or local institutional policy are valid reasons to use additional fields in a bibliographic record.

Element	Labels and Notes	Use
Leader		
06	Type of record "p" or "t"	M
07	Bibliographic level "c," "d," or "m"	M
08	Type of control "a"	M
17	Encoding level "blank" or "1"	M
18	Descriptive cataloging form "a"	M

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Element	Labels and Notes	Use
007 Variable Control Fields – Physical Description Fixed Field		
00	Category of material	M ^{Microforms}
01	Specific material designation	M ^{Microforms}
04	Dimensions	M ^{Microforms}
05	Reduction ratio range	M ^{Microforms}
008 Variable Control Fields – Fixed-Length Data Elements		
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
35-37	Language	M
38	Modified record	M
39	Cataloging source “c” or “blank”	M
Variable Data Fields		
010	Library of Congress Control Number	A
040	Cataloging Source	
	\$e: “dacs”	M
041	Language Code	A
042	Authentication Code	
	\$a: “pcc”	M
043	Geographic Area Code	A
1XX	Main Entries	A
245	Title Statement Use with a formal title only	
	\$a, \$f	M
	\$b, \$c, \$g, \$h	A

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246	Varying Form of Title Assess each collection and assign titles that are required by DACS and titles that cover variations deemed important to assist users. The inclusion of varying title information is intended to reflect individual cataloger's judgment and/or local policy.	A
300	Physical Description	
	\$a	M
	\$b, \$c, \$f, \$g	A
351	Organization and Arrangement of Materials	A
506	Restrictions on Access Note	M
520	Summary, Etc.	M
524	Preferred Citation of Described Materials Note	A
530	Additional Physical Form Available Note	A ^{Microforms}
533	Reproduction Note	A
534	Original Version Note	A
541	Immediate Source of Acquisition Note	A
544	Location of Other Archival Materials Note	A
545	Biographical or Historical Data	A
546	Language Note Use judgment and add for complex language situations or for situations involving unusual scripts, where the 008 35-37 element alone cannot convey the information.	A
555	Cumulative Index/Finding Aids Note Use for analog indexes, finding aids, and online indexes, with \$u as appropriate. Some archival repositories may prefer to use the 856 field (Electronic Location and Access) in place of the 555.	A
561	Ownership and Custodial History	A

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6XX	<p>Subject Access Fields</p> <p>Use judgment in assessing each item. Addition of genre/form terms (655), occupational terms (656), or functional terms (657) to the BSR for Archival Collections is encouraged if local policy calls for the use of such terms, as appropriate to the collection being described. Assign a complement of headings that provides access to at least the primary/essential subject, genre, and/or form of the collection at an appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used.</p>	A
700-751	<p>Added Entry Fields</p> <p>Use judgment in assessing each item and assign a complement of added entries that cover the primary relationships associated with the collection. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local institutional policy.</p>	A
852	Location	A
856	<p>Electronic Location and Access</p> <p>Use for online indexes or finding aids; for analog indexes or finding aids, use the 555 field.</p>	A