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**Functional Requirements
for
Bibliographic Records**

Final Report

IFLA Study Group on the
Functional Requirements for Bibliographic Records
Approved by the
Standing Committee of the

IFLA Section on Cataloguing
K . G. Saur München 1998

➤ **IFLA Cataloguing Section:** <http://www.ifla.org/VII/s13/sc.htm>

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Fédération Internationale des Associations de Bibliothécaires et des Bibliothèques
Internationaler Verband der Bibliothekarischen Vereine und Institutionen

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IFLA Universal Bibliographic Control
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MEMBERS OF THE IFLA STUDY GROUP ON THE FUNCTIONAL REQUIREMENTS FOR BIBLIOGRAPHIC RECORDS

Olivia Madison (*Chair*)
Iowa State University Library

John Byrum, Jr.
Library of Congress

Suzanne Jouguelet
Bibliothèque nationale de France

Dorothy McGarry
University of California, Los Angeles

Nancy Williamson
Faculty of Information Studies, University of Toronto

Maria Witt
Médiathèque de la Cité des Sciences, Paris

Consultants

Tom Delsey
National Library of Canada

Elizabeth Dulabahn
Library of Congress

Elaine Svenonius
University of California, Los Angeles

Barbara Tillet
Library of Congress

Former members and consultants

Nancy John (*Chair*, August 1993-August 1995)
University Library, University of Illinois at Chicago

Ben Tucker (*Consultant*, June 1992-June 1993)
Library of Congress

1. INTRODUCTION

1.1 Background

Almost forty years ago the International Federation of Library Associations and Institutions (IFLA) initiated a fundamental re-examination of cataloguing theory and practice on an international level. The first important outcome of that effort was a set of cataloguing principles agreed to at an international conference held in Paris in 1961 that have subsequently come to be known as the Paris Principles. A second key undertaking was initiated at the International Meeting of Cataloguing Experts held in Copenhagen in 1969 with the adoption of a resolution to establish international standards for the form and content of bibliographic descriptions. The first of the standards developed under that resolution, the *International Standard Bibliographic Description for Monographic Publications*, was published in 1971. In the years that have followed those initial undertakings the Paris Principles and the ISBDs have served as the bibliographic foundation for a variety of new and revised national and international cataloguing codes.

During that same period, however, the environment within which cataloguing principles and standards operate has changed dramatically. Key factors contributing to the change have been the introduction and ongoing development of automated systems for the creation and processing of bibliographic data, and the growth of large-scale databases, both national and international in scope, that contain records contributed and used by thousands of libraries participating in shared cataloguing programs. The growth of shared cataloguing has been spurred not only by the opportunities that new technologies bring with them but also by an increasing need to reduce cataloguing costs by minimizing duplicate cataloguing effort. Economic pressures have also prompted libraries to try to simplify the cataloguing process and to do more and more “minimal level” cataloguing in order to keep pace with the continued growth of publishing output. On the other side of the coin, there has been an increasing need to adapt cataloguing codes and practices to accommodate change resulting from the emergence of new forms of electronic publishing, and the advent of networked access to information resources. Equally important has been a recognized need to respond more effectively to an increasingly broad range of user expectations and needs.

It was this changing environment that formed the backdrop to the 1990 Stockholm Seminar on Bibliographic Records, sponsored by the IFLA Universal Bibliographic Control and International MARC (UBCIM) Programme and the IFLA Division of Bibliographic Control. While the participants in the Seminar recognized the economic realities faced by libraries and the need to reduce the cost of cataloguing, they also acknowledged the importance of meeting user needs and addressing more effectively the broad range of needs associated with various types of material and the various contexts within which bibliographic records are used. It was recognized that continuing pressure to do “minimal level” cataloguing required a careful re-examination of the relationship between individual data elements in the record and the needs of the user. It was also recognized that in this context the viability of shared cataloguing programs, both nationally and internationally, required an agreed standard for a “basic” or “core” level record.

There were nine resolutions adopted at the Stockholm Seminar, one of which led directly to the current study. That resolution called for the commissioning of a study to define the functional requirements for bibliographic records. The terms of reference that were subsequently developed for the study stated its purpose and scope as follows:

The purpose of this study is to delineate in clearly defined terms the functions performed by the bibliographic record with respect to various media, various applications, and various user needs. The study is to cover the full range of functions for the bibliographic record in its widest sense-- i.e., a record that encompasses not only descriptive elements, but access points (name, title, subject, etc.), other "organizing" elements (classification, etc.), and annotations.

The aim of the study was to produce a framework that would provide a clear, precisely stated, and commonly shared understanding of what it is that the bibliographic record aims to provide information about, and what it is that we expect the record to achieve in terms of answering user needs.

The terms of reference also gave a second charge to the study group: to recommend a basic level of functionality and basic data requirements for records created by national bibliographic agencies. The purpose of formulating recommendations for a basic level national bibliographic record was to address the need identified at the Stockholm Seminar for a core level standard that would allow national bibliographic agencies to reduce their cataloguing costs through the creation, as necessary, of less-than-full-level records, but at the same time ensure that all records produced by national bibliographic agencies met essential user needs.

The terms of reference for the study were approved by the Standing Committee of the IFLA Section on Cataloguing at the September 1992 IFLA Conference in New

Delhi. Members of the study group were appointed from both the Section on Cataloguing and the Section on Classification and Indexing.

The study group completed its lengthy deliberations for its draft report in the fall of 1995. The study group consultants were responsible for writing various interim working documents and the completed draft report. In May 1996 the draft report was sent to the members of the IFLA Section on Cataloguing and the study's volunteer commentators for a six-month, world-wide review. The draft report was also available electronically through the World Wide Web on the IFLA Section on Cataloguing's home page for other individuals and organizations to review and comment on. As a result of the six-month review, the study group received forty responses from sixteen countries. Most of the comments involved the draft report's organization, the definition of terms, the methodology, and conclusions relating to the requirements for specific types of material. Reviewers recommended that more examples be added in order to clarify various definitions and concepts.

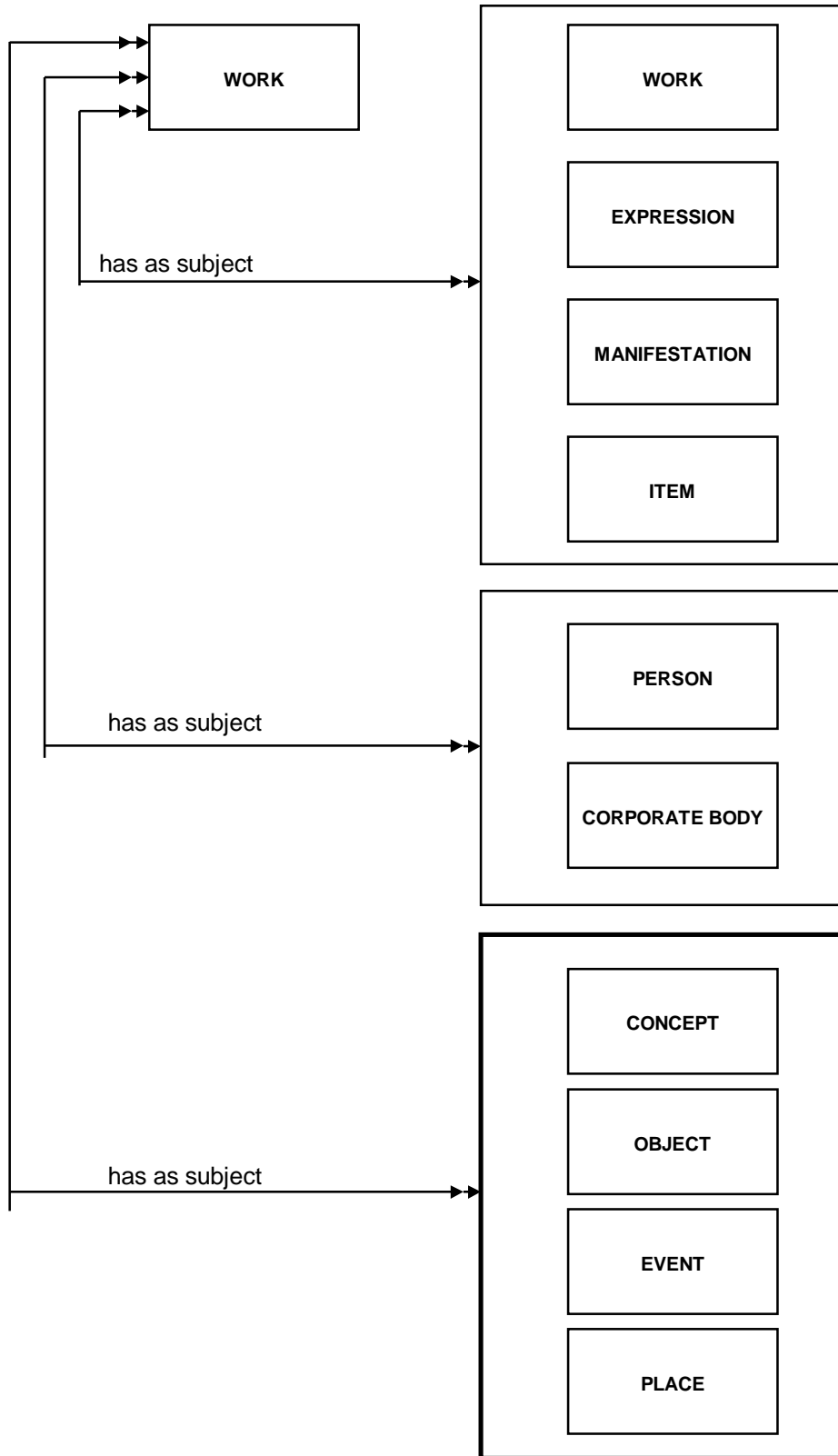
In February 1997 the study group met to discuss the world-wide review comments and decide how to revise the report. Following this meeting the consultants incorporated the final revisions into the report. Ms. Olivia Madison, the study group chair, presented the final report to the Standing Committee of the IFLA Section on Cataloguing at the 63rd (1997) General Conference of the International Federation of Library Associations and Institutions held in Copenhagen, Denmark. The Standing Committee approved the study group's final report at its meeting on September 5, 1997.

1.2 Approach

The terms of reference for the study called for the development of a framework that identifies and clearly defines the entities of interest to users of bibliographic records, the attributes of each entity, and the types of relationships that operate between entities. The intent was to produce a conceptual model that would serve as the basis for relating specific attributes and relationships (reflected in the record as discrete data elements) to the various tasks that users perform when consulting bibliographic records.

The study makes no *a priori* assumptions about the bibliographic record itself, either in terms of content or structure. It takes a user-focused approach to analyzing data requirements insofar as it endeavours to define in a systematic way what it is that the user expects to find information about in a bibliographic record and how that information is used.

Figure 3.3: Group 3 Entities and “Subject” Relationships



The reproduction relationship states that one particular *item* has been derived in some way from another *item*. As with *manifestation*, there can be varying levels of fidelity of the reproduction to the original *item*. Unlike the replication of *manifestations*, however, which in some cases will result in a change in the type of carrier, the replication of one *item* from another always results in an *item* of the same physical characteristics as the original.

The reconfiguration relationship is one in which one or more *items* are changed in such a way that a new *item* or *items* result. Most commonly, an *item* of one *manifestation* is bound with an *item* of a different *manifestation* to make a new *item*. For monographs, this is the typical "bound with" situation. For serials, reconfiguration happens when several unbound copies representing different issues are bound together to make a single new *item*. Less frequently, a single physical *item* may be split and rebound as two separate *items*.

Examples

- **i₁** a copy of Adam Lillie’s *Canada--physical, economic, and social* published in 1855 by MacLear & Company
 is bound with →
 ← is bound with
- **i₂** a copy of Alexander Morris’ *Canada and her resources*
 published in 1855 by John Lovell

5.3.6.1 Whole/Part Relationships at the Item Level

Table 5.11 shows whole/part relationships at the *item* level.

Table 5.11 Whole/Part Item-to-Item Relationships

Relationship Type	Item
Whole/Part has part → ← is part of	Physical component of copy Binding of a book

Parts of *items* can be discrete components or integral parts. A discrete component is a separable physical piece constituting part of the whole *item*. For example, copy 1 of a particular *manifestation* might consist of two separate volumes; each

Table 6.1 Attributes and Relationships of Works

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of a Work																
Title of the work	■				■				■							
Form of work	□				□				■							
Date of the work	○				○				○							
Other distinguishing characteristic	○				○				○							
Intended termination	□				■				□							
Intended audience	○				○				□							
Context for the work									○							
Medium of performance (musical work) <i>(note 1)</i>	□				□				□							
Numeric designation (musical work) <i>(note 1)</i>	○				□											
Key (musical work) <i>(note 1)</i>	○				□											
Coordinates (cartographic work)	□				■				■							
Equinox (cartographic work)	□				□				□							

1 Medium of performance, numeric designation, and key have a higher value for identifying musical works with non-distinctive titles indicative only of the musical form

(e.g., Symphony, Concerto, etc.)

■ = high value

□ = moderate value

○ = low value

Table 6.1 Attributes and Relationships of Works (cont'd)

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Relationships Between a Work																
And other works:																
Referential successor	□				□				■							
Referential supplement	□				□				■							
Referential complement	□				□				■							
Autonomous successor	□				□				□							
Autonomous supplement	□				□				□							
Autonomous complement	□				□				□							
Summarization					○				○							
Adaptation					○				○							
Transformation					○				○							
Imitation					○				○							
Dependent component	■				■				□							
Independent component	■				□				□							
Integral intellectual aspect									□							
And persons/corporate bodies responsible for the work	■				■				■							
And entities treated as subject of the work	■								■							

■ = high value

□ = moderate value

○ = low value

Table 6.2 Attributes and Relationships of Expressions

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of an Expression																
Title of the expression		□				□				□						
Form of expression						■				■						
Date of expression						□				□						
Language of expression <i>(note 1)</i>		□				■				■						
Other distinguishing characteristic		□				■				■						
Extensibility of expression						○										
Revisability of expression						○				□						
Extent of the expression <i>(note 2)</i>						○				○						
Summarization of content						○				□						
Context for the expression										○						
Critical response to the expression										○						
Use restrictions on the expression										■						

1 Language of expression has value only if the linguistic content of the expression is significant.

2 Extent of the expression may have a prime value for audio and visual materials (i.e., when expressed as duration).

■ = high value

□ = moderate value

○ = low value

Table 6.2 Attributes and Relationships of Expressions (cont'd)

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of an Expression (continued)																
Sequencing pattern (serial)															○	
Expected regularity of issue (serial)															□	
Expected frequency of issue (serial)						■				■					■	
Type of score (musical notation)						■				■						
Medium of performance (musical notation or recorded sound)						■				■						
Scale (cartographic image/object)						□				■						
Projection (cartographic image/object)						□				○						
Presentation technique (cartographic image/object)						○				○						
Representation of relief (cartographic image/object)						○				○						
Geodetic, grid, and vertical measurement (cartographic image/object)						○				○						
Recording technique (remote sensing image)						○				○						
Special characteristic (remote sensing image)						○				○						
Technique (graphic or projected image)						○				○						

■ = high value

□ = moderate value

○ = low value

Table 6.2 Attributes and Relationships of Expressions (cont'd)

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Relationships Between an Expression																
And other expressions/works																
Abridgement						○				□						
Revision		□				○				■						
Arrangement (music)		□				○				■						
Translation		□				□				■						
Referential successor		□				□				■						
Referential supplement		□				□				■						
Referential complement		□				□				□						
Autonomous successor		□				□				□						
Autonomous supplement		□				□				□						
Autonomous complement						○				○						
Summarization						○				○						
Adaptation						○				○						
Transformation						○				○						
Imitation		■				■				□						
Dependent component		■				□				□						
Independent component										□						
Integral aspect																
And persons/corporate bodies responsible for content		■				■				■						

■ = high value

□ = moderate value

○ = low value

Table 6.3 Attributes and Relationships of Manifestations

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of a Manifestation																
Title of the manifestation	■	■	■		■	■	■		□	□	□				■	
Statement of responsibility	□	□	□		□	■	■		□	■	■				■	
Edition/issue designation						■	■			■	■				■	
Place of publication/distribution							○		○	○	○				■	
Publisher/distributor			○			□	■		○	○	□				■	
Date of publication/distribution	□	□	○		□	□	■		□	□	■				■	
Fabricator/manufacturer <i>(note 1)</i>			○				○				○					
Series statement			□				■				□				■	
Form of carrier			□				■				■				■	
Extent of the carrier <i>(note 2)</i>							□			□						
Physical medium <i>(note 3)</i>							□				○					
Capture mode							○				□					
Dimensions of the carrier <i>(note 4)</i>							○				□				□	
Manifestation identifier			■			□	■								■	
Source for acquisition/access authorization <i>(note 5)</i>											○				○	
Terms of availability											○				○	
Access restrictions on the manifestation											□				■	

1 Fabricator/manufacturer may have a higher value for early printed books, limited production graphics, castings, etc.

2 Extent of the carrier may have a higher value in cases where the extent may signal differences between one manifestation and another.

3 Physical medium may have a higher value in cases where the medium is potentially important to users (e.g. nitrate-based film).

4 Dimensions of the carrier may have a higher value in cases where the dimensions are significant for playback equipment, etc.

5 Source for acquisition/access authorization may have a higher value if the manifestation is likely to be difficult to obtain through normal trade sources.

■ = high value

□ = moderate value

○ = low value

Table 6.3 Attributes and Relationships of Manifestations (cont'd)

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of a Manifestation (continued)																
Typeface (printed book) <i>(note 1)</i>							○				○					
Type size (printed book) <i>(note 1)</i>							○				○					
Foliation (hand-printed book)							■								■	
Collation (hand-printed book)							■								■	
Publication status (serial)																
Numbering (serial)	□	□	□		■	■	■								■	
Playing speed (sound recording) <i>(note 2)</i>											○					
Groove width (sound recording)											○					
Kind of cutting (sound recording)											○					
Tape configuration (sound recording)											○					
Kind of sound (sound recording)											○					
Special reproduction characteristic (sound recording)											○					
Colour (image)							□				□					
Reduction ratio (microform)							□				■				□	
Polarity (microform or visual projection)							□				□				□	
Generation (microform or visual projection)							□				□				□	
Presentation format (visual projection)							□				■				□	
System requirements (electronic resource)							□				■				□	
File characteristics (electronic resource)							□				○				□	
Mode of access (remote access electronic resource)											□				■	
Access address (remote access electronic resource)															■	

1 Typeface and type size may have a higher value for differentiating between issues of early books and also for helping users choose materials for the visually impaired.

2 Playing speed may have a higher value for historic recordings that require special playback equipment.

■ = high value

□ = moderate value

○ = low value

Table 6.3 Attributes and Relationships of Manifestations (cont'd)

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Relationships Between a Manifestation																
And other manifestations																
Reproduction			□				□				□				□	
Alternate			○				○				○				○	
Component							○				○					
Integral part											○					
And items																
Reproduction			□				□				○					
And persons/corporate bodies responsible for production/dissemination			□													

■ = high value

□ = moderate value

○ = low value

Table 6.4 Attributes and Relationships of Items

	Find				Identify				Select				Obtain			
	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item	Work	Expression	Manifestation	Item
Attributes of an Item																
Item identifier				■				■								■
Fingerprint							□	□								
Provenance of the item								□				○				
Marks/inscriptions								□				○				
Exhibition history								○								
Condition of the item												□				
Treatment history												□				
Scheduled treatment												□				
Access restrictions on the item												□				■
Relationships Between an Item																
And other items																
Reconfiguration								□				□				□
Reproduction								□				□				□
Physical component of copy																
Integral part																
And persons/corporate bodies responsible for ownership/custodianship				○												

■ = high value

□ = moderate value

○ = low value

Table 7.1 Find Manifestations

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.1 Find all <i>manifestations</i> embodying:		
7.1.1 the <i>works</i> for which a given <i>person</i> or <i>corporate body</i> is responsible	<ul style="list-style-type: none"> ■ relationship(s) between the <i>person(s)</i> or <i>corporate body(ies)</i> responsible and the <i>work(s)</i> embodied in the <i>manifestation</i> 	<ul style="list-style-type: none"> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>work(s)</i>
7.1.2 the various <i>expressions</i> of a given <i>work</i>	<ul style="list-style-type: none"> ■ relationship(s) between the <i>work</i> and the <i>expression(s)</i> embodied in the <i>manifestation</i> 	<ul style="list-style-type: none"> ■ title heading(s) for the <i>work(s)</i>
7.1.3 <i>works</i> on a given subject	<ul style="list-style-type: none"> ■ relationship(s) between the <i>concept(s)</i>, etc. that is (are) the subject and the <i>work(s)</i> embodied in the <i>manifestation</i> 	<ul style="list-style-type: none"> ■ subject heading(s) and/or classification number(s) for the principal subject(s) of the <i>work(s)</i>
7.1.4 <i>works</i> in a given series	<ul style="list-style-type: none"> ■ relationship between the series and the <i>work</i> 	<ul style="list-style-type: none"> ■ heading for the series ■ numbering within series

Table 7.2 Find A Particular Manifestation

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.2 Find a particular <i>manifestation</i> :		
7.2.1 when the name(s) of the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible for the <i>work(s)</i> embodied in the <i>manifestation</i> is (are) known	<ul style="list-style-type: none"> ■ relationship(s) between the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible and the <i>work(s)</i> embodied in the <i>manifestation</i> 	<ul style="list-style-type: none"> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>work(s)</i>
7.2.2 when the title of the <i>manifestation</i> _{IS} is known	<ul style="list-style-type: none"> ■ title of the <i>manifestation</i> 	<ul style="list-style-type: none"> ■ title proper (including number/name of part) ■ parallel title(s)¹
7.2.3 when the <i>manifestation</i> identifier is known	<ul style="list-style-type: none"> ■ <i>manifestation</i> identifier 	<ul style="list-style-type: none"> ■ standard number (or alternative)

Notes:

1. Parallel titles should be included in the basic record to the extent that the national bibliographic agency considers them important to users.

Table 7.3 Identify a Work

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.3 Identify a <i>work</i>	<ul style="list-style-type: none"> ■ title of the <i>work</i> ■ relationship(s) between the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible and the <i>work</i> ■ intended termination ■ medium of performance (musical work)¹ ■ numeric designation (musical work)¹ ■ key (musical work)¹ ■ coordinates (cartographic work) ■ relationship between the <i>work</i> and the parent <i>work</i>² 	<ul style="list-style-type: none"> ■ title heading for the <i>work</i> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>work</i> ■ frequency statement, numbering, [etc.] ■ addition to uniform title - medium of performance (music) ■ addition to uniform title - numeric designation (music) ■ addition to uniform title - key (music) ■ mathematical data statement - coordinates ■ note on ... bibliographic history - parent <i>work</i>

Notes:

1. Medium of performance, numeric designation, and key are considered a basic requirement only for musical works with non-distinctive titles indicative only of the musical form (e.g., Symphony, Concerto, etc.).
2. The relationship between the work and the parent work is considered a basic requirement only in cases where the work is a dependent component of the parent.

Table 7.4 Identify an Expression

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.4 Identify an <i>expression</i> of a work	<ul style="list-style-type: none"> ■ relationship(s) between the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible and the <i>expression</i> ■ form of <i>expression</i>¹ ■ language of <i>expression</i>² ■ other distinguishing characteristic ■ extent of the <i>expression</i>³ ■ expected frequency of issue (serial) ■ type of score (musical notation) ■ medium of performance of the <i>expression</i> (musical notation) 	<ul style="list-style-type: none"> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>expression</i> ■ note on form of <i>expression</i>¹ ■ addition to uniform title - language ■ note on language ■ addition to uniform title - other distinguishing characteristic ■ note on other distinguishing characteristic ■ extent - playing time/duration ■ frequency statement ■ musical presentation statement - type of score ■ addition to uniform title - statement of arrangement ■ note on medium of performance

Notes:

1. A note on form of expression is considered a basic requirement only if the form of expression cannot be inferred from other data in the record.
2. Language of expression is considered a basic requirement only if the linguistic content of the expression is significant.
3. Extent of the expression is considered a basic requirement only for audio and visual materials.

Table 7.5 Identify a Manifestation

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.5 Identify a <i>manifestation</i>	<ul style="list-style-type: none"> ■ title of the <i>manifestation</i> ■ statement of responsibility ■ edition/issue designation ■ publisher/distributor ■ date of publication/distribution ■ series statement 	<ul style="list-style-type: none"> ■ title proper (including number/name of part) ■ statement(s) of responsibility identifying the individual(s) and/or group(s) with principal responsibility for the content ■ first statement of responsibility relating to the edition ■ first statement of responsibility relating to the additional edition statement ■ edition statement ■ additional edition statement ■ name of publisher, distributor, etc. ■ date of publication, distribution, etc. ■ title proper of series ■ parallel title(s) of series¹ ■ first statement of responsibility relating to the series² ■ numbering within series

Notes:

1. Parallel titles of series should be included in the basic record to the extent that the national bibliographic agency considers them important to users.
2. Statement of responsibility for the series is considered a basic requirement only in cases where the series title alone is insufficient to identify the series.

Table 7.5 Identify a Manifestation (cont'd)

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.5 Identify a <i>manifestation</i> (cont'd)	<ul style="list-style-type: none"> ■ form of carrier ■ extent of carrier¹ ■ <i>manifestation</i> identifier ■ foliation (hand-printed book) ■ collation (hand-printed book) ■ numbering (serial) 	<ul style="list-style-type: none"> ■ specific material designation ■ extent ■ standard number (or alternative) ■ note on physical description - foliation ■ note on physical description - collation ■ numbering

Notes:

1. Extent of the carrier is considered a basic requirement only in cases where it has the potential to signal differences between one manifestation and another (e.g., number of pages).

Table 7.6 Select a Work

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.6 Select a <i>work</i>	<ul style="list-style-type: none"> ■ title of the <i>work</i> ■ relationship(s) between the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible and the <i>work</i> ■ relationship(s) between the <i>concept(s)</i>, etc. that is (are) the subject and the <i>work(s)</i> embodied in the <i>manifestation</i> ■ form of work ■ coordinates (cartographic work) ■ relationship between the <i>work</i> and the preceding and/or succeeding <i>work</i> ■ relationship between the <i>work</i> and the <i>work</i> it supplements ■ relationship between the <i>work</i> and the <i>work</i> it complements 	<ul style="list-style-type: none"> ■ title heading for the <i>work</i> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>work</i> ■ subject heading(s) and/or classification number(s) for the principal subject(s) of the <i>work(s)</i> ■ note on the form of the <i>work</i> ■ mathematical data statement - coordinates ■ note on ... bibliographic history - preceding/succeeding <i>work</i> ■ note on ... bibliographic history - supplement ■ note on ... bibliographic history - complement

Notes:

1. The relationship between the work and its predecessor, successor, supplement, or complement is considered a basic requirement only if the relationship between the entities is referential.

Table 7.7 Select an Expression

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.7 Select an <i>expression</i>	<ul style="list-style-type: none"> ■ relationship(s) between the <i>person(s)</i> and/or <i>corporate body(ies)</i> responsible and the <i>expression</i> ■ form of <i>expression</i> ■ language of <i>expression</i>² ■ other distinguishing characteristic ■ use restrictions on the <i>expression</i> ■ expected frequency of issue (serial) ■ type of score (musical notation) ■ medium of performance of the <i>expression</i> (musical notation) ■ scale (cartographic image/object) 	<ul style="list-style-type: none"> ■ name heading(s) for <i>person(s)</i> and/or <i>corporate body(ies)</i> with principal responsibility for the <i>expression</i> ■ note on the form of <i>expression</i>¹ ■ note on language ■ note on distinguishing characteristic of <i>expression</i> ■ note on use restrictions ■ frequency statement ■ musical presentation statement - type of score ■ note on medium of performance of the <i>expression</i> ■ mathematical data statement - scale

Notes:

1. A note on form of expression is considered a basic requirement only if the form of expression cannot be inferred from other data in the record.
2. Language of expression is considered a basic requirement only if the expression has significant linguistic content.

Table 7.7 Select an Expression (cont'd)

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.7 Select an <i>expression</i> (cont'd)	<ul style="list-style-type: none"> ■ relationship between the <i>expression</i> and the preceding and/or succeeding <i>expression</i>¹ ■ relationship between the <i>expression</i> and the <i>expression</i> it supplements¹ ■ relationship between the <i>expression</i> and the <i>expression</i> it complements¹ ■ relationship between the revision and the <i>expression</i> on which the revision is based¹ ■ relationship between the arrangement and the <i>expression</i> on which the arrangement is based¹ ■ relationship between the translation and the <i>expression</i> on which the translation is based¹ 	<ul style="list-style-type: none"> ■ note on ... bibliographic history - preceding/succeeding <i>expression</i> ■ note on ... bibliographic history - supplement ■ note on ... bibliographic history - complement ■ note on ... bibliographic history - revision ■ note on ... bibliographic history - arrangement ■ note on ... bibliographic history - translation

Notes:

1. The relationship between an expression and its predecessor/successor, supplement, or complement is considered a basic requirement only if the relationship is referential. If the expression cannot be related to the specific expression it precedes, succeeds, supplements or complements, or to the specific expression on which a revision, arrangement, or translation is based, or if identification of the specific expression on which it is based is not considered to be important, the expression may simply be related to the relevant work.

Table 7.8 Select a Manifestation

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.8 Select a <i>manifestation</i>	<ul style="list-style-type: none"> ■ statement of responsibility ■ edition/issue designation ■ date of publication/distribution ■ form of carrier ■ physical medium¹ ■ dimensions of carrier² ■ reduction ratio (microform) ■ presentation format (visual projection) ■ system requirements (electronic resource) 	<ul style="list-style-type: none"> ■ statement of responsibility identifying the individual(s) and/or group(s) with principal responsibility for the content ■ edition statement ■ additional edition statement ■ date of publication, distribution, etc. ■ specific material designation ■ note on physical description - medium ■ dimensions ■ note on physical description - reduction ratio ■ note on physical description - presentation format ■ note on system requirements

Notes:

1. Physical medium is considered a basic requirement only in cases where the medium is potentially important to users (e.g., nitrate-based film).
2. Dimensions of the carrier are considered a basic requirement only in cases where the dimensions may be significant in terms of the equipment required for playback, etc. (e.g., diskettes, cassettes, etc.).

Table 7.9 Obtain a Manifestation

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.9 Obtain a <i>manifestation</i>	<ul style="list-style-type: none"> ■ title of the manifestation ■ statement of responsibility ■ edition/issue designation ■ place of publication/distribution ■ publisher/distributor ■ date of publication/distribution ■ series statement ■ form of carrier ■ <i>manifestation</i> identifier 	<ul style="list-style-type: none"> ■ title proper ■ statement(s) of responsibility identifying the individual(s) and/or group(s) with principal responsibility for the content ■ edition statement ■ additional edition statement ■ place of publication, distribution, etc. ■ name of publisher, distributor, etc. ■ date of publication, distribution, etc. ■ title proper of series ■ first statement of responsibility relating to the series¹ ■ numbering within series ■ specific material designation standard number (or alternative)

Notes:

1. Statement of responsibility for the series is considered a basic requirement only in cases where the series title alone is insufficient to identify the series.

Table 7.9 Obtain a Manifestation (cont'd)

To enable the user to --	the basic level national bibliographic record should reflect these logical attributes and relationships --	and should include these specific data elements --
7.9 Obtain a <i>manifestation</i> (cont'd)	<ul style="list-style-type: none"> ■ source for acquisition/access authorization¹ ■ access restrictions on the manifestation ■ foliation (hand-printed book) ■ collation (hand-printed book) ■ expected frequency of issue (serial) ■ numbering (serial) ■ mode of access (remote access electronic resource) ■ access address (remote access electronic resource) 	<ul style="list-style-type: none"> ■ note relating to ... availability ■ note relating to access restrictions ■ note on physical description - foliation ■ note on physical description - collation ■ frequency statement ■ numbering (serial) ■ note on mode of access - mode of access ■ note on mode of access - access address

Notes:

1. Source for acquisition/access authorization is considered a basic requirement only in cases where the manifestation is likely to be difficult to obtain through normal trade sources.

Other designation associated with the person

Additions to the name - other additions

6. ATTRIBUTES OF A CORPORATE BODY

Name of corporate body

Corporate name heading - name subelements

Number associated with the corporate body

Qualifier - number [of meeting, etc.]

Place associated with the corporate body

Qualifier - geographic name [place of meeting, etc.]

Date associated with the corporate body

Qualifier - date [of meeting, etc.]

Other designation associated with the corporate body

Qualifier - type of body [etc.]

7. ATTRIBUTES OF A CONCEPT

Term for the concept

Topical subject heading - subject term [concept]

Classification number

8. ATTRIBUTES OF AN OBJECT

Term for the object

Topical subject heading - subject term [object]

Classification number

