

# LINCC Database Guidelines

---

Last reviewed and approved by the CCLA  
Executive Committee in March 2010

**Note:** This document is designed to be viewed on the web. Selecting the underlined resources may take you to a page outside of the CCLA Web site.

**College Center for Library Automation**

This page intentionally left blank.

---

## Contents

Introduction .....	1
Section 1 LINCC Authority Records .....	2
1.1 Authority Record Standards .....	2
1.2 Editing Authority Records in LINCC .....	3
1.2.1 Library of Congress Authority Records .....	3
1.2.2 Typographical Errors.....	3
1.2.3 Fixed Field .....	3
1.2.4 Tagging Errors .....	3
1.2.5 Form of Entry .....	3
1.2.6 Linking References ( <i>See and See A/so</i> References) .....	3
1.2.7 Enhancements to Authority Records.....	3
1.2.8 See References (4xx) .....	3
1.2.9 See <i>A/so</i> References (5xx) .....	3
1.2.10 Notes .....	3
1.2.11 Overlaying an Authority Record from a Bibliographic Utility .....	4
1.3 Adding Authority Records to LINCC .....	4
1.3.1 Original Cataloging of Authority Records .....	4
1.4 LINCC Authority Records Templates .....	4
Section 2 LINCC Bibliographic Records .....	5
2.1 Bibliographic Standards .....	5
2.2 Editing Bibliographic Records .....	5
2.2.1 Enhancements to Bibliographic Records .....	5
2.2.2 Typographical Errors.....	5
2.2.3 Fixed Field .....	5
2.2.4 Field Tags and Subfield Codes.....	6
2.2.5 Indicators .....	6
2.2.6 Call Numbers .....	6
2.2.7 Name Headings .....	6
2.2.8 Uniform Titles.....	6
2.2.9 Series Statements.....	6
2.2.10 Topical Subject Headings .....	6
2.2.11 Names Used as Subject Headings .....	6
2.2.12 Genre or Form Terms .....	7
2.2.13 Integrating Resource Records .....	7
2.2.14 Serial Records .....	7
2.2.15 Cataloging-in-Publication Records (CIP) .....	8
2.2.16 LC Partial or Minimal-level Records.....	9

2.2.17	“On Demand” and University Microfilm (UMI) Publications .....	9
2.2.18	MARC Field Indicators for Print Constants, Display, and Note Generation.	9
2.2.19	Moving-Image Records (Videotapes, Motion Pictures, Videodiscs).....	9
2.2.20	Vertical File Records.....	10
2.3	Overlaying a LINCC Record from a Bibliographic Utility.....	10
2.3.1	Editing an Overlaid Bibliographic Record.....	10
2.4	Adding Bibliographic Records to LINCC.....	10
2.4.1	Transferring a Record into LINCC from a Bibliographic Utility .....	11
2.4.2	Original Cataloging .....	11
2.4.3	Standards for Original Cataloging in LINCC .....	11
2.4.4	Course Reserves Bibliographic Records .....	12
2.4.5	Non-library Owned Materials .....	14
2.4.6	Acquisitions Records .....	14
2.5	Duplicate Bibliographic Records.....	15
2.5.1	Determining Duplicate Records .....	15
2.5.2	Deleting Duplicate Records .....	16
2.5.3	Suspected Duplicate Records.....	16
2.5.4	Allowable Duplicate Records .....	16
2.6	Deleting Bibliographic Records from LINCC .....	17
2.6.1	Bibliographic Records with No Holdings Records.....	17
2.7	Cataloging Remotely Accessed Electronic Resources.....	17
2.7.1	General Guidelines for Bibliographic Record Description .....	17
2.7.2	Guidelines for LINCC Electronic Resource Bibliographic Cataloging Records .....	20
2.7.3	Library of Congress Subject Headings and Form Headings .....	23
2.8	Maintenance of Remote Electronic Resource Links.....	23
2.8.1	Verification of Links at the Time of Cataloging.....	24
2.8.2	LINCC Libraries’ Maintenance of 856 Fields.....	24
2.8.3	Guidelines for the Maintenance of 856 Fields.....	24
2.8.4	Deleting LINCC Electronic Resource Records.....	24
2.9	Serials Copy and Summary Holdings Records .....	24
Section 3	LINCC Holdings and Item Records.....	25
3.1	MARC Holdings for Data Records.....	25
3.1.1	Guidelines for MFHD Records .....	25
3.1.2	Public or Non-public Notes 414 .....	25
3.1.3	MARC Holding Records for Electronic Resources .....	26
3.1.4	MFHD Item Records .....	26
3.2	Item Records.....	26
3.2.1	Creating Item Records .....	27
3.2.2	Item Records for Non-library Owned Materials .....	27

---

3.2.3	Item Records for Electronic Resources.....	27
3.2.4	Item Records for Course Reserves and Temporary Materials .....	27
3.2.5	Item Records for Serials .....	27
3.2.6	Deleting Serial Item Records .....	27
3.3	Serials Holdings Records .....	27
3.3.1	Serial Titles with Predictive Patterns.....	28
3.3.2	Break in Recording Holdings .....	33
Section 4	LINCC Patron Records.....	34
4.1	Adding Patron Records to LINCC.....	34
4.1.1	Patron Record Standards .....	34
4.1.2	Patron Record Standards for Manually-added Records.....	34
4.1.3	Reciprocal Borrowers.....	34
4.2	Correcting Patron Records.....	34
4.2.1	Unique ID Field .....	35
4.2.2	Expiration Date .....	35
4.2.3	Address.....	35
4.2.4	Patron Status .....	35
4.3	Deleting Patron Records .....	35
4.4	Batch-loaded Patron Record Data Specifications.....	35
4.4.1	Submitting Batch-loaded Files to CCLA.....	35
4.4.2	File Specifications .....	36
Appendix A	Glossary .....	37
Appendix B	Bibliography.....	41
Appendix C	LINCC Aleph Borrower Record Data Specifications — Personnel .....	43
Appendix D	LINCC Aleph Borrower Records Data Specifications — Student .....	49
Appendix E	LINCC Institution and Campus Codes.....	56
Appendix F	Student and Personnel Files Naming Conventions by Institution .....	62
Appendix G	State Codes.....	63
Appendix H	Country Codes.....	64
Appendix I	National Union Catalog Codes .....	65
Appendix J	LINCC Serial Pattern Templates by Template ID .....	66

---

## Tables

Table 3.1: Serial Holdings Punctuation .....	32
Table C.1: Personnel Data Specifications .....	45
Table D.1: Student Data Specifications .....	51

---

## Introduction

The Library Information Network for Community Colleges (LINCC) is founded upon databases of bibliographic, holdings, supplier, and borrower records created by Florida's 28 community colleges. LINCC databases are continually expanded and updated through the addition, editing, or enhancement of records by participating institutions. In the union environment, the concept of "ownership" or "authorship" vanishes for shared records. Creating and using LINCC records requires a spirit of sharing and cooperation, as well as a common understanding of what is expected of each participant.

[Guidelines for Responsible Use of LINCC](#), formulated by an ad hoc committee of the CCLA Executive Committee, states that "all participants share the joint responsibility for enhancing, maintaining, and protecting LINCC databases." *LINCC Database Guidelines* was created to maintain the integrity of LINCC by providing standards and guidelines for institutions to follow.

The Standing Committee on Bibliographic Quality Control first developed *LINCC Database Guidelines* in 1992. These guidelines were developed to fulfill the charge of the Executive Committee of the CCLA Advisory Board to establish standards for the maintenance and creation of LINCC. This document has since become a collaborative effort that has benefited from the hard work and expertise of numerous CCLA standing committees and task forces.

Each section in these guidelines discusses a specific type of LINCC record. Sections are self-contained units and may be used independently from other sections. The appendices contain material applicable to the guidelines as a whole. These guidelines will be revised as new types of records are added to LINCC or when the use of existing records is modified.

### **Participants' Roles in Maintaining LINCC**

CCLA does not act as a LINCC institution in the routine creation of LINCC records, nor does it routinely monitor the LINCC database for errors. Rather, CCLA relies on the vigilance of participating institutions to maintain quality LINCC databases so it can continue to fulfill its role as a facilitator and problem solver. In addition, CCLA charges LINCC institutions with:

Complying with provisions and responsibilities outlined in both *LINCC Database Guidelines* and [Guidelines for Responsible Use of LINCC](#).

Adhering to documentation provided by CCLA and with vendor partners.

Directing questions affecting LINCC database quality not answered by this documentation to the CCLA Service Desk.

---

# Section 1

## LINCC Authority Records

Authority records are the basis for the online verification process and provide linking references between headings. Because access points for all LINCC users are affected by the accuracy of authority records, it is important that libraries gain a thorough understanding of the nature of authority record formation.

The LINCC authority file contains records for:

Personal names (Field 100)

Personal names/uniform titles (Field 100 with subfield *t*)

Corporate names (Field 110)

Conference names (Field 111)

Geographic names (Field 151)

Uniform titles (Field 130)

Series uniform titles (Field 130)

Subject headings (Field 150)

Reference records (Field 1xx and a field 260, 664, or 666)

Form headings (Field 180)

The LINCC authority file does not contain records for:

Headings from other thesauri (e.g. MeSH, NLC)

Annotated card (AC) headings

### 1.1 Authority Record Standards

The following standards apply when working with authority records in the authority file:

Headings must be formatted according to *Anglo-American Cataloguing Rules (AACR2)*, latest edition, as adapted by the Library of Congress (LC).

Headings must be established according to LINCC guidelines.

The use of local reference records is not encouraged if cross-references, generated by the 4xx or 5xx fields of the MARC21 record, provide satisfactory user guidance.

The [MARC21 Format for Authority Record](#) structure must be followed when constructing an authority record.

---

## 1.2 Editing Authority Records in LINCC

Errors in authority records interfere with the accurate retrieval of related headings and the verification of headings. Therefore, corrections to existing authority records may be made by editing or overlaying an existing record with a record from an authority file from a bibliographic utility.

### 1.2.1 Library of Congress Authority Records

Changes to Library of Congress (LC) authority records will not be retained in LINCC if LC revises the record and the revised record overlaid an existing LINCC record.

**Note:** A LINCC library that is an OCLC member should forward LC authority record corrections to SOLINET.

### 1.2.2 Typographical Errors

Typographical errors should only be corrected when they occur in explanatory text.

### 1.2.3 Fixed Field

Errors in coding elements affect proper linking and display of authority records in the public catalog and should be corrected.

### 1.2.4 Tagging Errors

Tagging errors should be corrected.

### 1.2.5 Form of Entry

Corrections should not be made to the form of entry (1xx field).

### 1.2.6 Linking References (**See and See Also References**)

Corrections should not be made to the form of entry, to the choice of a *see* linking reference (appearing as a 4xx field), or to a *see also* (5xx field) link.

### 1.2.7 Enhancements to Authority Records

LINCC libraries are encouraged to add and maintain linking references to aid all users of the database. Since headings not linked to a bibliographic record do not appear in the public access catalog, they may be added to the authority record for future use.

### 1.2.8 See References (4xx)

Add 4xx references for variant forms of the 1xx heading, as needed. Avoid references that would switch an established heading to an incorrect form. References may be added to reflect pre-AACR2 form, common usage errors, etc. Strict adherence to AACR2 rules is not necessary in forming 4xx headings.

### 1.2.9 See Also References (5xx)

Add 5xx references necessary to link headings, especially for pseudonyms. *See also* headings must be formed in accordance with AACR2 rules, as adapted by the Library of Congress.

### 1.2.10 Notes

General explanatory notes may be added to any record.

---

### **1.2.11 Overlaying an Authority Record from a Bibliographic Utility**

An overlay of an existing authority record should only occur if revisions and/or additions have been made to the 1xx, 4xx, and/or 5xx fields.

Subsequent searches can then be performed using the new revised/added headings of the new record.

## **1.3 Adding Authority Records to LINCC**

Authority records may be added to the database by importing records from a bibliographic utility or another online catalog, or by creating an original record online in LINCC.

The following guidelines apply when adding authority records to LINCC:

All authority records added to or created in LINCC must conform to AACR2, as adapted by the Library of Congress.

MARC fields and tags for all authority records added to or created in LINCC must conform to LINCC standards.

Authority records created online in LINCC must be entered in the appropriate online template with all appropriate fields and tags completed.

### **1.3.1 Original Cataloging of Authority Records**

After searching the Library of Congress online catalog or other online catalogs for a record, use the processes outlined below for original cataloging of authority records.

Search LINCC for the proposed form of the 1xx, 4xx, and 5xx fields to determine if a record with any form of the heading already exists, or if the proposed heading will require heading changes on existing bibliographic records.

If a form of the proposed heading exists in the authority file either as an established 1xx heading or as a linking reference, edit both records. If it does not exist in LINCC, add the record using the correct template.

## **1.4 LINCC Authority Records Templates**

LINCC online templates do not contain descriptive information. However, field information is provided through online help.

---

## Section 2

# LINCC Bibliographic Records

A bibliographic record describes the intellectual content and the physical characteristics of a title. Bibliographic records form the foundation of LINCC's online catalog. The Standing Committee on Bibliographic Quality Control adopted the philosophy of "the more information, the richer the record," when it first formulated guidelines for the LINCC bibliographic database.

### 2.1 Bibliographic Standards

All bibliographic records added to or created in LINCC must adhere to the following standards:

All records intended to be permanent LINCC bibliographic records must be full MARC21 cataloging records.

International Standard Bibliographic Description (ISBD) punctuation must be used for all records originally cataloged and added to LINCC.

*Anglo-American Cataloguing Rules* (AACR2), latest edition, must be followed for original cataloging.

All access points must be in AACR2 form.

Library of Congress Subject Headings (LCSH) must serve as the primary thesaurus for subject heading formation.

### 2.2 Editing Bibliographic Records

An accurate and complete bibliographic MARC record is the basis for providing access to LINCC library holdings. LINCC libraries are encouraged to enhance and correct bibliographic records. Since errors in bibliographic records may interfere with accurately retrieving an item in LINCC, the guidelines contained in this section apply when enhancing or changing elements of a bibliographic record. Library of Congress practice and heading formation may be verified online through the LINCC or LC authority files, or offline through the use of the appropriate LC documentation. Fields used by another participating institution to provide additional access to a record may not be deleted by LINCC libraries.

#### 2.2.1 Enhancements to Bibliographic Records

The philosophy of "the more information, the richer the record" makes it acceptable for LINCC libraries to add subject headings, additional entries, and descriptive information (e.g., content notes, etc.) to LINCC records.

#### 2.2.2 Typographical Errors

Typographical errors in a bibliographic record should be corrected. Errors in access points should be verified against the item in hand before corrections are made.

#### 2.2.3 Fixed Field

Fixed field elements are used to limit retrieval of titles by type of material, language, or date. Errors in the fixed field should be corrected and missing information should be entered.

---

#### **2.2.4 Field Tags and Subfield Codes**

All MARC field tag and subfield code errors must be corrected.

#### **2.2.5 Indicators**

Errors in assigning indicators should be corrected. Particular attention should be paid to filing indicators used in title fields.

#### **2.2.6 Call Numbers**

Call numbers must not be changed or deleted from an existing record. Missing LC-supplied call numbers (fields 082 and/or 050) should be added, if available from an LC cataloging source and second indicators used in electronic location and access fields.

#### **2.2.7 Name Headings**

The form of the heading may be changed to conform to AACR2 or to a LINCC authority record. Choice of entry for a record is not to be corrected.

#### **2.2.8 Uniform Titles**

The form of entry for uniform titles should be corrected. Choice of entry for a record is not to be corrected.

#### **2.2.9 Series Statements**

Series tracing status (traced vs. untraced) may be changed to conform to LC tracing practice. The form of entry may also be changed to conform to LC practice, as verified by an authority record. Untraced series (MARC field 490 0) require minimum maintenance by LINCC libraries to preserve the descriptive nature of the heading.

#### **2.2.10 Topical Subject Headings**

Subject headings are sorted and indexed in LINCC by the thesauri that produced the heading. An online authority file is maintained only for LC subject headings. The following guidelines apply:

LC subject headings (field 65x, second indicator 0) may be corrected or changed and must conform to current LC practice. Consult online authority files and LC documentation for guidance.

If a locally assigned subject heading (69x tag) is identical to a valid LC subject heading, change the 69x field tag to 65x and the second indicator to zero (0), so the associated bibliographic record will appear in the LC index list. No changes, other than corrections of obvious typographical errors, may be made to local subject headings.

#### **2.2.11 Names Used as Subject Headings**

The following guidelines apply when formulating or modifying names used as subject headings in the bibliographic record:

Personal name headings used as subject headings have a MARC field tag of 600. Corporate names have a MARC field tag of 610. Conference names have a MARC field tag of 611. Follow the form of the heading used in the LINCC or LC authority file. If the heading is not found in the online authority files, formulate the heading according to AACR2 rules. Follow LC practice for the assignment of form and topical subdivisions.

---

Geographic names used as subject headings have a MARC field tag of 651. Geographic names include names of places and geographic features (e.g., mountains, lakes) and may appear in either the subject or the name authority file or both. If the heading is not found in the online authority files, formulate the heading according to AACR2. Follow LC practices for the assignment of subdivisions.

### 2.2.12 Genre or Form Terms

The following guidelines apply when modifying genre or form terms in the bibliographic record:

**MARC Field 655** — Genre or form terms are found in field 655 of a MARC bibliographic record. Genre terms represent the literary form for text material. For graphic materials, genre terms represent vantage point, intended purpose, etc. A form or physical characteristic term represents the physical character, the intellectual content, or the order of information of a title. Do not change a 655 field to a 650 or 651 MARC field.

**Subfield v of MARC Fields 600, 610, 611, 650, or 651** — Subfield v is used in subject heading fields to indicate what the item is (i.e., its form, genre). If the subdivision indicates what the item is about, subfield x is used. Generally, the form subdivision will be the last in the string. LINCC libraries may change current subfield x genre or form terms to subfield v in those cases where the term indicates the format, or genre, of the material. For more information, refer to the guide, [Use of ≠v Subfield for Form Subdivisions in Subject Headings](#).

#### **EXAMPLE**

A periodical publication on Florida History: Florida \$x History \$x Periodical  
Should be changed to: Florida \$x History \$v Periodical

### 2.2.13 Integrating Resource Records

Do not change choice of entry for an integrating resource record. LINCC libraries should follow chapter 12 of AACR2, 2002, revised edition, when formulating integrating resource records. Integrating resources include serials, web sites, and loose-leaf publications. For more information about chapter 12 of AACR2, please consult the following Microsoft PowerPoint presentations:

[Integrating Resources](#)

[AACR Chapters 9 and 12 for Electronic Resources](#)

[Transforming AACR2: Using the Revised Rules in Chapters 9 and 12](#)

[Description of Integrating Resources](#)

[Descriptive Changes for Serials](#)

[Major/Minor Changes](#)

### 2.2.14 Serial Records

The preferred record for serials is the record that represents the paper copy. Do not add a new serial record to reflect the availability of a variant format (e.g., microfilm) that replaces paper issues.

---

New bibliographic records should be input, at a minimum, when the following changes occur:

When there is a title change. Generally a title change has occurred when one of the first five words, six if there is an initial article, changes. If the cataloged serial uses a main entry heading, and the main entry changes, then it is a title change.

When the qualifier for a uniform title changes.

When a serial returns to an earlier form of numbering and repeats the same numbers, even though the title hasn't changed.

**Note:** This rule is used if the publisher **intentionally** begins renumbering.

When the publisher **replaces** one physical format for another.

**Note:** This rule is used when the first physical format is no longer published.

For more information about changes that require a new record, see CONSER Cataloging Manual, module 16.

Once a new record is created for any of the above reasons, the old record should be "closed off." The following fields may be affected when a title has ceased:

Fixed field 008/11-14	Ending date of publ
Fixed field 008/06	Publication status
260 \$a	Date of publication
300 \$a	Extent of item
362 0 or 1	Ending designation
246, 310, 5xx	Dates in notes
785	Succeeding entry

Staff should notify the Service Desk when they notice that an old serial bibliographic record is being used for serial check-in.

Serial electronic resources should be cataloged using the serials format. The 006 field is used to describe the physical qualities of the resources. (CONSER module 30.2)

If the physical format of the serial is replaced by another physical format (e.g., no longer issued in paper, now only issued in microfiche), create a successive entry record to reflect the new physical format.

### **2.2.15 Cataloging-in-Publication Records (CIP)**

LINCC libraries should upgrade CIP records (set the Encoding level to 8 and delete the 263 field) for all formats to full-level cataloging, to reflect information appearing on the published item. Changes in title and/or other access points may occur when the record is upgraded because of differences between pre-publication and final publication information.

---

### 2.2.16 LC Partial or Minimal-level Records

LINCC libraries should upgrade LC partial- or minimal-level cataloging records (Encoding level 5 or 7) for all formats to full-level cataloging (set the Encoding level to 8 and delete the 263 field). The LC creates these records with a minimum of information, therefore changes and additions to access points and descriptive elements are required.

### 2.2.17 “On Demand” and University Microfilm (UMI) Publications

Publications that are reproductions and manufactured “on demand” (i.e., not as part of a regular print run) should have the manufacturing details recorded in the notes area. The note should be introduced with the appropriate material designation for the item. The date of manufacture should not be included in the reproduction note or in the date element of the fixed field; rather, add a separate note stating that the manufacture date may vary.

#### **EXAMPLE**

533; ;\$a Photocopy. \$b Ann Arbor, Mich. : \$c University Microfilms.  
500; ;\$a Manufacture date of reproduction varies.

A library may add copy-specific information in the 843 field of the MARC Holdings for Data (MFHD) record.

### 2.2.18 MARC Field Indicators for Print Constants, Display, and Note Generation

Indicators in some fields of OCLC MARC or USMARC records may be intended to trigger a print constant, generate a note, or display a field in the online catalog. Catalog the materials using appropriate MARC field tags and indicators. Do not add additional explanatory text or fields to the LINCC MARC record since that may cause redundancy.

### 2.2.19 Moving-Image Records (Videotapes, Motion Pictures, Videodiscs)

The following guidelines apply when modifying moving-image records (videotapes, motion pictures, and videodiscs):

LINCC libraries should follow the LC practice of using the same MARC record to catalog a title that has been issued by the same distributor in a variant format. For each variant format described in the same MARC record, enter multiple 007, 300, and 538 fields.

#### **EXAMPLE**

007; ; \$a vfucbahou \$.  
007; ; \$a vfucgaizu \$.  
300; ; \$a 2 videocassettes (ca. 240 min) : \$b sd., col. ; \$c 1/2 in. \$.  
300; ; \$a 2 laserdiscs (ca. 240 min) : \$b sd., col. ; \$c 12 in. \$.  
538; ; \$a VHS.  
538; ; \$a Laserdisc.

Existing LINCC records should be edited to include a variant format if the title has been issued by the same distributor.

LC cataloging records should be edited to delete LC copy- or holding-specific information.

#### **EXAMPLE**

710;21; \$a LC Purchase Collection (Library of Congress).

---

### 2.2.20 Vertical File Records

Use an existing LINCC vertical file bibliographic record if the subject heading matches your institution's needs. However, if the subject heading does not match, then a new record may be added.

## 2.3 Overlaying a LINCC Record from a Bibliographic Utility

A LINCC record may be replaced by overlaying it with a record from another LINCC conforming database. An existing record may be overlaid if a record from a bibliographic utility will:

Replace the existing record with a LC cataloging record (DLC:DLC).

Replace a "brief" record created in Course Reserves or the Acquisitions module.

Enhance access points and/or notes.

### 2.3.1 Editing an Overlaid Bibliographic Record

The following guidelines apply when editing an overlaid bibliographic record:

Edit the record in accordance with the guidelines contained in [Section 2.2](#).

Before overlaying an existing LINCC bibliographic record, compare the two records to identify MARC fields or information in the existing record that is not in the new record. MARC fields or information that has been identified for retention in the existing record must be entered into the overlaid record. Missing Dewey and LC call numbers (fields 082 and 050) should be added to the overlaid record, if available from LC cataloging for that record.

## 2.4 Adding Bibliographic Records to LINCC

Records may be added to LINCC by transferring records from another bibliographic database, or by original online cataloging in LINCC. The following guidelines apply when adding bibliographic records to LINCC:

Prior to adding a new record, search the LINCC database using as many search keys or strategies as necessary to invoke retrieval, in order to determine that a duplicate record will not be added.

Do not add new records to reflect:

New cataloging rules.

Local cataloging policies, except for differences allowed in [Section 2.5.4](#).

Different choice of main entry.

Additional information.

Instead, edit the existing record.

Successive entry cataloging for serial titles is required. Add records to reflect successive entry cataloging for serials. The LINCC bibliographic database should contain one record for each serial title. Latest entry records should be upgraded to successive entry cataloging.

Do not add a new serial record to reflect the microform replacement of paper issues.

If in doubt, use the existing record and edit it according to the guidelines contained in [Section 2.2](#).

---

#### **2.4.1 Transferring a Record into LINCC from a Bibliographic Utility**

To transfer a record into LINCC from a bibliographic utility, select a record to transfer. More than one record may exist in an external bibliographic database to reflect the same bibliographic item. Choose the record to transfer to LINCC according to the following order:

LC cataloging record (DLC:DLC)

LC cataloging input by another library (DLC:XXX)

LC Cataloging-in-Publication record (DLC:DLC; Encoding level 8)

The most complete record and the one that requires the least amount of editing

Verify, online, all new records added to LINCC against the LINCC authority file (refer to [Section 1.3](#)). Edit transferred records following the guidelines contained in [Section 2.2](#).

#### **2.4.2 Original Cataloging**

Original cataloging for the LINCC database may be accomplished:

Online in LINCC by choosing the appropriate template for the format of the item in hand.

Online by transferring a record from an external bibliographic database to LINCC.

By copying an existing LINCC record and editing it.

#### **2.4.3 Standards for Original Cataloging in LINCC**

The following standards apply when performing original cataloging in LINCC:

Use the appropriate online template for the item in hand.

Templates must be completed to Level 2 description as prescribed by AACR2.

All access points must conform to AACR2.

International Standard Bibliographic Description punctuation must be used.

All applicable mandatory MARC fields and associated elements must be completed for the chosen templates.

The primary subject thesaurus for LINCC is *Library of Congress Subject Headings*. Subject headings in the 6xx field must be formatted in accordance with LC practice.

Locally assigned subject headings must be tagged with the appropriate MARC field (69x). Do not assign the 69x field to headings established as valid LC subject headings.

Local holdings and/or copy-specific information usually entered in the 049, 59x, or 9xx fields of the MARC bibliographic record is maintained online by the local holding institution in the LINCC item record. These MARC fields are not indexed in LINCC and should not be entered into the bibliographic record.

Records that are duplicated from an existing LINCC record must be edited to match the item in hand. MARC 21 fields, which contain unique numerical access points (i.e., OCLC number, LCCN, ISBN, ISSN, etc.), must be changed or deleted on the new record.

---

#### 2.4.4 Course Reserves Bibliographic Records

Course Reserves requires that all materials under its control have an item record linked to a bibliographic record.

Non-Library owned materials:

When creating bibliographic records for non-library owned materials, use the brief cataloging form in the course reserves module. Cataloging through the course reserves module places the record in a separate course reserves bibliographic database. The record will be searchable only through the course reserves OPAC and will not be available in the general LINCC OPAC.

Library-owned materials:

When creating bibliographic records for library-owned materials not previously cataloged in LINCC, search the LINCC bibliographic database first for a matching record. If a matching LINCC bibliographic record exists, add an item record for course reserves material to the matching bibliographic record.

If no matching LINCC bibliographic record is found, create a brief or full bibliographic record and an item record for the item using the staff client. Then add the item to course reserves as an already cataloged item.

#### ***Guidelines for Whole Bibliographic Entities***

The following guidelines apply when completing a brief bibliographic record for course reserves for materials considered “whole” bibliographic entities (e.g., books, videos):

**Author** — A name from the title page is entered as the author. The name may be the actual author, an editor, a compiler, etc. Enter the last name then the first name, separated by a comma. Only one name is entered. If more than one name is listed, enter the first one as the author. If a name is not listed, do not enter any information in this field.

#### ***EXAMPLE***

On title page of book: Edited by John H. Smith

Enter: Smith, John H.

#### **Title**

The title source for printed material, in priority order, is:

Title page title

Cover title

Spine title

The title source for non-printed material is:

Label on item

Container label

Printed title on accompanying material

Title on instructor’s reserve list

---

Enter as much of the title as will fit. Do not enter initial articles (“the,” “a,” “an,” or foreign language equivalents). Title information is indexed in LINCC and is retrievable.

**EXAMPLE**

Title on title page: The new American guide to the flora and fauna of the swamplands of Georgia and Florida

Enter: New American guide to the flora and fauna of the swamplands

**Publisher** — Use a brief form of the publisher’s name. If multiple publishers are listed, use the one for the United States.

**EXAMPLE**

On book: Cambridge University Press, London  
Macmillan, New York

Enter: Macmillan, New York

**Publication Date** — Enter the copyright date or the only date on the item. Do not enter a manufacturing, printing, or pressing date unless it is the only date found on the item.

**EXAMPLE**

On book: 1984 printing, c1978

Enter: c1978

**ISBN Number** — Entry of the ISBN (International Standard Book Number) is optional. This number may be printed in various places on a book. The ISBN is entered as ten digits with no spaces or punctuation.

**EXAMPLE**

On the back cover of the book: ISBN 0-87287-491 5

Enter: 0872874915

**Guidelines for Part of a Bibliographic Item or a Piece**

The following guidelines apply when creating a brief record for course reserves considered a “part” of a title (e.g., a magazine article, chapter from a book) or a brief “piece” (e.g., a test, class notes):

**Author** — Enter the name of the author of the article or piece. The name may be the actual author, an editor, a compiler, etc. Enter the last name then the first name, separated by a comma. Only one name is entered. If more than one name is listed, enter the first one as the author. If a name is not listed, do not enter any information in this field.

**Title** — The title source is the title on the piece. It may be the actual title or a supplied title.

Enter as much of the title as will fit. Do not enter initial articles (“the,” “a,” “an”). Title information is indexed in LINCC and is retrievable.

**EXAMPLE**

On the piece: Economics, 101 Section A, Spring 1991, TEST 1

Enter: Economics 101, Section A, Spring 1991, Test 1

**Place of Publication** — Do not enter any information in this field.

---

**Publisher** — This field is optional; if used, enter information for the source of the piece here. This information may then be used to make a new copy if the original Course Reserves piece is lost, damaged, etc. See examples in the Date field.

**Publication Date** — Enter the citation information.

***EXAMPLE FOR A MAGAZINE ARTICLE***

Use the citation format when entering the source for a magazine article. Include the magazine name, volume, number, date, and pages. Separate each element with a comma.

Enter: Time, v.76, no. 46, April 11, 1967, p. 78

***EXAMPLE FOR A CHAPTER FROM A BOOK***

If the piece is a chapter or part from a book, enter the title and publication date.

Enter: Western mythical thought, 1988

**ISBN Number** — Do not enter information in this field.

**ISSN Number** — Do not enter information in this field.

***Deleting Course Reserves Bibliographic and Item Records for Non-library Owned Materials***

Item records created for non-library owned Course Reserves materials that are subsequently removed from Course Reserves must be deleted from LINCC.

The bibliographic record created for non-library owned Course Reserves materials must be deleted from LINCC if, after deleting the item record, no other LINCC library holdings are attached to the record.

**2.4.5 Non-library Owned Materials**

LINCC libraries may provide access to non-Course Reserves materials that are not “permanent” additions to their collection (i.e., acquired through licensing agreements, off-air broadcasting, on permanent loan from a non-LINCC institution, etc.). The following guidelines apply for adding these materials to LINCC:

Original records created in or added to LINCC must follow the guidelines for Original Cataloging.

The item record note field must contain any local information such as source of the license, access agreement, etc.

Editing of bibliographic records must be in accordance with the provisions contained the section on Editing Bibliographic records.

The bibliographic record created for non-library owned materials must be deleted from LINCC if, after deleting the item record, no other LINCC library holdings are attached to the record.

**2.4.6 Acquisitions Records**

The Acquisitions module requires that all materials under its control be linked to a bibliographic record. When creating an order record, the LINCC bibliographic database must be searched first. If a matching LINCC bibliographic record exists in LINCC, an acquisitions order record should be added to the existing record. If no

---

matching LINCC bibliographic record is found, create a brief bibliographic record for order record additions to LINCC.

Brief acquisitions bibliographic records added to LINCC become union records, available to all LINCC users. These records must contain enough identifying information so any LINCC institution may either attach their acquisitions order record or overlay the brief record with a full cataloging record.

The following guidelines apply when creating a brief bibliographic record for acquisitions titles that do not have existing matching LINCC records:

A brief record must be overlaid by a full cataloged record when the item is received by a LINCC library.

The first word of a title and proper names must be capitalized.

### ***Creating a Brief Bibliographic Record***

The following guidelines apply when creating a brief bibliographic record for an acquisitions order record:

**Author** — The author may be the name of the actual author, editor, compiler, etc. Enter only one name in this field. Enter the last name then the first name, separated by a comma. If a name is not given, leave the field blank. Author information is indexed in LINCC and is retrievable.

**Title** — Enter as much of the title as will fit. Do not enter initial articles (“the,” “a,” “an,” or their foreign language equivalents). Title information is indexed in LINCC and is retrievable.

**Publication Data** — Enter a brief form of the publisher’s name and place of publication. If multiple publishers are listed, use the one for the United States.

**Date** — Enter the cited publication date.

**ISBN** — Enter the International Standard Book Number, if available.

**ISSN** — Enter the International Standard Serial Number, if available.

### ***Replacing a Brief Record***

A brief record for an acquisitions order must be replaced or upgraded to a full catalog record when any LINCC institution catalogs the item.

## **2.5 Duplicate Bibliographic Records**

Duplicate bibliographic records may occur in LINCC as a result of records added during the merge of an institution’s holdings into LINCC, or the accidental creation of records during the cataloging process.

These guidelines apply when determining the level of duplication and appropriate follow-up action.

### **2.5.1 Determining Duplicate Records**

Duplicates represent the same bibliographic item. The descriptive information in the MARC records may be exact or may vary as to completeness. Examine the entire record before determining if the record is a duplicate. Non-print and serial publications should be evaluated carefully. Cataloging choices for the determination of the title proper and the inclusion of a statement of responsibility may vary.

---

**1xx or 7xx** — A heading may appear in either the 1xx or the 7xx field depending on the choice of entry. The form of the heading may vary.

**245** — The title proper must match. However, additional title information may be found in other fields, such as the 5xx field. Choice of a title proper may vary for non-print and serial items.

**260** — Publisher information and copyright date must match. The form of the publisher's name may vary and additional publisher information may or may not be present. Production dates may vary (i.e., printing, pressing, etc.).

**3xx** — Variation in pagination should not be the sole determinant of duplication.

**5xx** — Notes may or may not be present.

### **2.5.2 Deleting Duplicate Records**

If it is determined that a bibliographic record is a duplicate, delete the record from LINCC if your institution's holdings are the only holdings attached to that record. However, if other institutions' holdings are attached, then report the duplicate to CCLA for CCLA staff to perform the deletion. E-mail the Aleph system numbers of any duplicate records discovered to the CCLA Service Desk.

### **2.5.3 Suspected Duplicate Records**

These records may represent a variety of cataloging rules and/or bibliographic input levels. The inclusion or exclusion of information in the cataloging records may prevent an absolute determination of whether a duplicate record exists. Further investigation is required in order to determine if duplication exists.

### **2.5.4 Allowable Duplicate Records**

This section describes duplicate bibliographic records that may reside in the LINCC database.

#### ***Serial or Monographic Set vs. Individual Piece Treatment***

If an individual piece of a serial or monographic set has been cataloged separately and a record exists for the title as a whole, both types of records may reside in the database.

#### ***Paperback vs. Hardback Editions***

Separate records already existing in LINCC that represent differences between hardcover and paperback bindings are allowed. LINCC libraries should add items representing differences in bindings to an existing record if it is otherwise an exact match.

#### ***Moving-Image Records (Videotapes, Motion Pictures, Videodiscs)***

Existing LINCC duplicate records that describe a title, issued by the same distributor in a variant format, may be collapsed into a single LINCC record by editing one of the records to include the variant format (see [Section 2.2](#)). If other institutions have holdings attached, notify CCLA's Service Desk of the duplicate records.

---

### ***Monographic Records***

Duplicate records may exist for a title available in a variant physical format (i.e., micro-reproduction vs. hard copy).

### ***Serial Records***

The preferred record for serials is a record reflecting the information for the paper copy. Information on issues that are available in a variant format is contained in a note field in the record for the paper copy.

## **2.6 Deleting Bibliographic Records from LINCC**

Unique fields or information from the deleted record must be retained in the surviving LINCC record. The following guidelines apply when determining record retention in LINCC:

Select the record to retain in LINCC according to the following order:

1. LC cataloging record (DLC:DLC)
2. LC cataloging input by another library (DLC:XXX)
3. The most complete record and the one that requires the least amount of editing

Add MARC fields, from the deleted record, which contain any unique numerical access points that are indexed and not included on the retained record (e.g., call numbers, OCLC number, ISBN, ISSN).

Add all access points, from the record to be deleted, that are not represented on the record to be retained. Special attention must be paid to retain local subject headings (69x) and other access points in the 6xx or 7xx fields.

Add all additional bibliographic information contained in a 5xx field from the deleted record that is not local or copy-specific in nature and is not represented in the record to be retained.

### **2.6.1 Bibliographic Records with No Holdings Records**

LINCC institutions must delete their holdings records attached to bibliographic records according to their own institution's policies and procedures. The institution deleting the last holding record attached to a bibliographic record must also delete the bibliographic record.

## **2.7 Cataloging Remotely Accessed Electronic Resources**

Cataloging remotely accessed electronic resources (available on the Internet or a local area network) is an extension of traditional cataloging practices into a new "physical" carrier of intellectual and informational content.

### **2.7.1 General Guidelines for Bibliographic Record Description**

In the electronic environment, the concept of a static or permanent "chief source of information" and intellectual content that is associated with "hard format" is no longer valid. Because a remotely accessed electronic resource can be instantaneously changed in appearance or content, the definitions of a serial, monograph, and "loose-leaf" publication are changing.

---

### ***Collection Level or Individual Title Cataloging for Titles in Aggregate Databases***

Aggregator-neutral records: when electronic versions differ from the print version and when a serial is available in multiple aggregate databases, a single record should be used. This record reflects generic description of a serial in a database and is aggregate-neutral. All URL's are recorded in 856 fields.

The decision to catalog an electronic resource as a collection, a collection with analytics, or as individual titles is also a local choice. Ease of access to the individual titles, full online content, and stability of the titles represented will influence this decision. Access to individual titles will enable users who have retrieved citations from an index to locate source titles and specific issues for those citations.

Collection level records benefit users who wish to search for topical information in one or more aggregate databases. If the library does not provide title level access to FirstSearch databases, it is appropriate to catalog FirstSearch as a collection of databases under one record. Depending on whether the library decides to catalog at the collection level or the title level, the URL from the bibliographic record will point to a database of collected titles, an individual journal, a single database, or a monographic title.

### ***Guidelines for Serials***

LINCC libraries will follow the established CONSER guidelines in determining whether an electronic resource is a serial:

“A remote access electronic serial is a continuing resource that is accessed ‘via computer networks.’ It is issued in a succession of discrete parts usually bearing numbering, and has no predetermined conclusion (AACR2).” (CONSER Cataloging Manual, Spring 2004, module 31.1.1)

Electronic resources that are not currently considered to be serials include:

Online public access catalogs or databases (e.g., FirstSearch).

Discussion lists (e.g., SERIALST, AUTOCAT) unless the content is reformatted into designated issues.

World Wide Web home pages without designated parts (e.g., Serials in Cyberspace, the Library of Congress web site).

Online services (e.g., DIALOG, AOL).

The transition from print to online format may result in a serial becoming a monograph. For example, a serial issued in print can be updated continuously online without designated parts, becoming similar to a loose-leaf publication. These are called integrating resources and are cataloged as monographs.

### ***Guidelines for Monographs***

Some electronic resources are obviously a monograph (such as a print title) that has been digitized and is available as a remote electronic resource. Other resources are not so easily identified.

The [LC Draft Interim Guidelines for Cataloging Electronic Resources](#) (DCM B19) from the Library of Congress treat single part ongoing publications (databases,

---

home pages, listservs) as monographs under existing rules for loose-leaf publications.

[OCLC coding guidelines for cataloging electronic resources](#) also specify this method, even when the print version of a database service was cataloged as a serial. LINCC libraries will follow LC and OCLC practice and catalog electronic databases as monographic loose-leaf publications.

Electronic resources that are considered monographs include:

Online public access catalogs or databases (e.g., OCLC Online Union Catalog).

Gopher Servers (e.g., LC-MARVEL).

Discussion lists or their digests (e.g., SERIALST, AUTOCAT digest).

World Wide Web home pages without designated parts (e.g., Serials in Cyberspace).

Online services (e.g., DIALOG, AOL).

### ***Electronic Supplements to Other Formats***

Links to Internet sources that function as companions or supplements to other formats should be provided through the record. For example, a printed book may have the table of contents or supplemental material available through an Internet site. Examples of these are updates, diagrams, tables of contents, and bibliographies.

LINCC libraries should verify links to Internet resources found in catalog records to ensure that the link is correct and valid.

### ***Monographic Titles Available in Multiple Formats***

A single-record approach will be used for a monographic title that is also available in an electronic format. Information about the electronic version of a title is added to the print bibliographic record. The MARC holdings record will identify specific formats that are either available or accessible from an individual LINCC institution. CCLA loads separate records for each vendor's eBooks.

### ***General Guidelines for Serial Titles***

LINCC libraries will generally follow the CONSER guidelines found in the [CONSER Cataloging Manual: Module 31 Remote Access Electronic Serials](#).

[ISBD\(ER\): International Standard Bibliographic Description for Electronic Resources](#) should also be consulted as a resource for cataloging electronic resources in LINCC. In addition, LINCC libraries can refer to [Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records](#) for guidance in the use of coding the fixed field, 006 and 007 fields in electronic serial records.

### ***General Guidelines for e-Book Records***

Records loaded into LINCC for eBooks must contain an 856 field with a unique e-Book identification number or other designator that can be used to link the record directly to the actual resource and not to a general web site, database, or login page.

---

### ***Serial Titles Available in Multiple Formats***

A single-record approach will be used for serial titles that are available in multiple formats. Information about the electronic version of a title is added to the print bibliographic record, including the URL (in 856 fields) for remote electronic resources. Do not add a URL in the 856 field for the remote electronic version of the title unless the title is a government resource. Add a form note stating: "Full-text available via online subscription resource. Access available to restricted borrowers." The Find Text option will take the student to the electronic version (since all the shared databases and college subscribed databases are fed into the knowledgebase). Many government serial titles are available on the Internet and are free. A URL should be added.

### ***Serial Titles Available Only in Electronic Format***

A new record will be imported or copied to LINCC from another bibliographic database, or originally created in LINCC to describe the publishing pattern of the title as serial (e.g., use additional fields to indicate that it is an electronic resource).

## **2.7.2 Guidelines for LINCC Electronic Resource Bibliographic Cataloging Records**

LINCC libraries will generally follow [Cataloging Electronic Resources: OCLC-MARC Coding Guidelines](#) when adding or editing bibliographic records for electronic resources.

Internet resources and eBooks can be searched separately in the OPAC. The coding in the fixed and 910 fields enables this. When limiting by Internet resources in the OPAC, format *wr* is searched. When limiting by eBooks in the OPAC, format *eb* is searched. eBooks are excluded from a *wr* search. The only difference between *wr* and *eb* formats is the presence of the 910 field.

[ISBD\(ER\): International Standard Bibliographic Description for Electronic Resources](#) should also be consulted as a resource for cataloging electronic resources in LINCC.

### ***Fixed Field Type of Record and Bibliographic Level Coding***

The definition of the position 6 (type of record) code "m" was changed in February 1998. The new definition restricts the use of "m" to "computer file software (including programs, games, fonts), numeric data, computer-oriented multimedia, and online systems and services." Electronic resources are given the type code appropriate for the content of the resource. Code for primary resource content, not electronic content. Code "a" (printed language material) is used for electronic resources with primary textual content. For example, an electronic serial is recorded as type of record "a" (printed language material) with a bibliographic level (Bib l) of "s" (serial). Most web sites would be coded "a." LINCC libraries will follow the [Guidelines for Coding Electronic Resources in Leader/06](#).

### ***Field 006***

Field 006 is mandatory in all records for electronic serials. The 006 field should be coded "m" for computer file and "d" for document. The 006 field is coded in LINCC as:

006; ; a m d \$

---

It is also recommended that when web sites are coded "a" (electronic resources with primary textual content) in the LDR that the 006 field be coded "m" to capture the electronic aspect of the material.

There are eight spaces between the "m" and "d" characters and seven spaces after the "d".

**Field 007**

Field 007 is considered mandatory for electronic resources and contains information about the computer file that is being accessed remotely. The 007 field is most commonly coded in LINCC as:

007; ; a cr# unu\$

**Field 008**

Field 008 should be coded "s" for electronic in position 23 if cataloged as type "a" (printed language material).

**Field 245**

LINCC libraries will use the term "electronic resource" as the general material designation (GMD) in subfield *h*.

245;00;a Engineering today \$h [electronic resource]

**Description Based on Note**

Description based on note is mandatory for all LINCC cataloging records for electronic resources. This note may be combined with the source of title note.

500; ; a Description based on screen of 03/21/1999. \$

**Source of Title Note**

Source of title is mandatory.

500; ; a Title from Welcome screen. \$

500; ; a Title supplied by cataloger. \$

500; ; a Description based on screen of 12/01/1999. \$

**Mode of Access Note**

This 538 note is mandatory and is a generalized statement of the information contained in the 856 field.

**EXAMPLE**

538; ; a Mode of Access: Internet. \$

**Note Other Formats**

If it is readily known that the resources are available in other format(s), note the other format(s) in the 530 field.

**EXAMPLE**

530; ; a Also available as a CD-ROM. \$

---

### **Summary Note**

A summary note is recommended for all electronic resources. The note should be brief and provide an overview and purpose of the resource. The MARC 520 field is used for summary notes.

### **Content Note**

A content note should only be made for a static monographic publication, whose content will not change over time, for example, a digitized version of a printed text. A content note is entered in the MARC 505 field.

### **Added Title Entry**

When using a single record to describe multiple formats, use a 740 title added entry when the title of the online version differs from the other format version.

### **856 Field**

LINCC libraries will follow the guidelines at <http://www.loc.gov/marc/856guide.html>. A separate 856 field is created for each access method specified for a particular electronic resource. LINCC libraries will enter the URL in subfield u. Subfield y should contain the phrase "Click here to access the online resource." Subfield \$z may be used for any additional notes for public display as it relates to the electronic resource at a particular location. Subfield \$3 may be used to indicate that a related electronic resource is being linked to the record.

Provide the second indicator to show the relationship between the linked information and the resource described in the record. Indicators should be corrected or added appropriately.

Examples:

e-Book (second indicator in the 856 field should be set to 0):

245 10 \$a Jane Austen and eighteenth-century courtesy books \$h[electronic resource] / \$c Penelope Joan Fritzer.

850 40 \$y Click here to access the online resource. Access is restricted to valid borrowers. \$u

<http://www.linccweb.org/webscripts/ebooks.asp?bookid=AC9780313030048>

Book also available in electronic format (second indicator in the 856 field should be set to 1)::

245 14 \$a Una guia para la naturalizacion / \$c U.S. Dept. of Justice, Immigration and Naturalization Service.

850 41 \$y Also available online. \$u

<http://purl.access.gpo.gov/GPO/LPS51152>

Book with related information such as publisher description or table of contents which is available online (second indicator in the 856 field should be set to 2)::

245 14 \$a The Rumsfeld way: leadership wisdom of a battle-hardened maverick / \$c Jefferey A. Krames.

856 42 \$3 Publisher description. \$u

<http://www.loc.gov/catdir/description/mh022/2002523119.html>

---

### **910 Field**

This field is reserved for use by CCLA. It contains the unique identifier of an eBook and is used to link the bibliographic record to the resource, to match bibliographic records, and as a filter for OPAC searching.

910; ;\$\$\$xDo not edit this field.\$\$aNL164186

910; ;\$\$\$xDo not edit or delete this field.\$\$aGVCX3421999999

910; ;\$\$\$xDo not edit this field.\$\$aGRGR3415

### **945 Field**

If your institution has selected and added the electronic resource to LINCC, enter the 3-character code of your institution in the MARC 945 field.

## **2.7.3 Library of Congress Subject Headings and Form Headings**

In addition to the appropriate subject headings for the item being cataloged, assign a LC form heading.

### **EXAMPLE**

650; 0; a Legal research.

655; 7; a web sites. \$2 lcsb

Listed below are the LC approved form headings that may be used. Others will be added as they are approved.

CD-ROM periodicals

CD-ROMs

E-zines (used for electronic magazines)

Electronic Books

Electronic discussion groups (used for e-mail lists)

Electronic journals

Electronic mail messages

Electronic mail systems

Electronic newspapers

FTP sites

Gopher sites

Online databases

Online information services (used for AOL CompuServe, GNN, etc.)

WAIS (Information retrieval system)

Web sites

Wide area networks (Computer network)

## **2.8 Maintenance of Remote Electronic Resource Links**

Maintenance issues concern changes in the bibliographic MARC 856 field links (e.g., URL, URN, PURLS) and to the content of an electronic resource. It is the responsibility of all LINCC libraries in collaboration with CCLA to actively identify and correct broken links in electronic resource records.

---

### **2.8.1 Verification of Links at the Time of Cataloging**

It is the responsibility of the LINCC library that selects and adds an electronic resource to LINCC to verify the links at the time the record is added to LINCC and to edit or delete non-operational links.

### **2.8.2 LINCC Libraries' Maintenance of 856 Fields**

CCLA will run the URL report quarterly to identify and resolve broken and redirected links. CCLA will consult with library staff on any issues that arise.

### **2.8.3 Guidelines for the Maintenance of 856 Fields**

The following guidelines apply when maintaining 856 fields.

When CCLA cannot resolve a problem link to an electronic resource, CCLA will contact a library with holdings on the record. The selecting library may choose to substitute another resource for the original resource. If holdings are transferred to another bibliographic record, the original record must be deleted. Other libraries with holdings attached may choose to delete or edit their holdings.

### **2.8.4 Deleting LINCC Electronic Resource Records**

If a resource is no longer accessible and a suitable substitute for the original resource cannot be found, the bibliographic record must be suppressed. The selecting library must post a message to appropriate LINCC discussion lists notifying other LINCC libraries of permanent inaccessibility of the original resource. The other library with holdings attached must delete their holding. The last library with holdings attached must delete the bibliographic record.

## **2.9 Serials Copy and Summary Holdings Records**

If statistical reporting from CCLA is desired, at present, all physically held serials must have a subscription record and a holdings record. Check-in item records are optional.

---

## Section 3

# LINCC Holdings and Item Records

LINCC holdings records, which include MARC Holdings for Data (MFHD) records, serials item records, acquisition records, etc., are attached to LINCC bibliographic records. Holdings records convey specific information about an institution's holdings for that particular title record. The kinds of holdings records created by the different LINCC modules will vary.

### 3.1 MARC Holdings for Data Records

The USMARC Format for Holdings Data (MFHD) is designed to carry holdings information for monographs, multi-part titles, and serials. MFHD information includes:

Local copy-specific information for an item.

Information specific to a LINCC holding location.

Information needed for local processing.

Maintenance or preservation of the item.

Version information.

Notes to end users about the holdings displayed in the online catalog.

Libraries must create MFHD holdings records for items added to their permanent collections.

#### 3.1.1 Guidelines for MFHD Records

When working with the MFHD format in LINCC, libraries should follow the guidelines developed by the Library of Congress in [MARC 21 Concise Format for Holdings Data](#).

In addition to these guidelines, libraries should adhere to the following rules inherent to LINCC:

**852 Indicators** — Indicators are important in LINCC and should reflect the actual call number type of the item.

**852 Subfield a (Location)** — Libraries should enter their NUC code. This code will be used in future developments of the system. A list of LINCC libraries and their NUC Codes can be found in [Appendix I, National Union Catalog Codes](#).

**852 Subfield b (Sublocation)** — Libraries should enter the 5-character sublibrary code in this subfield. This code identifies the library and campus where the material is located. A list of sublibrary codes can be found in [Appendix E, LINCC Institution and Campus Codes](#).

**852 Subfield c (Collection)** — Libraries should enter the appropriate collection code in this subfield. This code identifies the collection to which the material belongs.

#### 3.1.2 Public or Non-public Notes 414

LINCC libraries are encouraged to make liberal use of all MFHD fields and public or non-public notes, as necessary, to convey to end users information about access to holdings, physical condition of holdings, nature of holdings, etc.

---

### 3.1.3 MARC Holding Records for Electronic Resources

LINCC libraries should use the guidelines contained in this section when creating MFHD records for electronic resources.

#### ***842 Field (Free-Text Physical Format)***

The 842 field is used to display a free-text message of the electronic resource for end users.

#### ***EXAMPLE***

842; ; a electronic newspaper \$

842; ; a electronic map \$

842; ; a web site \$

#### ***852 Field***

The 852 field is mandatory and contains the LINCC agency code, call number, piece designation, etc.

#### ***852 Indicators***

Both indicators are blank. LINCC libraries may assign indicators as needed for in-house use to aid in retrieval or generation of reports.

#### ***852 Subfield h (Call Number)***

The phrase "Internet" is used as the call number in subfield *h* of the 852 field.

#### ***852 Subfield z (Public Note)***

Subfield *z* should contain information on any restriction to access to a particular electronic resource, for example: "Available to Health Ed students only. Requires a password for access."

#### ***852 Subfield x (Non-public Note)***

A non-public note may be included to display any necessary local information pertaining to this title such as the selector, etc.

### 3.1.4 MFHD Item Records

Holdings created through MFHD should have an item record created for each physical piece that is held or is accessible. If a barcode is not manually assigned, a system-generated barcode will be created.

## 3.2 Item Records

Item records are necessary in LINCC for circulation transactions and inventory purposes. Each item record is institution-specific and represents a single physical manifestation of a title in LINCC. Item records may be created through the MARC holdings record or added directly to a bibliographic record for non-library owned materials.

---

### **3.2.1 Creating Item Records**

For effective use of all LINCC modules, and to obtain accurate statistical reports generated from the LINCC database, LINCC libraries should create an item record for each representation of a bibliographic record (owned or accessible by their institution). Item records for library-owned or accessible materials should be attached to a MFHD record. Item records for temporary non-library owned materials should be attached directly to the title record. Item records should contain information considered to be local in nature and copy-specific (e.g., local call numbers).

### **3.2.2 Item Records for Non-library Owned Materials**

An item record created for non-library owned materials would contain, in the notes field, any local information. If an institution no longer has access to the item, the item record must be deleted from LINCC.

### **3.2.3 Item Records for Electronic Resources**

An item record is mandatory in LINCC and is automatically created when a new MARC holdings record is added to a bibliographic record for an electronic resource.

#### ***Call Number***

The call number field is automatically created from the MARC Holdings Record field 852 subfield *h*.

### **3.2.4 Item Records for Course Reserves and Temporary Materials**

An item record must be created for each representation of a bibliographic item housed in Course Reserves. When non-library owned materials are removed from Course Reserves, the item records must be deleted from LINCC.

### **3.2.5 Item Records for Serials**

Each predictive check-in record is an item record. Predictive check-in records are managed by the serial holdings record. The 853, 854, and 855 fields paired with the 853X, 854X, and 855X fields are used to create captions and patterns for predictive serial check-in. Creating predictive check-in records is optional.

### **3.2.6 Deleting Serial Item Records**

Serial item records should be deleted when summary holdings (866 fields in the holdings record) are updated.

## **3.3 Serials Holdings Records**

Serials holdings records describe a serial title's publishing frequency and the levels of enumeration/chronology of the issues of the title. Additionally, they may contain textual summary holdings information describing the extent of a library's holdings.

LINCC uses the MARC 21 Caption and Pattern fields 853, 854, and 855 together with the system-defined Enumeration and Chronology fields 853X, 854X, and 855X field to create captions and patterns for predictive serial check-in. Use of these fields will generate a predictive check-in record.

A free text (866-868) holdings statement may be used to display serial and multi-volume holdings. The 866-868 fields may contain either closed (e.g., v.42-45) or open (e.g., v.42- ) statements.

---

Holdings records are required for each title, even if the holdings record is not used to generate predictive check-in item records.

### **3.3.1 Serial Titles with Predictive Patterns**

The 853-855 fields contain the caption and pattern of the first issue to be received as the basis for predictive check-in.

**853 field** — Includes the captions and publication pattern for the basic bibliographic unit, such as Time Magazine.

**854 field** — Includes the captions and publication pattern for supplementary material to the basic bibliographic unit, such as Time Magazine Suppl.:Style and Design.

**855 field** — Includes captions and publication pattern for indexes to the basic unit. It does not include serials with the title “Index” that constitute a basic unit.

The 853X-855X fields contain corresponding enumeration and chronology information for the first issue to be received by the library as the basis for predictive check-in.

**853X field** — Includes the enumeration and chronology for the basic bibliographic unit.

**854X field** — Includes the enumeration and chronology for supplementary material to the basic unit.

**855X field** — Includes the enumeration and chronology for indexes to the basic unit.

A serial holdings record may have more than one pattern type contained in it.

Additionally, textual or free-text summary holdings information should be included in 866-868 fields.

#### ***Serial Titles without Predictive Patterns***

In LINCC, textual or free-text summary holdings information is contained in the 866, 867, and 868 fields.

**866 field** — Includes retrospective holdings for the basic bibliographic unit, such as a periodical that is no longer received but is retained by the library.

**867 field** — Includes retrospective holdings for supplements.

**868 field** — Includes retrospective holdings for indexes.

Summary holdings information in the 866, 867, and 868 fields of the holdings record must be updated manually.

The 866 field may be used instead of the 853-855/853X-855X fields in cases where the library chooses not to create predictive check-in records.

#### ***Caption***

Caption refers to a word or phrase that describes enumeration data (e.g., volume, number, part). In the 853-855 fields, captions are recorded in subfields *a-h*. In the 866-868 fields, captions are recorded in subfield *a*. Abbreviate captions to

---

the shortest form available (refer to Appendix B of AACR2). The most common captions and their AACR2 abbreviations are listed below.

<b>Caption</b>	<b>Abbreviation</b>	<b>Caption</b>	<b>Abbreviation</b>
Band	Bd.	nummer	nr.
band	bd.	part(s)	pt.
book	bk.	parte	pt.
bulletin	bull.	series	ser.
edition(s)	ed.	supplement	suppl.
new series	new ser.	Tei, Theil	
number(s)	no.	tome	t.
numero	no.	tomo	
Nummer	Nr.	volume(s)	v.

**EXAMPLE**

853 \$a v. \$b no. \$i year \$j season \$u 4 \$v r \$w q \$y ps21,22,23,24

**EXAMPLE**

866 31 \$a v.5-7,9-12 (1990-1992, 1994-1997) \$z Some issues missing.

**Enumeration**

Enumeration is the numeric or alphabetic identification used by the publisher to identify individual issues of a serial and how those individual units make up the title as a whole. In the 853X-855X fields, enumeration is entered in subfields *a-h*. In the 863-865 fields, enumeration is entered in subfields *a-h*. In the 866-868 fields, enumeration is entered in subfield *a*. The following guidelines apply when recording enumeration:

The broadest enumeration scheme used by the publisher is the first level of enumeration, such as “volume.”

Summary holdings statements should be compressed so that they record complete runs to the broadest level of enumeration.

**EXAMPLE**

Library holds all issues of volumes 1 through 5

Enter: v.1-v.5

All numeric information is recorded in Arabic numbers.

**EXAMPLE**

v. VIII is entered as v.8

no. Five is entered as no.5

Alphabetic data is recorded in upper or lowercase as it appears on the piece.

A specific issue is recorded from the broadest enumeration level to the narrowest, using a colon to separate each level.

**EXAMPLE**

v.1:no.2:pt.A

If a serial carries combined numbering, the numbers are separated by a forward slash.

**EXAMPLE**

volume 5/6 is entered as v.5/6

---

If a publication carries an alternate number scheme, such as a regular enumeration scheme and a continuously incrementing scheme, it is recorded following the regular scheme, separated by an equal sign.

**EXAMPLE**

volume 3 number 2 that is also no. 50 is entered as v.3:no.2=no.50

If a serial does not carry enumeration, it is not supplied.

A serial title that always uses a phrase instead of enumeration to identify issues (Winter ski issue, New technology issue, etc.) must have those holdings recorded in either a free-text statement or the description field of the serial item record.

**Chronology**

Chronology refers to the different types of dates used to identify individual issues of a serial. Chronology can be entered as day, month, year, or season. Chronology is determined by publication frequency. In the 853-855 fields, chronology is recorded in subfields *i-l*.

The following guidelines apply when selecting and entering chronology data:

Chronology data is mandatory if carried by the serial.

Chronology data should represent all the hierarchical levels appearing on the piece (e.g., year, month, day).

When more than one date is present in the source for chronology, the date is selected from the preferred dates, below, in the following order:

1. Coverage date
2. Publication date
3. Copyright date
4. Printing date

**Dates**

The start dates for the pattern are entered in the 853X-855X subfields *i-l* and subfield 3. The start date is the date the individual predicted serial items will be opened. The dates in the 863-865 fields are entered in subfields *i-l*. The dates in the 866 field are entered in subfield *a*; only the year must be entered.

Months are entered using numeric codes as shown below.

01 = January	05 = May	09 = September
02 = February	06 = June	10 = October
03 = March	07 = July	11 = November
04 = April	08 = August	12 = December

---

If the pattern uses seasons rather than dates, the season starting the pattern is entered in the 853X-855X subfield *j*. Seasons are entered using numeric codes as shown below.

21 = spring (March-May)  
22 = summer (June-August)  
23 = autumn (September-November)  
24 = winter (December-February)

Dates are entered in the 853X subfield 3 in the format YYYYMMDD.

If season is used in the 866 field, the full name of the season is used.

**EXAMPLE**

The library begins receiving a new title with volume 29 number 1 which is published on January 15, 2004. The start date to be entered in the appropriate subfields is January 15, 2004, as shown below.

853 \$i (year) \$j (month) \$k (day)  
853X \$i 2004 \$j 01 \$k 15 \$3 20040115

**Unit**

A unit is the number of individual issues that complete an enumeration level before the next highest level increments.

**EXAMPLE**

Monthly with 12 issue numbers per volume. When v.12:no.12 is received, the numbering increments to v.13:no.1.

**Frequency**

The frequency of publication is recorded in the 853 subfield *w*. It must match the current publishing pattern of the title. A change in publication frequency requires that a new pattern be added to the holding record or that the existing pattern be modified. The following are allowable frequencies in LINCC:

Code	Description	Interval
a	Annual	1 year
b	Bimonthly	Every two months
d	Daily	Once per day
e	Biweekly	Every two weeks
f	Semiannual	Every six months
g	Biennial	Every two years
h	Triennial	Every three years
m	Monthly	Once per month
q	Quarterly	Every three months
s	Semimonthly	Twice per month
t	Three times a year	Every four months
w	Weekly	Once every week

The frequency may also be recorded as a number, provided that subfield *y* is also used.

---

### **Punctuation**

The following table contains punctuation for formulating a serial free text holdings statement in the 866-868 fields.

**Table 3.1: Serial Holdings Punctuation**

<b>Symbol</b>	<b>Name</b>	<b>Explanation</b>	<b>Examples</b>
-	Hyphen	Indicates an unbroken range of holdings. Blanks are not used before or after the hyphen.	v.1-v.31 v.1:no.2-v.12:no.4 Never v.1-v.3:no.4
/	Forward Slash	Indicates combined numbering, combined chronology or non-calendar year chronology data. Blanks are not used before or after the forward slash.	v.1/2 (1996) v.12 (1989/1990)
?	Question Mark	Indicates unknown digit(s) when either the decade and/or year are not known. A blank is not used before the question mark; a closing question mark is followed by a blank.	1950-197? 18??
:	Colon	Separates two orders or levels of hierarchical bibliographical units. Blanks are not used before or after the colon.	v.1:no.2:pt.3
( )	Parentheses	Separates enumeration and chronology when this information is recorded together. Blanks are not used before or after parentheses.	v.1(1962)
=	Equals	Separates alternative numbering schemes. Blanks are not used before or after the equal sign.	Cover: Volume 21 number 10 and Number 214 Enter: v.21:no.10=no.214
,	Comma	Indicates a gap in a range of holdings. Blanks are not used before or after the comma.	v.1,v.3
;	Semicolon	Indicates a non-gap break. Blanks are not used before or after the semicolon.	v.1-4;v.6

---

### 3.3.2 Break in Recording Holdings

There are two types of breaks in holdings:

1. **Gap** — A break in an institution's holdings that did not result from non-publication of an issue. When there is a gap in holdings, use a comma.

**EXAMPLE**

Location has volume 4, numbers 1,2,3,5,7,8,9,10

866 \$a v.4:no.1-v.4:no.3,v.4:no.5,v.4:no.7-v.4:no.10

2. **Nongap** — A break in an institution's holdings that resulted from non-publication of an issue. When there is a nongap in holdings, use a semicolon.

**EXAMPLE**

Location has volume 4, numbers 1,2,3,5,7,8,9,10. Numbers 4 and 6 not published.

866 \$a v.4:no.1-v.4:no.3;v.4:no.5;v.4:no.7-v.4:no.10

#### ***LINCC Serial Pattern Templates***

Pattern templates have been created in LINCC for the most common publishing patterns. Refer to [Appendix J, LINCC Serial Pattern Templates by Template ID](#).

The following guidelines apply:

LINCC pattern templates are created and edited only by CCLA.

LINCC libraries may request a template be added by contacting the CCLA Service Desk.

LINCC libraries must never delete a LINCC pattern template.

#### ***Editing an Existing Pattern***

Pattern records are used by LINCC to automatically predict expected items for currently received titles for the holding LINCC library. The existing 853-855 fields and their corresponding 853X-855X fields must be edited or new fields added when there are changes either in the publishing pattern (e.g., a bi-monthly becomes a monthly) or in the chronology/enumeration designation used to identify issues (e.g., volume numbering dropped).

---

## Section 4 LINCC Patron Records

### 4.1 Adding Patron Records to LINCC

LINCC patron records are the basis of the online circulation system and are required for access to electronic resources through LINCC.

The patron database is initially created for each LINCC institution by batch loading separate student and personnel files. These files are created from information supplied to CCLA from each college's student and personnel records. Patron records not batch loaded are manually added online in LINCC.

#### 4.1.1 Patron Record Standards

- Include the hyphen used in hyphenated surnames.
- Postal abbreviations should conform to the local institution standard.

#### 4.1.2 Patron Record Standards for Manually-added Records

The following guidelines apply when manually adding patron records in LINCC. Mandatory fields include:

- Borrower ID or barcode
- Barcode PIN
- First and last names
- Unique identifying number in the Student ID field. Do not include hyphens. Do not use Social Security Numbers.
- Complete address including the postal ZIP code
- Patron sublibrary
- Patron status
- Home library
- ILL library

Other information is optional; system default information may be accepted if applicable.

#### 4.1.3 Reciprocal Borrowers

For statistical purposes, reciprocal borrowers from other LINCC or SUS libraries must be identified in LINCC. Select the patron type that corresponds to the library in the patron type field of the patron record.

### 4.2 Correcting Patron Records

An accurate and complete patron database is essential to the operation of the LINCC circulation system. If an error is found in any patron record, library staff should manually correct it.

If the error is determined to be from a batch-loaded patron record, the institution's data processing department must be notified to correct the error for future batch loads.

---

#### **4.2.1 Unique ID Field**

The Unique ID field in the patron record is used to match batch-loaded records with records already in the patron database. An incorrect number must be corrected so the system will match records properly during the machine loading of updated patron records. The same number must be used for both manually-created patrons and for batch-loaded patrons. Do not use Social Security Numbers.

#### **4.2.2 Expiration Date**

An expiration date must be corrected to match the institution's current expiration date for the patron status.

#### **4.2.3 Address**

Mailing address information must be corrected to ensure proper delivery of notices.

#### **4.2.4 Patron Status**

An incorrect patron status must be corrected so that correct circulation policies apply to the patron and the correct statistics for patron status circulation activity are collected.

### **4.3 Deleting Patron Records**

Only the owning institution can delete patron records. In July/August of each year, CCLA automatically deletes only those LINCC patron records that contain an expiration date prior to July 1 of the previous year and are not linked to an item, fine, or request record.

### **4.4 Batch-loaded Patron Record Data Specifications**

CCLA is able to add patron registration records by online batch-file loading. This process creates new patron records and updates existing patron records in LINCC's patron database.

#### **4.4.1 Submitting Batch-loaded Files to CCLA**

Each library, in consultation with its local data processing staff, determines the dates when new files will be generated and sent to CCLA. The *LINCC Borrower Record Submission Schedule Form* is sent from each institution to CCLA in June of each year and specifies the expected date of submission. If weekly loads are desired, the form only needs to be sent once, indicating the preference for weekly loads.

##### ***Student Files***

At a minimum, the student patron database file should be sent to CCLA after each term's pre-registration and regular registration, with a final file sent after the drop/add period.

---

### ***Personnel Files***

The library may send personnel patron files each term or once each academic year. The file must be accompanied by an *Online Transfer of Borrower Data Request Form*.

Note that if the files are sent weekly, there is no need to submit the form each time.

#### **4.4.2 File Specifications**

Files for batch loading patron records must be created using the guidelines specified in Appendix C and Appendix D for patron record data specifications. Separate files must be generated for personnel and student data. The files are generated by each community college's data processing department and contain all data fields used in the patron registration function.

Because the specifications for creating LINCC patron records use information already collected or maintained by community colleges, CCLA has identified and included field numbers (PDB DE# or SDB DE#) from the *Personnel Database Data Element Dictionary* and the *Student Database Data Element Dictionary*, issued by the Division of Community Colleges.

#### ***Date Format***

All patron records must use the following date format: MMDDYYYY.

#### ***Expiration Dates***

The patron record expiration date in each file must be changed by the college data processing staff each time a new file is sent to CCLA.

#### ***File Format***

The format of the file submitted must be in ASCII format.

#### ***Data Fields***

All data values should be left justified within the data field.

#### ***Field Fill Character***

Enter blanks for information that is not available or as fill characters in a data field.

---

## Appendix A Glossary

**AACR2** — *Anglo-American Cataloguing Rules*, second edition. This term, as used in this document, refers to the latest edition available.

**AC** — Annotated Card subject heading thesaurus maintained by the Library of Congress (LC). These headings are used to provide subject access to materials of interest to juveniles.

**Access point** — The elements from which a bibliographic record may be searched and retrieved. Access points for LINCC bibliographic records include names, subject terms, titles, codes, etc.

**Alternative numbers** — A secondary system of numbering (e.g., v.1:no.1 and *No.* 1).

**Authority record** — A record intended to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved using one command. Authority records are used in cataloging for the online verification process and to produce cross references in the public access catalog.

**Bibliographic record** — A record that describes the physical characteristics and the intellectual content of a title.

**Bibliographic utility** — A source that provides electronic MARC cataloging records as one of its functions, such as OCLC or BiblioFile.

**Borrower ID** — A numeric identification that is used to link a patron to a borrower record. This record links the borrower to circulation activity in LINCC.

**Caption** — A word or phrase that describes the enumeration data (e.g., volume, number, part).

**Chronological designation** — A date, or combination of dates, numbers, or words that identify an issue of a serial within a chronological sequence.

**CIP** — Cataloging-in-publication records created by the Library of Congress (LC) from information provided to LC by publishers for pre-publication titles. These records lack descriptive elements (e.g., pagination). Other supplied elements may change by the time the title is published, such as the title, authors, publisher, etc.

**Consecutive numbers** — Continuous numbers that do not repeat (i.e., go back to “1”). Examples are serials that have numbered issues (e.g., no. 1, no. 2) and most volume numbers.

**CONSER** — Cooperative Online Serials Program. Formerly Conversion of Serials Project.

**Cover date** — A date that reflects the month of issuance, rather than the coverage, such as the date found on the cover of a periodical.

**Cross reference** — Refers to *see* and *see also* references.

**Cumulation** — An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues, but the combined contents of the original issues and the contents of the cumulation are essentially the same.

**Delimiter** — A symbol that separates data elements within a MARC field.

**Designation** — The numeric or chronological designation, or combination of both, as recorded by the cataloger in the MARC field 362 or 500 of the bibliographic record.

---

**DLC:DLC** — The symbol found in the 040 field of a MARC record denoting that the record was produced by the Library of Congress (LC).

**Enumeration** — The numeric or alphabetic identification used by the publisher to identify individual issues of a serial and how those individual units make up the title as a whole.

**Field** — Organization of a specific type of data in a specific place in an online record.

**Filing indicator** — The indicator associated with a MARC title field. The value for this indicator identifies to the computer the number of characters and spaces to skip before indexing the field. It is used to skip initial articles (e.g., a title with the first word of “The” would have a filing indicator of 4 to identify to the computer that the title begins in the fifth position of the field).

**Fixed field** — The part of the MARC record that refers to the field in which elements are fixed in length and in relationship to each other

**Gap** — A break or discontinuity in the sequence of enumeration or chronology, or both, of a serial held by a reporting institution. This term does not refer to a break or discontinuity in the serial’s publication pattern. See *also* Nongap break.

**Indicator** — The first two character positions at the beginning of each MARC variable data field containing values which interpret or supplement the field tag definition. For example, a 0 as an indicator in the subject heading field identifies the data that follows as being a Library of Congress (LC) subject heading. Each indicator is interpreted independently.

**Internal numbers** — Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2).

**ISBD** — International Standard Bibliographic Description. Punctuation convention used for entering data into a bibliographic record. The usage of punctuation is determined by the International Standard Bibliographic Description committee.

**ISBN** — International Standard Book Number. A unique number that identifies a specific edition of a title.

**ISSN** — International Standard Serial Number. A unique number that identifies a specific serial publication title.

**LC** — Library of Congress.

**LCCN** — Library of Congress Control Number. A system control number used by the Library of Congress (LC) to identify its own cataloging records. This number is found in the 010 field of a MARC record.

**LCSH** — Library of Congress Subject Heading thesaurus. Refers to the online or print listing of headings. This also includes all subject headings that may be created by combining headings and subdivisions to create new headings that do not appear as a single heading in LCSH.

**MARC record** — Machine Readable Cataloging record. For purposes of this document, MARC is the USMARC format maintained by the Library of Congress (LC).

**MeSH** — Medical Subject Heading thesaurus maintained by the National Library of Medicine. These headings are not maintained by LINCC users.

**Moving-image records** — Videotapes, motion pictures, and videodiscs.

**NSDP** — National Serials Data Program. NSDP is a section of the Serial Records Division, Library of Congress (LC).

---

**Nongap break** — A gap between the recorded enumeration and/or the chronology units caused by unpublished units or discontinuity in the publisher's enumeration or chronology. *See also* Gap.

**Numeric designation** — A number or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence.

**Overlay** — The process of replacing an existing LINCC bibliographic or authority record with a record transferred from another database or bibliographic utility.

**Pattern record** — Describes a serial title's publishing frequency (e.g., monthly, annual) and the levels of enumeration/chronology of the issues of the title.

**Registration class** — A field in the borrower record that identifies a borrower as a faculty member, staff, student, etc. Registration class determines circulation privileges.

**See reference** — A direction from one form of heading or entry that is not used, to one that is used.

**See also reference** — Direction to other forms of headings or entries that are related.

**Serial** — A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

**Series** — A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

**SICI** — Serial Item and Contribution Identifier. The barcode that uniquely identifies each issue of a serial, of which the ISSN forms the first portion.

**Student ID** — A numeric identification used by colleges to track students. This ID is also used in LINCC borrower records.

**Subfield code** — Code that precedes data elements within a MARC field that requires separate manipulation. A subfield code consists of a delimiter and a lower case alphabetic or numeric character. Subfield codes are defined independently for each field. The order of the subfields is determined by the field in which they are assigned.

**Successive entry cataloging** — Cataloging of serial titles in chronological order of title or main entry changes. The rules for creating a new record for a serial each time the entry changes are found in *AACR2* 21.2C1 and 23.3B1. Fields on serial records provide linking references to each change. The fixed field element S/L is 0 to indicate that the record is successive entry cataloging.

**Successive numbering** — A numeric designation that begins again with number 1, or its equivalent.

**Summary holdings record** — Details holdings of a serial title for each LINCC location.

**Supplement** — An item that is related to, but usually issued separately from, a published title. The supplement brings up-to-date or otherwise continues the original by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.

**Tag** — The numeric designation for a field in a MARC record.

**Title proper** — The chief name of an item, including any alternative title.

---

**Uniform title** — A title that is used for cataloging purposes to bring together the same works published with variant titles.

**Variable fields** — Those fields of a MARC record that may or may not be used when cataloging a specific item. These fields are variable in length.

**Verification** — A LINCC online process of comparing a heading in a bibliographic record against headings in the authority file to ensure uniformity and consistency. Also, the manual process of confirming valid information for inclusion in supplier records.

**Volume** — In the bibliographic sense, a major division of a work, regardless of designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or pagination.

**Volume title page** — A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete.

---

## Appendix B Bibliography

- Bureau of Information Systems. *Personnel Database Data Element Dictionary*. Version 5.0. Tallahassee: Division of Community Colleges, Florida Dept. of Education, 1993.
- Bureau of Information Systems. *Student Database Data Element Dictionary*. Version 5.0. Tallahassee: Division of Community Colleges, Florida Dept. of Education, 1993.
- CCLA. *LINCC Borrower ID Planning Issues*. 2d ed. Tallahassee, Florida: College Center for Library Automation, 1994.
- Crawford, Walt. *MARC for Library Use: Understanding Integrated USMARC*. 2d ed. Boston: G. K. Hall & Co., 1989.
- Latest editions of (in any format):**
- American Library Association. Joint Steering Committee for revision of AACR. *Anglo-American Cataloguing Rules*. Chicago: American Library Association.
- Books in Print. New York, New York: R. R. Bowker Co. Online version available from the FirstSearch database.
- Encyclopedia of Associations*. Detroit, Michigan: Gale Research Co.
- International Book Trade Directory. New York, New York: R. R. Bowker Co.
- Library of Congress. Cataloging Policy and Support Office. "Draft Interim Guidelines for Cataloging Electronic Resources" [www page]. Washington, DC: The Library of Congress cited 6 January 1998]. Available from [http://lcweb.loc.gov/catdir/cpsoc/dcmb19\\_4.html](http://lcweb.loc.gov/catdir/cpsoc/dcmb19_4.html)
- Library of Congress. Network Development and MARC Standards Office. "Guidelines for the Use of Field 856" [www page] <http://lcweb.loc.gov/marc/856guide.html>
- \_\_\_\_\_. *Free-Floating Subdivisions: An Alphabetical Index*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- \_\_\_\_\_. "Guidelines for Coding Electronic Resources in Leader/06" [www page] <http://www.loc.gov/marc/ldr06guide.html>
- \_\_\_\_\_. *LC Period Subdivisions Under Names of Places*. Cataloging Distribution Service. Library of Congress.
- \_\_\_\_\_. *Subject Cataloging Manual: Subject Headings*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- Subject Cataloging Division. *Library of Congress Subject Headings*. Washington, D.C.: Library of Congress.
- Network Development and MARC Standards Office. *MARC21 Format for Authority Data: Including Guidelines for Content Designation*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- \_\_\_\_\_. *MARC21 Format for Bibliographic Data*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- \_\_\_\_\_. *MARC21 Format for Authority Data: Including Guidelines for Content Designation*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.
- \_\_\_\_\_. *MARC21 Concise Formats*. <http://lcweb.loc.gov/marc/marcdocz.html>
- Library of Congress. Network Development and MARC Standards Office. "Guidelines for the Use of Field 856" [www page] <http://lcweb.loc.gov/marc/856guide.html>
- Library of Congress. Serial Record Division. *CONSER Cataloging Manual*. Washington, D.C.: Cataloging Distribution Service. Library of Congress.

- 
- CONSER Program Office. "CONSER Cataloging Manual. Module 31: Remote Access Electronic Serials (Online Serials)" [www page] <http://lcweb.loc.gov/acq/conser/module31.html>
- . "Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records" [www page] <http://lcweb.loc.gov/acq/conser/ffuse.html>
- OCLC, Online Computer Library Center. *Bibliographic Formats and Standards*. Dublin, Ohio: OCLC, Online Computer Library Center. Online version: <http://www.oclc.org/bibformats/en/about/index.shtm>
- OCLC Online Computer Library Center, Inc. "Cataloging Electronic Resources: OCLC-MARC Coding Guidelines" [www page] <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>
- Olson, Nancy B., editor. "Cataloging Internet Resources: a Manual and Practical Guide" [www page]. 2nd ed. Dublin, OH: OCLC. Available from <http://www.purl.org/oclc/cataloging-internet>
- Sha, Vianne. *Guide to the Usage of LCSH Free-Floating Form Subdivisions*. [http://www.itcompany.com/inforetriever/form\\_subdivisions\\_list.htm](http://www.itcompany.com/inforetriever/form_subdivisions_list.htm)
- Wells, Kathleen L. *Use of ≠v Subfield for Form Subdivisions in Subject Headings*. <http://www.lib.usm.edu/~techserv/cat/formsubv.htm#top>

---

## Appendix C

# LINCC Aleph Borrower Record Data Specifications — Personnel

Data will be entered into the community college library's online borrower files in the LINCC system to track the loan and return of books and other materials to community college employees. In addition, data will be entered to provide borrower authentication for access to LINCC databases.

### General Information

The basic data being requested is already collected/maintained for various community college purposes. CCLA requires current employment information and requests that this data be obtained from files that would normally be accessed to fill similar personnel data record needs.

Field numbers from the *Personnel Database Data Element Dictionary* are included in Table C.1: Personnel Data Specifications to facilitate identification of the source of the data. Required data may not be located in the cited PDB fields; use substitute data sources when appropriate.

The personnel data file must be a sequential file with one line per personnel record. Fields must be strung together with no spaces or extra characters between them, and there must be an end of line character at the end of each record.

The library may choose between two options for producing personnel files:

1. Personnel files will be updated each term
2. Personnel files will be generated once each academic year

The borrower expiration date entered in record positions 2211-2218 **must** be updated each term if files will be generated each term; however, if files are generated only once during the academic year, then the expiration date should be set to match the end of the academic year. The same expiration date must appear in all records. All other fields in the specifications have fixed contents and require no ongoing editing.

Following a successful file load, CCLA will notify the library Administrative Contact.

### General Information for Sending the Load Files

When submitting a file, please specify, on the [Online Transfer of Borrower Data to LINCC Request Form](#), how many records are included. Failure to send a form with the information outlined will result in a delay loading the institution's records.

All data values should be left justified within the designated field.

For filler, or when the information is not available, enter spaces.

Data specifications are listed in Table C.1: Personnel Data Specifications.

Instructions for FTPing the borrower data to CCLA were sent out July 2003.

---

### **General Information for File Format**

Records should be sent in **ASCII** format.

The personnel file name should consist of the prefix “per”, the 3-letter code assigned to the institution (refer to [Appendix F, Student and Personnel Files Naming Conventions by Institution](#)), an underscore “\_”, plus the date in format: YYYYMMDD followed by a “.dat” file extension. For example: permdc\_20030422.dat).

The personnel file name should be in all lowercase letters.

### **Personnel Data Specifications**

When entering data specifications, all entries should be left justified and spaces should be entered to fill the fields. The tables on the following pages expand on these guidelines. Bolded items indicate information to be typed in a data field.

**Table C.1: Personnel Data Specifications**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/ Num</b>	<b>Data Field</b>
1	1	CHAR	Enter <b>A</b>
2-3	2	CHAR	Enter <b>99</b>
4-12	9	NUM	Unique ID number for the employee. Used to match records during overlays. Do not enter hyphens. You must contact the CCLA Service Desk to convert from Social Security Number to another number. Use of Social Security Number is not acceptable.
13-63	51	CHAR	Filler
64-67	4	CHAR	PIN Code. Enter a 4 digit number assigned in coordination with the library.
68-123	56	CHAR	Filler
124-133	10	CHAR	Title ( <b>Mr., Miss, Mrs.</b> )
134-333	200	CHAR	Employee Name (Personnel Data Base Data Element # 1005, 1006 and 1007). Enter Employee Name in format: Lastname, Firstname. Include a comma after the last name. If name is hyphenated, include both names and the hyphen.
334-341	8	NUM	Birth Date (Personnel Data Base Data Element # 1010). Enter Birth Date in format: YYYYMMDD.
342-361	20	CHAR	Filler
362	1	CHAR	Enter <b>Y</b>
363-778	416	CHAR	Filler
779-783	5	CHAR	Home Campus Code for ILL purposes. This is a five-letter code representing the employee's home campus (refer to <a href="#">Appendix E</a> ).  Example: If employee's home campus is Tallahassee, enter TCCTA.
784-788	5	CHAR	Home Campus Code. Enter value placed in positions 779-783.
789-792	4	NUM	Enter <b>9999</b>
793-796	4	NUM	Enter <b>9999</b>
797	1	CHAR	Enter <b>Y</b>
798-994	197	CHAR	Filler
995-996	2	NUM	Enter <b>02</b>
997-998	2	NUM	Enter <b>02</b>
1001	1	CHAR	Enter <b>I</b>
999-1000	2	NUM	Enter <b>01</b>
1002-1003	2	NUM	Enter <b>01</b>
1004-1023	20	CHAR	Library Card Number. Leave Blank (enter spaces) for system-generated barcode. Enter the library barcode only if the library will use that as the ID.
1024-1027	4	NUM	PIN Code. Enter a 4 digit number assigned in coordination with the library. Enter value placed in positions 64-67.

**Table C.1: Personnel Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/ Num</b>	<b>Data Field</b>
1028-1043	16	CHAR	Filler
1044-1045	2	NUM	Enter <b>00</b>
1046-1047	2	CHAR	Enter <b>AC</b>
1048	1	CHAR	Enter <b>Y</b>
1049-1100	52	CHAR	Filler
1101	1	CHAR	Enter <b>A</b>
1102-1103	2	NUM	Enter <b>99</b>
1104-1112	9	CHAR	Unique ID number for the employee. Used to match records during overlays. Do not enter hyphens. You must contact the CCLA Service Desk to convert from Social Security Number to another number. Use of Social Security Number is not acceptable.
1113-1143	31	CHAR	Filler
1144-1145	2	NUM	Enter <b>00</b>
1146-1147	2	CHAR	Enter <b>AC</b>
1148	1	CHAR	Enter <b>Y</b>
1149-1200	52	CHAR	Filler
1201	1	CHAR	Enter <b>A</b>
1202-1203	2	NUM	Enter <b>01</b>
1204-1205	2	NUM	Enter <b>02</b>
1206-1255	50	CHAR	<p>Employee Name (Personnel Data Base Data Element # 1005, 1006 and 1007) for Campus Mail Address. Enter Employee Name in format: Firstname Lastname. If name is hyphenated, include both names and the hyphen.</p> <p>Positions 1206-1585 consist of the Personal Campus Mailing Address.</p> <p><b>Note:</b> The mailing address is for system-generated notices and bills; employee notices are directed either to the campus-assigned mailbox or the campus where the employee works.</p> <p>If this section is manipulated, make “If” statements for each of the six borrower classes listed in positions 2209-2210. For example: If the individual is a faculty member, use fields 1206-1585 for the campus mail address; the home address may be placed in positions 1706-2145. Otherwise, place filler in positions 1706-2145.</p>
1256-1305	50	CHAR	Campus Mail Address 1. This is a required field and must contain data. The first line of the address is needed to send mail through the campus system. Do not use punctuation (e.g., building and room number). If campus building and room numbers are not used, the campus name where the person works may be placed in this field.
1306-1355	50	CHAR	Campus Mail Address 2. Second line of campus mail address (e.g. campus, if building and room numbers are used).

**Table C.1: Personnel Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/Num</b>	<b>Data Field</b>
1356-1405	50	CHAR	Campus Mail Address 3. Third line of campus mail address.
1406-1455	50	CHAR	Campus Mail Address 4. Fourth line of campus mail address.
1456-1464	9	CHAR	Zip Code. If no Zip for Campus Mail, enter 99999 to facilitate sorting of notices.
1465	1	CHAR	Filler
1466-1495	30	CHAR	Work Phone Number. Work Phone Number, including area code of employee. Enter phone number in format: (999) 999 – 9999 X 99999.
1496-1525	30	CHAR	Additional Phone Number
1526-1555	30	CHAR	Additional Phone Number
1556-1585	30	CHAR	Additional Phone Number
1586-1645	60	CHAR	E-mail Address. Employee's primary e-mail address.
1646-1700	55	CHAR	Filler
1701	1	CHAR	Enter <b>A</b>
1702-1703	2	NUM	Enter <b>02</b>
1704-1705	2	NUM	Enter <b>01</b>
1706-1755	50	CHAR	Employee Name (Personnel Data Base Data Element # 1005, 1006 and 1007) for Home Address. Enter Employee Name in format: Firstname Lastname. If name is hyphenated, include both names and the hyphen.  Positions 1706-2085 consist of the employee's home address. It is the library's option to enter the employee's home address. Otherwise, enter filler.
1756-1805	50	CHAR	Street Address 1. Street Address of employee's current residence, including house number and street name.
1806-1855	50	CHAR	Street Address 2. Apartment number or other address information.
1856-1905	50	CHAR	Street Address 3. City and State of current residence. Enter in the following format: City, State. Include a comma after the City name. State must be a two-character state postal code, e.g., FL (refer to Appendix G, State Postal Codes).
1906-1955	50	CHAR	Filler
1956-1964	9	CHAR	Zip Code. Five- to nine-character Zip Code of current residence.
1965	1	CHAR	Filler
1966-1995	30	CHAR	Home Phone Number. Home phone number, including area code of employee. Enter phone number in format: (999) 999 – 9999 X 99999.

**Table C.1: Personnel Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/ Num</b>	<b>Data Field</b>
1996-2025	30	CHAR	Additional Phone Number
2026-2055	30	CHAR	Additional Phone Number
2056-2085	30	CHAR	Additional Phone Number
2086-2145	60	CHAR	Additional E-mail Address
2146-2200	55	CHAR	Filler
2201	1	CHAR	Enter <b>A</b>
2202-2206	5	CHAR	Home Campus Code. Enter value placed in positions 779-783.
2207-2208	2	CHAR	Filler
2209-2210	2	NUM	<p>Borrower Status. Enter one of the following Codes for Borrower Status:</p> <p>20 Full-Time Faculty if: Personnel Data Base Data Element # 1055 is 1 and #2030 is 1, 2, 3, 4, 5, 6, 7.</p> <p>22 Adjunct Faculty if: Personnel Data Base Data Element # 1055 is 3 or 4 and # 2030 is 1, 2, 3, 4, 5, 6, 7.</p> <p>23 Department Head</p> <p>24 Administrator</p> <p>30 Full-Time Staff if: Personnel Data Base Data Element # 1055 is 1 and # 2030 is 8, 9.</p> <p>31 Part-time Staff if: Personnel Data Base Data Element # 1055 is 2 and # 2030 is 8, 9.</p> <p><b>Note:</b> There must be a value placed in positions 2009-2010; filler cannot be used.</p>
2211-2218	8	NUM	Borrower Expiration Date. Use the format YYYYMMDD. Date in this field is dependent on the option chosen for producing personnel files. This date must be the same in all records.
2219-2400	182	CHAR	Filler

---

## Appendix D

### LINCC Aleph Borrower Records Data Specifications — Student

Data will be entered into the Community College library's online borrower files in the LINCC system to track the loan and return of books and other materials to community college students. In addition, data will be entered to provide borrower authentication for access to LINCC databases.

#### General Information

The basic data being requested is already collected/maintained for various community college purposes. CCLA requires current registration information and requests that this data be obtained from files that would normally be accessed to fill similar student data record needs.

Field numbers from the *Student Database Data Element Dictionary* are included in Table D.1 Student Data Specifications to facilitate identification of the source of the data. Required data may not be located in the cited SDB fields; use substitute data sources when appropriate.

The student data file must be a sequential file with one line per student record. Fields must be strung together with no spaces or extra characters between them, and there must be an end of line character at the end of each record.

The library may choose between two options for producing student files:

1. Student files will be updated each term
2. Student files will be generated once each academic year

The borrower expiration date entered in record positions 2311-2318 **must** be updated each term if files will be generated each term; however, if files are generated only once during the academic year, then the expiration date should be set to match the end of the academic year. The same expiration date must appear in all records. All other fields in the specifications have fixed contents and require no ongoing editing.

Following a successful file load, CCLA will notify the library Administrative Contact.

#### General Information for Sending the Load Files

When submitting a file, please specify, on the [Online Transfer of Borrower Data to LINCC Request Form](#), how many records are included. Failure to send a form with the information outlined will result in a delay loading the institution's records.

All data values should be left justified within the designated field.

For filler, or when the information is not available, enter spaces.

Data specifications are listed in Table D.1: Student Data Specifications.

Instructions for FTPing the borrower data to CCLA were sent out July 2003.

---

### **General Information for File Format**

Records should be sent in **ASCII** format.

The student file name should consist of the prefix “stu”, the 3-letter code assigned to the institution (refer to [Appendix F, Student and Personnel Files Naming Conventions by Institution](#)), an underscore “\_”, plus the date in format: YYYYMMDD followed by a “.dat” file extension. For example: stumdc\_20030422.dat.

The student file name should be in all lowercase letters.

### **Student Data Specifications**

When entering data specifications, all entries should be left justified and spaces should be entered to fill the fields. The tables on the following pages expand on these guidelines. Bolded items indicate information to be typed in a data field.

**Table D.1: Student Data Specifications**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/ Num</b>	<b>Data Field</b>
1	1	CHAR	Enter <b>A</b>
2-3	2	CHAR	Enter <b>99</b>
4-12	9	CHAR	Unique ID number for the student. Used to match records during overlays. Do not enter hyphens. You must contact the CCLA Service Desk to convert from Social Security Number to another number. Use of Social Security Number is not acceptable.
13-63	51	CHAR	Filler
64-67	4	NUM	PIN Code. Enter a 4 digit number assigned in coordination with the library..
68-123	56	CHAR	Filler
124-133	10	CHAR	Title ( <b>Mr., Miss, Mrs.</b> )
134-333	200	CHAR	Student Name (Student Data Base Data Element # 1015, 1014 and 1016). Enter Student Name in format: Lastname, Firstname. Include a comma after the last name. If name is hyphenated, include both names and the hyphen.
334-341	8	NUM	Birth Date (Student Data Base Data Element # 1019). Enter Birth Date in format: YYYYMMDD.
342-361	20	CHAR	Filler
362	1	CHAR	Enter <b>Y</b>
363-778	416	CHAR	Filler
779-783	5	CHAR	Home Campus Code for ILL purposes. This is the Student's Home Campus (Student Data Base Data Element # 3013, second part). It is a five-letter code representing the student's home campus (refer to <a href="#">Appendix E</a> ). If the student is taking classes at multiple campuses, enter the campus where the majority of the student's classes are scheduled.  Example: If Student Data Base Data Element # 3013 is Tallahassee, enter TCCTA.  <b>Note:</b> Data is needed for actual library users; you need not include inmate extension program participants, etc.
784-788	5	CHAR	Home Campus Code. Enter value placed in positions 779-783.
789-792	4	NUM	Enter <b>9999</b>
793-796	4	NUM	Enter <b>9999</b>
797	1	CHAR	Enter <b>Y</b>
798-994	197	CHAR	Filler
995-996	2	NUM	Enter <b>03</b>
997-998	2	NUM	Enter <b>02</b>
999-1000	2	NUM	Enter <b>01</b>
1001	1	CHAR	Enter <b>I</b>

**Table D.1: Student Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/Num</b>	<b>Data Field</b>
1002-1003	2	NUM	Enter <b>01</b>
1004-1023	20	CHAR	Library Card Number. Leave Blank (enter spaces) for system-generated barcode. Enter the library barcode only if the library will use that as the ID.
1024-1027	4	CHAR	PIN Code. Enter a 4 digit number assigned in coordination with the library.. Enter value placed in positions 64-67.
1028-1043	16	CHAR	Filler
1044-1045	2	NUM	Enter <b>00</b>
1046-1047	2	CHAR	Enter <b>AC</b>
1048	1	CHAR	Enter <b>Y</b>
1049-1100	52	CHAR	Filler
1101	1	CHAR	Enter <b>A</b>
1102-1103	2	NUM	Enter <b>03</b>
1104-1123	20	CHAR	Student ID. Unique ID number for the student, e.g. banner ID. Do not enter hyphens. You must contact the CCLA Service Desk to convert from Social Security Number to another number. Use of Social Security Number is not acceptable.
1124-1143	20	CHAR	Filler
1144-1145	2	NUM	Enter <b>00</b>
1146-1147	2	CHAR	Enter <b>AC</b>
1148	1	CHAR	Enter <b>Y</b>
1149-1200	52	CHAR	Filler
1201	1	CHAR	Enter <b>A</b>
1202-1203	2	NUM	Enter <b>99</b>
1204-1212	9	CHAR	Unique ID number for the student. Used to match records during overlays. Do not enter hyphens. You must contact the CCLA Service Desk to convert from Social Security Number to another number. Use of Social Security Number is not acceptable.
1213-1243	31	CHAR	Filler
1244-1245	2	CHAR	Enter <b>00</b>
1246-1247	2	CHAR	Enter <b>AC</b>
1248	1	CHAR	Enter <b>Y</b>
1249-1300	52	CHAR	Filler
1301	1	CHAR	Enter <b>A</b>
1302-1303	2	NUM	Enter <b>01</b>
1304-1305	2	NUM	Enter <b>02</b>
1306-1355	50	CHAR	<p>Student Name (Student Data Base Data Element # 1014, 1016 and 1015) for Student Mailing Address. Enter Student Name in format: Firstname Lastname. If name is hyphenated, include both names and the hyphen.</p> <p>Positions 1306-1685 consists of the Student's Mailing Address.</p> <p><b>Note:</b> The mailing address is for system-generated notices and bills.</p>

**Table D.1: Student Data Specifications—Continued**

Record Position	Field Length	Char/Num	Data Field
1356-1405	50	CHAR	Mailing Address 1. Student street address or P.O. Box. This is a required field and must contain data.
1406-1455	50	CHAR	Mailing Address 2. Apartment number or other address information.
1456-1505	50	CHAR	Mailing Address 3. City and State of mailing address. Enter in the following format: City, State. Include a comma after the City name. State must be a two-character state code, e.g., FL (refer to Appendix G, State Codes).
1506-1555	50	CHAR	Filler
1556-1564	9	CHAR	Zip Code. Five- to nine-character Zip Code of current residence.
1565	1	CHAR	Filler
1566-1595	30	CHAR	Phone Number. Phone Number, including area code of student's current residence. Enter Phone Number in format: (999) 999 – 9999 X 99999.
1596-1625	30	CHAR	Additional Phone Number
1626-1655	30	CHAR	Additional Phone Number
1656-1685	30	CHAR	Additional Phone Number
1686-1745	60	CHAR	E-mail Address. Student's primary E-mail Address.
1746-1800	55	CHAR	Filler
1801	1	CHAR	Enter <b>A</b>
1802-1803	2	NUM	Enter <b>02</b>
1804-1805	2	NUM	Enter <b>01</b>
1806-1855	50	CHAR	Student Name (Student Data Base Data Element # 1014, 1016 and 1015) for Student Permanent Address. Enter Student Name in format: Firstname Lastname. If name is hyphenated, include both names and the hyphen.  Positions 1806-2185 consist of the student's permanent address. It is the library's option to enter the student's permanent address. Otherwise, enter filler.
1856-1905	50	CHAR	Permanent Address 1. Enter street address.
1906-1955	50	CHAR	Permanent Address 2. Can be apartment number or other address information.
1956-2005	50	CHAR	Permanent Address 3. City and State of permanent address. Enter in the following format: City, State. Include comma after the City name. State must be a two-character state code, e.g., FL (refer to Appendix G, State Codes).
2006-2055	50	CHAR	Filler
2056-2064	9	CHAR	Zip Code. Five- to nine-character Zip Code of permanent address.

**Table D.1: Student Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/ Num</b>	<b>Data Field</b>
2065	1	CHAR	Filler
2066-2095	30	CHAR	Phone Number. Phone Number, including area code of student's permanent address. Enter Phone Number in format: (999) 999 – 9999 X 99999.
2096-2125	30	CHAR	Additional Phone Number
2126-2155	30	CHAR	Additional Phone Number
2156-2185	30	CHAR	Additional Phone Number
2186-2245	60	CHAR	Additional E-mail Address
2246-2300	55	CHAR	Filler
2301	1	CHAR	Enter <b>A</b>
2302-2306	5	CHAR	Home Campus Code. Enter value placed in positions 779-783.
2307-2308	2	CHAR	<p>Program of Study – Award Type (Student Data Base Data Element # 2001 and DE # 3004). This field is for statistical purposes.</p> <p>Enter <b>DE</b> for Dual Enrollment (SDB DE # 304) if student has an SDB status code of DA, DV, EA, EV or AP.</p> <p>If the student has a value in the SDB DE # 2001, enter the codes as listed. The codes listed in SDB DE # 2001 are only 1 digit long, and should be placed in the first position in this field (i.e., position 2307). The codes are:</p> <ul style="list-style-type: none"> <li><b>1</b> Associate in Arts (AA) Degree</li> <li><b>2</b> Associate in Science (AS) Degree</li> <li><b>3</b> Associate in Science (AS) Certificate</li> <li><b>4</b> Vocational Certificate</li> <li><b>5</b> Adult High School Diploma</li> <li><b>6</b> Degree Seeking -- Undecided</li> <li><b>9</b> No Formal Award (Credit, Non-degree Seeker)</li> <li><b>A</b> Associate in Applied Science (AAS) Degree</li> <li><b>B</b> Adult Basic</li> <li><b>C</b> Baccalaureate</li> <li><b>D</b> Applied Technology Diploma</li> <li><b>G</b> GED</li> <li><b>P</b> Apprenticeship Program</li> <li><b>T</b> Advanced Technical Certificate</li> <li><b>Z</b> Not Applicable (i.e., Continuing Education Enrollments).</li> </ul>

**Table D.1: Student Data Specifications—Continued**

<b>Record Position</b>	<b>Field Length</b>	<b>Char/Num</b>	<b>Data Field</b>
2309-2310	2	CHAR	Borrower Status. Enter one of the following Codes for Borrower Status:  <b>01</b> 2 Year Student <b>02</b> 4 Year Student <b>10</b> Graduate Student <b>40</b> Community Borrower <b>41</b> Alumni
2311-2318	8	NUM	Borrower Expiration Date. The date borrower registration expires, in format: YYYYMMDD. Enter the last day of the term or the last day materials can be returned as the expiration date. This field requires editing each term.
2319-2500	182	CHAR	Filler

## Appendix E LINCC Institution and Campus Codes

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Institutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
<b>Brevard</b>	02		BEC	FCoAB	7602		
Cocoa		BECCO				BrevCC/Cocoa	BECCO
Melbourne		BECME				BrevCC/Melbourne	BECME
Titusville		BECTV				BrevCC/Titusville	BECTV
Palm Bay		BECPB				BrevCC/Palm Bay	BECPB
<b>Broward</b>	03		BOC	FFIB	7603		
Central		BOCCE				BrowCC/Central	BOCCE
						*BrowCC/Downtown	BOCDT
						*BrowCC/Downtown	BOCDU
						*BrowCC/South	BOCSO
						*BrowCC/North	BOCNO
						*Broward/Pines	
						BrowCC/Central ACQ	BOCFA
<b>Central Florida</b>	04		CCC	FOcC	7604		
Ocala		CCCOC				CFC/Ocala	CCCOC
Citrus		CCCCI				CFC/Citrus	CCCCI
						*CFC/Appleton	CCCAP
						*CFC/Hampton	CCCHA
						*CFC/Levy	CCCLE
<b>Chipola</b>	05		CJC	FAoC	7605		
Marianna		CJCMA				CC/Marianna	CJCMA
<b>Daytona</b>	06		DBC	FDbCC	7606		
Daytona		DBCDA				DBCC/Daytona	DBCDA
West		DBCWE				DBCC/West	DBCWE
						*DBCC/South	DBCSD
						*DBCC/AdvanceTech	DBCAT

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Institutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
						*DBCC/Deltona	DBCFO
						*DBCC/Flagler/Palm Cst	DBCFL
<b>Edison</b>	07		ECC	FFmE	7607		
Lee		ECCLE				EC/Lee	ECCLE
Collier		ECCCO				EC/Collier	ECCCO
Charlotte		ECCCH				EC/Charlotte	ECCCH
Hendry-Glades		ECHE				EC/Hendry-Glades	ECHE
<b>Jacksonville</b>	08		FJC	FJF	7608		
Kent		FJCKE				FCCJ/Kent	FJCKE
North		FJCNO				FCCJ/North	FJCNO
South		FJCNO				FCCJ/South	FJCNO
Downtown		FJCDO				FCCJ/Downtown	FJCDO
Deerwood		FJCDE				FCCJ/Deerwood	FJCDE
Nassau		FJCNA				FCCJ/Nassau	FJCNA
		FJCCE				FCCJ/Cecil Field	FJCCE
<b>Florida Keys</b>	9		FKC	FKwC	7609		
Florida Keys		FKCKE				FKCC/Key West	FKCKE
						*FKCC/Marathon Ctr	FKCMA
						*FKCC/Coral Shores	FKCCO
<b>Gulf Coast</b>	10		GCC	FIPcGCC	7610		
Panama City		GCCPA				GCCC/Panama City	GCCPA
<b>Hillsborough</b>	11		HCC	FTHiL	7611		
Dale Mabry		HCCDA				HCC/Dale Mabry	HCCDA
Ybor City		HCCYB				HCC/Ybor City	HCCYB
Plant City		HCCPL				HCC/Plant City	HCCPL
Brandon		HCCBR				HCC/Brandon	HCCBR
						*HCC/District Prof Col	HCCDP
						HCC/District Film Lab	HCCDF
						HCC/District Tech Ser	HCCDI
						*HCC/MacDill	HCCMA

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Institutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
<b>Indian River</b>	12		IRC	FFpl	7612		
Ft. Pierce		IRCFO				IRC/Ft. Pierce	IRCFO
St. Lucie West	13	IRCSEA				IRC/St. Lucie West	IRCSEA
						*IRC/Okeechobee	IRCOK
						*IRC/Stuart	IRCST
						IRC/Tech Services	IRCTS
<b>Florida Gateway</b>	13		LCC	FILcCC	7613		
Lake City		LCCLA				LCCC/Lake City	LCCLA
<b>Lake Sumter</b>	14		LSC	FLeL	7614		
Leesburg		LSCLE				LSCC/Leesburg	LSCLE
Sumter		LSCSU				LSCC/Sumter	LSCSU
South Lake		LSCSO				LSCC/South Lake	LSCSO
<b>Manatee-Sarasota</b>	15		MJC	FBrM	7615		
Bradenton		MJCBR				MCC/Bradenton	MJCBR
Venice		MJCVE				MCC/Venice	MJCVE
<b>Miami Dade</b>	16		MDC	FMMD	7616		
North		MDCNO				MDC/North	MDCNO
Kendall		MDCKE				MDC/Kendall	MDCKE
Wolfson		MDCWO				MDC/Wolfson	MDCWO
Medical Center		MDCME				MDC/Medical Center	MDCME
Homestead		MDCHO				MDC/Homestead	MDCHO
InterAmerican		MDCIN				MDC/InterAmerican	MDCIN
Entrepreneurial		MDCEE				MDC/Entrepreneurial	MDCEE
Hialeah		MDCHI				MDC/Hialeah	MDCHI
						*MDC/West Dade	MDCWE
						MDC/Tech Services	MDCTS
						MDCC/N Media Svc	MDCNA
						MDCC/Kendall Media	MDCKA
						MDC/Wolfson Media	MDCWA
						MDC/Medical Media	MDCMA
						MDC/Homestead Media	MDCHA
						MDC/I-A Media	MDCIA

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Institutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
<b>North Florida CC</b>	17		NJC	FMadN	7617		
Madison		NJCMA				NFCC/Madison	NJCMA
<b>Northwest Florida</b>	18		OWC	FniO	7618		
Niceville		OWCNI				OWC/Niceville	OWCNI
						*OWC/Defuniak	OWCDE
						*OWC/Fort Walton	OWCFO
						*OWC/Hurlburt AFB	OWCHU
						*OWC/Eglin AFB	OWCEL
						*OWC/Crestview	OWCCR
<b>Palm Beach</b>	19		PCC	FLwP	7619		
Lake Worth		PCCCE				PBCC/Lake Worth	PCCCE
Palm Beach Gardens		PCCEI				PBCC/Palm Beach Gardens	PCCEI
Belle Glade		PCCBE				PBCC/Belle Glade	PCCBE
						*PBCC/Boca Raton	PCCSO
<b>Pasco-Hernando</b>	20		PHC	FIDcPHC	7620		
East		PHCEA				PHCC/East	PHCEA
North		PHCNO				PHCC/North	PHCNO
West		PHCWE				PHCC/West	PHCWE
<b>Pensacola</b>	21		PJC	FPeJC	7621		
Pensacola		PJCPE				PJC/Pensacola	PJCPE
Milton		PJCMI				PJC/Milton	PJCMI
Warrington		PJCWA				PJC/Warrington	PJCWA
						*PJC/Downtown	PJCDT
<b>Polk</b>	22		PKC	FWhP	7622		
Winter Haven		PKCWI				PCC/Winter Haven	PKCWI
Lakeland		PKCLA				PCC/Lakeland	PKCLA
<b>St. Johns River</b>	23		SSC	FIPaSJC	7623		
Palatka		SSCPA				SJRCC/Palatka	SSCPA
Orange Park		SSCOR				SJRCC/Orange Park	SSCOR

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Institutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
St. Augustine		SSCSA				SJRCC/St. Augustine	SSCSA
<b>St. Petersburg</b>							
	24		SPC	FSpC	7624		
Allstate		SPCAL				SPC/Allstate	SPCAL
Seminole		SPCSE		FSeCL		SPC/Seminole	SPCSE
Clearwater		SPCCL				SPC/Clearwater	SPCCL
St. Petersburg Gibbs		SPCSA				SPC/Gibbs	SPCSA
Tarpon Springs		SPCTA				SPC/Tarpon Springs	SPCTA
Health Education Center		SPCHE				SPC/Health Ed Ctr	SPCHE
						*SPC/Carillion	SPCCA
						*SPC/Open	SPCOP
						*SPC/ITVS	SPCIT
						SPC/Libr. Proc. Ctr.	SPCLP
<b>Santa Fe</b>							
	25		SNC	FGS	7625		
Gainesville		SNCGA				SFeCC/Gainesville	SNCGA
						*SFeCC/Andrew Ctr.	SNCBR
						*SFeCC/Downtown Ctr.	SNCDO
						*SFeCC/Police Academy	SNCPO
						*SFeCC/Davis Ctr.	SNCWE
						*SFeCC/Keystone Ctr.	SNCCA
<b>Seminole</b>							
	26		SCC	FSanS	7626		
Seminole CC		SCCSA				SCC/Sanford	SCCSA
Oveido		SCCOV				SCC/Oveida	SCCOV
						*SCC/Hunt Club	SCCHU
						*SCC/Sanford/Career	SCCCA
						*SCC/Sanford/Faculty Institute	SCCFA
<b>South Florida</b>							
	27		SOC	FIApSFC	7627		
Highlands		SOCAV				SFCC/Highlands	SOCAV
						*SFCC/DeSoto Ctr	SOCDE
						*SFCC/Hardee Ctr	SOCHA
						*SFCC/Lake Placid	SOCLA

Institution Campus	Remote Reg. Patron Type	Workstation ID	LINCC Insti- tutional Code	NUC Code	OCLC Port #	Sublibrary	Sublibrary Code
<b>Tallahassee</b>	28		TCC	FTaT	7628		
Tallahassee		TCCTA				TCC/Tallahassee	TCCTA
						*TCC/Gadsden Ctr	TCCGA
<b>Valencia</b>	29		VCC	FOV	7629		
West		VCCWE				VCC/West	VCCWE
East		VCCEA				VCC/East	VCCEA
Osceola		VCCOS				VCC/Osceola	VCCOS
Winter Park		VCCWI				VCC/Winter Park	VCCWI
						*VCC/South	VCCSO
						*VCC/Open	VCCOP
		VCCCE (VCCTechSvc)				VCC/Tech Svc	VCCCE

The asterisk \* indicates a site that is designated as a "center" and is not supported by LINCC with circulating privileges.

Florida A & M University	40
Florida Atlantic University	41
Florida Gulf Coast University	42
Florida International University	43
Florida State University	44
University of Central Florida	45
University of Florida	46
University of North Florida	47
University of South Florida	48
University of West Florida	49

Updated 11/30/04

## Appendix F

### Student and Personnel Files Naming Conventions by Institution

Institution	Student File	Personnel File
Brevard Community College	stubec_YYYYMMDD.dat, e.g., stubec_20030422.dat	perbec_YYYYMMDD.dat, e.g., perbec_20030422.dat
Broward College	stuboc_YYYYMMDD.dat	perboc_YYYYMMDD.dat
Chipola College	stucjc_YYYYMMDD.dat	percjc_YYYYMMDD.dat
College of Central Florida	stuccc_YYYYMMDD.dat	perccc_YYYYMMDD.dat
Daytona State College	studbc_YYYYMMDD.dat	perdbc_YYYYMMDD.dat
Edison State College	stuecc_YYYYMMDD.dat	perecc_YYYYMMDD.dat
Florida Gateway College	stulcc_YYYYMMDD.dat	perlcc_YYYYMMDD.dat
Florida Keys Community College	stufkc_YYYYMMDD.dat	perfkc_YYYYMMDD.dat
Florida State College at Jacksonville	stufjc_YYYYMMDD.dat	perfjc_YYYYMMDD.dat
Florida State College, Manatee- Sarasota	stumjc_YYYYMMDD.dat	permjc_YYYYMMDD.dat
Gulf Coast Community College	stugcc_YYYYMMDD.dat	pergcc_YYYYMMDD.dat
Hillsborough Community College	stuhcc_YYYYMMDD.dat	perhcc_YYYYMMDD.dat
Indian River State College	stuirc_YYYYMMDD.dat	perirc_YYYYMMDD.dat
Lake-Sumter Community College	stulsc_YYYYMMDD.dat	perlsc_YYYYMMDD.dat
Miami Dade College	stumdc_YYYYMMDD.dat	permdc_YYYYMMDD.dat
North Florida Community College	stunjc_YYYYMMDD.dat	pernjc_YYYYMMDD.dat
Northwest Florida State College	stuowc_YYYYMMDD.dat	perowc_YYYYMMDD.dat
Palm Beach State College	stupcc_YYYYMMDD.dat	perpcc_YYYYMMDD.dat
Pasco-Hernando Community College	stuphc_YYYYMMDD.dat	perphc_YYYYMMDD.dat
Pensacola Junior College	stupjc_YYYYMMDD.dat	perpjc_YYYYMMDD.dat
Polk State College	stupkc_YYYYMMDD.dat	perpkc_YYYYMMDD.dat
Santa Fe College	stusnc_YYYYMMDD.dat	persnc_YYYYMMDD.dat
Seminole State College	stuscc_YYYYMMDD.dat	perscc_YYYYMMDD.dat
South Florida Community College	stusoc_YYYYMMDD.dat	persoc_YYYYMMDD.dat
St. Johns River Community College	stussc_YYYYMMDD.dat	perssc_YYYYMMDD.dat
St. Petersburg College	stuspc_YYYYMMDD.dat	perspc_YYYYMMDD.dat
Tallahassee Community College	stutcc_YYYYMMDD.dat	pertcc_YYYYMMDD.dat
Valencia Community College	stuvcc_YYYYMMDD.dat	pervcc_YYYYMMDD.dat

---

## Appendix G State Codes

<b>AK</b>	Alaska	<b>MT</b>	Montana
<b>AL</b>	Alabama	<b>NE</b>	Nebraska
<b>AR</b>	Arkansas	<b>NV</b>	Nevada
<b>AZ</b>	Arizona	<b>NH</b>	New Hampshire
<b>CA</b>	California	<b>NJ</b>	New Jersey
<b>CO</b>	Colorado	<b>NM</b>	New Mexico
<b>CT</b>	Connecticut	<b>NY</b>	New York
<b>DE</b>	Delaware	<b>NC</b>	North Carolina
<b>DC</b>	District of Columbia	<b>ND</b>	North Dakota
<b>FL</b>	Florida	<b>OH</b>	Ohio
<b>GA</b>	Georgia	<b>OK</b>	Oklahoma
<b>HI</b>	Hawaii	<b>OR</b>	Oregon
<b>ID</b>	Idaho	<b>PA</b>	Pennsylvania
<b>IL</b>	Illinois	<b>RI</b>	Rhode Island
<b>IN</b>	Indiana	<b>SC</b>	South Carolina
<b>IA</b>	Iowa	<b>SD</b>	South Dakota
<b>KS</b>	Kansas	<b>TN</b>	Tennessee
<b>KY</b>	Kentucky	<b>TX</b>	Texas
<b>LA</b>	Louisiana	<b>UT</b>	Utah
<b>ME</b>	Maine	<b>VT</b>	Vermont
<b>MD</b>	Maryland	<b>VA</b>	Virginia
<b>MA</b>	Massachusetts	<b>WA</b>	Washington
<b>MI</b>	Michigan	<b>WV</b>	West Virginia
<b>MN</b>	Minnesota	<b>WI</b>	Wisconsin
<b>MS</b>	Mississippi	<b>WY</b>	Wyoming
<b>MO</b>	Missouri		

---

## Appendix H Country Codes

<b>aq</b>	Antigua and Barbuda		
<b>ag</b>	Argentina		
<b>aw</b>	Aruba	<b>ic</b>	Iceland
<b>at</b>	Australia	<b>ii</b>	India
<b>au</b>	Austria	<b>ir</b>	Iran
<b>bf</b>	Bahamas	<b>iq</b>	Iraq
<b>bb</b>	Barbados	<b>ie</b>	Ireland
<b>be</b>	Belgium	<b>is</b>	Israel
<b>bh</b>	Belize	<b>it</b>	Italy
<b>bm</b>	Bermuda Islands	<b>jm</b>	Jamaica
<b>bo</b>	Bolivi	<b>ja</b>	Japan
<b>bl</b>	Brazil	<b>jo</b>	Jordan
<b>vb</b>	British Virgin Islands	<b>ke</b>	Kenya
<b>bx</b>	Brunei	<b>kn</b>	Korea (North)
<b>bu</b>	Bulgaria	<b>ks</b>	Korea (South)
<b>ca</b>	Canada	<b>ku</b>	Kuwait
<b>cj</b>	Cayman Islands	<b>lv</b>	Latvia
<b>cc</b>	China	<b>le</b>	Lebanon
<b>cl</b>	Chile	<b>lb</b>	Liberia
<b>ck</b>	Colombia	<b>lu</b>	Luxembourg
<b>cr</b>	Costa Rica	<b>mq</b>	Martinique
<b>cu</b>	Cuba	<b>mx</b>	Mexico
<b>dk</b>	Denmark	<b>na</b>	Netherlands Antilles
<b>dq</b>	Dominica	<b>nq</b>	Nicaragua
<b>dr</b>	Dominican Republic	<b>no</b>	Norway
<b>ec</b>	Ecuador	<b>pn</b>	Panama
<b>ua</b>	Egypt	<b>py</b>	Paraguay
<b>enk</b>	England	<b>pe</b>	Peru
<b>eg</b>	Equatorial Guinea	<b>pl</b>	Poland
<b>er</b>	Estonia	<b>po</b>	Portugal
<b>fi</b>	Finland	<b>ru</b>	Russia
<b>fr</b>	France	<b>sc</b>	Scotland
<b>fg</b>	French Guiana	<b>sp</b>	Spain
<b>ge</b>	Germany	<b>sq</b>	Swaziland
<b>gh</b>	Ghana	<b>sz</b>	Switzerland
<b>gr</b>	Greece	<b>sy</b>	Syria
<b>gd</b>	Grenada	<b>uk</b>	United Kingdom
<b>gp</b>	Guadeloupe	<b>us</b>	United States
<b>gu</b>	Guam	<b>uc</b>	United States Caribbean Islands
<b>gt</b>	Guatemala	<b>uy</b>	Uruguay
<b>gv</b>	Guinea	<b>ve</b>	Venezuela
<b>pg</b>	Guinea-Bissau	<b>vi</b>	Virgin Islands of the United States
<b>gy</b>	Guyana		
<b>ht</b>	Haiti		
<b>ho</b>	Honduras		
<b>hu</b>	Hungary		

---

## Appendix I National Union Catalog Codes

The following is a list of MARC Codes for all LINCC libraries, also known as the National Union Catalog (NUC) codes. These are issued by the Library of Congress and are used for Union Catalog and interlibrary loan purposes. They are to be used in creating holdings records within the LINCC system and should be entered as printed.

**Note:** All "l" characters are lowercase L's.

<b>FCoaB</b>	Brevard Community College
<b>FFIB</b>	Broward College
<b>FOcC</b>	College of Central Florida
<b>FAoC</b>	Chipola College
<b>FDbCC</b>	Daytona State College
<b>FFmE</b>	Edison State College
<b>FKwC</b>	Florida Keys Community College
<b>FILcCC</b>	Florida Gateway College
<b>FJF</b>	Florida State College at Jacksonville
<b>FBrM</b>	Florida State College, Manatee-Sarasota
<b>FIPcGCC</b>	Gulf Coast Community College
<b>FTHil</b>	Hillsborough Community College
<b>FFpl</b>	Indian River State College
<b>FLeL</b>	Lake-Sumter Community College
<b>FMMD</b>	Miami Dade College
<b>FMadN</b>	North Florida Community College
<b>FNiO</b>	Northwest Florida State College
<b>FLwP</b>	Palm Beach State College
<b>FIDcPHC</b>	Pasco-Hernando Community College
<b>FPeJC</b>	Pensacola Junior College
<b>FWhP</b>	Polk State College
<b>FIPaSJC</b>	St. Johns River Community College
<b>FSpC</b>	St. Petersburg College
<b>FGS</b>	Santa Fe College
<b>FSanS</b>	Seminole State College
<b>FIApSFC</b>	South Florida Community College
<b>FTaT</b>	Tallahassee Community College
<b>FOV</b>	Valencia Community College

## Appendix J

### LINCC Serial Pattern Templates by Template ID

Table J.1 describes each LINCC serial pattern template. A pattern template for a serial title is determined by the publishing frequency for the title.

LINCC Serial Pattern Template	Description
01_daily.mrc	A daily publication that begins with v.1:no.1(2004:Jan. 1).
02_daily_6levels.mrc	A daily publication with six levels of enumeration that begins with v.1:no.1:pt.1:sect.1:unit1:sub-unit12004:Jan.1).
03_3timesaweek.mrc	Published 3 times a week; begins with v.1:no.1(2004:Jan.3).
04_semiweekly.mrc	A semiweekly (twice a week) publication that begins with v.1:no.1(2004:Jan.2).
05_weekly.mrc	A weekly publication that begins with v.1:no.1(2004:Jan.01).
06_3timesamonth.mrc	Published 3 times a month on the 1st, 10th and 20th; begins with v.1:no.1(2004:Jan.1).
07_biweekly.mrc	A biweekly (every 2 weeks) publication that begins with v.1:no.1(2004:Jan. 3).
08_semimonthly.mrc	A semimonthly (twice a month) publication that begins with v.1:no.1(2004:Jan.1).
09_monthly_regular.mrc	A monthly publication that begins with v.1:no.1(2004:Jan.).
10_monthly_combined.mrc	A monthly publication that begins with v.1:no.1/2(2004:Jan./Feb.) and combines both enumeration and chronology using subfield y of the 853 field.
11_monthly_omits.mrc	A monthly publication that begins with v.1:no.1(2004:Jan.) and regularly omits publication in the months Feb., July, and Dec.
12_bimonthly.mrc	A bimonthly publication that begins with v.1:no.1(2004:Jan.).
13_bimonthly_combined.mrc	A bimonthly publication that begins with v.1:no.1(2004:Jan./Feb.); note that the chronology is combined while the enumeration is not.
14_quarterly_months.mrc	A quarterly publication that begins with v.1:no.1(2004:Jan.) and uses months in the second level of chronology.
15_quarterly_seasons.mrc	A quarterly publication that begins with v.1:no.1(2004:Winter) and uses seasons in the second level of chronology.
16_quarterly_combine.mrc	A quarterly publication that begins with v.1:no.1(2004:Winter) and regularly combines issues 3 and 4.

LINCC Serial Pattern Template	Description
17_3timesayear.mrc	Published 3 times a year in Jan., May, and Sep. and begins with v.1:no.1(2004:Jan.).
18_semiannual_contin_no.mrc	A semiannual publication with continuous issue numbering that begins with v.7:no.13(2004:Jan.).
19_semiannual_altern_no.mrc	A semiannual publication that begins with v.3:no.1=no.5 and has one level of alternative enumeration.
20_annual.mrc	An annual publication that begins with v.1(2004).
21_annual_index.mrc	An alphabetical index that is published annually.
22_annual_suppl.mrc	An annual supplement.
23_biennial.mrc	A biennial publication that begins with v.1(2004).
24_triennial.mrc	A triennial publication that begins with v.1(2004).