

## 100 GENERAL PROCESSING DATA

### Field Definition

This field contains fixed-length coded data applicable to records of materials in any media. It was designed prior to the release of the *Functional Requirements for Bibliographic Records* (FRBR) and of the cataloguing rules that conform to them.

According to the *Functional Requirements for Bibliographic Records* (FRBR), some of the information carried in this field pertains to FRBR entities other than the Manifestation. Such data should preferably be carried in linked authority records describing the relevant related entity rather than in the record describing the Manifestation.

However those data can still be carried in bibliographic records describing manifestations under certain conditions, especially when the records are/were created in a pre-FRBR or a non-FRBR context.

**Important notice:** it should be noted that for the sake of consistency and clarity, a specific field (184) was created in the UNIMARC authorities format to host the target audience codes and the government publication codes; consequently a similar 184 field was made available in the UNIMARC bibliographic format. When those data are coded in a 184 field which is carried either in a linked record describing the work, or within the bibliographic record describing the manifestation that embodies an expression of that work, the relevant positions in this field (pos. 17-19) must contain value "x" ("not applicable").

### Occurrence

Mandatory. Not repeatable.

### Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

### Subfields

\$a General Processing Data

All data entered in \$a is identified by character position within the subfield. Conventionally the character positions are numbered from 0 to 35. The character positions defined must appear in the subfield. Not repeatable.

Data complying with the *Functional Requirements for Bibliographic Records* (FRBR): note that positions 17-19 (Target Audience Code) should be filled with 'x##' (see below, under the relevant paragraph).

Name of Data Element	Number of Characters	Character Positions
Date Entered on File (Mandatory)	8	0-7
Type of Publication-Date	1	8
Publication-Date 1	4	9-12
Publication-Date 2	4	13-16
Target Audience Code	3	17-19
Government Publication Code	1	20
Modified Record Code	1	21
Language of Cataloguing (Mandatory)	3	22-24
Transliteration Code	1	25
Character Set (Mandatory)	4	26-29
Additional Character Set	4	30-33

Script of Title

2

34-35

**Notes on Field Contents****\$a/0-7** Date entered on file

Eight numeric characters in ISO standard form (ISO 8601-1988) for dates: YYYY MMDD where YYYY represents the year, MM the month with leading 0 if necessary and DD the day of the month with leading 0 if necessary.

The date will usually be the date when the record was originally created and entered into machine-readable form, to give some idea of the age of the record. A record corrected because of errors in keying or editing will not have a change of date. On exchange, the record should also retain its original date.

EX 1: Character positions 0-7: 19671005

The record was originally entered into a machine-readable data file on 5th October 1967.

**\$a/8-16** Type of ~~Publication-Date~~; ~~Publication~~ Dates 1 and 2

A one-character code indicates the type of date according to ~~eleven~~<sup>13</sup> categories which take into account the issuing ~~or creation~~ status of the item being recorded. This code defines the types of dates which appear in ~~Publication~~ Date 1 (character positions 9-12) and ~~Publication-Date~~ 2 (character position 13-16). These dates are always entered as a four character representation of the year.

Note: It may not be possible always to provide blanks as required for dates from source formats where any digit has been supplied as an approximation in a corresponding field.

Related field: ~~a~~ the date of publication is also entered in field 210, Publication, Distribution, etc.; the date of coverage if different from the date of publication may be entered in field 122 Time Period of Item Content (see EX 4 in field 122)

a = currently published continuing resource

~~Publication-d~~ Date 1 contains the beginning year of publication or coverage if coverage differs from publication (EX 1). If the beginning date is uncertain, any unknown digit may contain a blank (EX 2).

~~Publication-d~~ Date 2 contains 9999.

b = continuing resource no longer being published

~~Publication-d~~ Date 1 contains the beginning year of publication or coverage if coverage differs from publication. If the beginning date is uncertain, any unknown digit may contain a blank.

~~Publication-d~~ Date 2 contains the year publication ceased (EX 3). For works known to have ceased but whose final date is uncertain, any unknown digit may contain a blank. (EX 4)

c = continuing resource of unknown status

A continuing resource about which it is not known whether publication is continuing or whether publication has ceased (EX 5).

~~Publication-d~~ Date 1 contains the beginning year of publication or coverage if coverage differs from publication. If the beginning date is uncertain, any unknown digit may contain a blank.

~~Publication-d~~ Date 2 contains four blanks.

d = monograph complete when issued, or issued within one calendar year

A monograph published in one volume/part or in a number of volumes/parts all published at one time or with the same date of publication, i.e. published within the same calendar year (EX 6-9). If the date is uncertain use code 'f'. If the monograph was published over a span use code "g".

~~Publication-d~~ Date 1 contains the date of publication.

~~Publication-d~~ Date 2 contains blanks.

e = reproduction of a document

The item being catalogued is a reproduction, i.e. a reprint, facsimile, reissue, etc. but not a new edition (EX 10). If the reproduction is of a continuing resource, or if either the original or the reproduction was published over a span of years, the beginning year of reproduction and publication are used (EX 11).

~~Publication-d~~ Date 1 contains the date of publication of the reproduction.

~~Publication-d~~ Date 2 contains the date of publication of the original.

If either date is uncertain and cannot be expressed as a single year, any digit may be replaced by a blank (EX 12).

f = monograph, date of publication uncertain.

~~Publication-d~~ Date 1 contains the earliest possible date of publication.

~~Publication-d~~ Date 2 contains the latest possible date of publication (EX 13-16).

g = monograph whose publication continues for more than a year

~~Publication-d~~ Date 1 contains the beginning year of publication (EX 17-19). If the beginning year of publication is uncertain, any unknown digit may be replaced by a blank.

~~Publication-d~~ Date 2 contains the date of final publication (EX 17) or 9999 if publication is still in progress (EX 18). If the final date of publication is uncertain, the unknown digits contain blanks (EX 19).

h = monograph with both actual and copyright/privilege date

The item's date of publication differs from the copyright/privilege date quoted in the item (EX 20). If the date of publication is unknown, use "d" (EX 8). Privilege is defined as a monopoly granted by a government body to an author or a bookseller for an edition over a fixed period of time.

~~Publication-d~~ Date 1 contains the date of publication.

~~Publication-d~~ Date 2 contains the copyright/privilege date.

i = monograph with both release/issue date and production date

Used for films, music, etc. when there is a gap between the production/recording of an item and its distribution/release (EX 21).

~~Publication-d~~ Date 1 contains the release/issue date.

~~Publication-d~~ Date 2 contains the production date.

j = document with detailed date of publication

Use when it is considered important to record the month (and possibly day) of publication (EX 22).

~~Publication-d~~ Date 1 contains the year of publication.

~~Publication-d~~ Date 2 contains the detailed date in the form "MMDD", with month and day right-justified with zero fill. If the day positions are not used, they hold blanks (EX 23).

k = monograph published in a certain year and printed in a different year

Most commonly found in antiquarian materials (EX 24, 25).

~~Publication-d~~ Date 1 contains the year of publication.

~~Publication-d~~ Date 2 contains the year of printing

l = inclusive dates of collection

Date 1 contains the earliest year of material in collection. If the earliest year of material is uncertain, any unknown digit may be replaced by a blank.

Date 2 contains the latest year of material in collection (EX 28-29). If all items in the collection were created within one calendar year that date is given in both places. If the latest date of material in the collection is uncertain, any unknown digit may be replaced by a blank.

u = date(s) of publication unknown

Use when no date at all can be assigned to the item (EX 26, 27).

~~Publication-d~~ Date 1 contains blanks.

~~Publication-d~~ Date 2 contains blanks.

EX 1: a19599999

A continuing resource was first published in 1959 and is still being published.

EX 2: a192#9999

A continuing resource was first published at a date somewhere between 1922 and 1925 and is

still being published.

- EX 3: b18101860  
A continuing resource began in 1810 and finished in 1860.
- EX 4: b1890191#  
A continuing resource began in 1890 and finished somewhere between 1910 and 1915.
- EX 5: c1980####  
A continuing resource began in 1980; but issues are no longer arriving and the publisher cannot be traced.
- EX 6: d1750####  
An item actually or probably published in 1750. The date may be recorded in subfield 210\$d variously as 1750, [1750] or [1750?].
- EX 7: d1972####  
A monograph was published in three volumes in 1972.
- EX 8: d1972####  
An item where only the copyright date is known. Code 'h' is therefore not used.
- EX 9: d1995####  
An item with a publication date of 1416 according to the Muslim calendar, known to have been published in 1995 C.E.
- EX 10: e19681952  
A document originally published in 1952 was reprinted in 1968.
- EX 11: e19561835  
A continuing resource published from 1835 to 1914 was reprinted in 1956-1958.
- EX 12: e1983183#  
A book originally published in the 1830s (date uncertain) was reprinted in 1983.
- EX 13: f19621966  
A monograph has no date of publication but its contents reveal it was published no earlier than 1962 and it was acquired in 1966. It is assumed it was published between 1962 and 1966.
- EX 14: f17801789  
A monograph believed to have been published in the 1780s; the date is given in subfield 210\$a\$d as [178-?].
- EX 15: f19941995  
An item with an imprint date of 5755 according to the Jewish calendar; the precise year C.E. has not been determined; but it must be either 1994 or 1995.
- EX 16: f####1510  
The item was published in or before 1510.
- EX 17: g19751976  
A monograph was published in 3 volumes in 1975 and 1976.
- EX 18: g19839999  
A monograph is to be published in 5 volumes, the first in 1983 and the rest at future dates. The record is an open-ended record since the bibliographic details of the as yet unpublished volumes are not known.
- EX 19: g1962196#  
A monograph began publication in 1962. The date of the final volume is uncertain, but is believed to be 1968 or 1969.
- EX 20: h19851983  
A document published in 1985 has 1983 as copyright date.
- EX 21: i19501943  
A film made in 1943 but not released until 1950.
- EX 22: j19850412

A technical report published 12 April 1985.

EX 23: j198511##

A report published in November 1985. The day of publication is not known or is considered unimportant.

EX 24: k15861587

210 ##\$aRomae\$cex officina Bartholomaei Grassi\$d1586\$eRomae\$gapud Iacobum Ruffinellum\$h1587

A document published in 1586 and printed in 1587.

EX 25: k15221521

210 ##\$a[Milano]\$capud fratres de Lignano ad signum Angeli\$d1522 \$eMediolani\$gapud Iohannem Angelum Scinzenzeler\$h1521 die XXX mensis Iulii.

A document published in 1522 and printed in 1521

EX 26: u#####

200 1#\$aViola Springs Limestone\$bObject

300 ##\$aMid-Ordovician

The item is a rock. Character positions 9-16 cannot be coded for a date range of 478 to 458 million years; so code 'u' is assigned.

EX 27: u#####

210 ##\$aParisii\$cGourm\$d[s.d.]

The record is the result of unedited retrospective conversion; it is not possible to derive even approximate dates from the data in the source file.

EX 28: 118601991

200 1#\$aNиколай II, император. 1868-1918\$j1860-1991

Archive of records of Nikolay II, Emperor of Russia. Includes documents of political activities of Nikolay II: rescripts, decrees, manifests, photos, letters, etc. The earliest item in the collection is dated 1860, the latest one - 1991. Label, pos. 7 (bibliographic level) contains code c = collection.

EX 29: 119171917

200 1#\$aАкты отречения от престола Николая II и великого князя Михаила Александровича\$j2-3 марта 1917

One of files in the collection in EX 28 – Акты отречения от престола Николая II и великого князя Михаила Александровича (Acts of abdication of Nikolay II and Grand Duke Michael Alexandrovich); includes two documents, both dated 1917. Label, pos. 7 (bibliographic level) contains code c = collection.

#### \$a/17-19 Target Audience Code

There are three positions for target audience codes and they should be entered from left to right, any unused positions being filled with blanks. In records that comply with FRBR, use “x##”.

a = juvenile, general

Use instead of b, c, d or e when these codes have not been used or cannot be used.

b = pre-primary, ages 0-5

c = primary, ages 5-10

d = children, ages 9-14

e = young adult, ages 14-20

k = adult, serious

m = adult, general

u = unknown

x = not applicable

Use in records that comply with FRBR (the target audience is coded at the Work level; see field 184 *Context of the work*, both in UNIMARC Authorities and Bibliographic Formats). To be used only once, i.e. x##.

#### \$a/20 Government Publication

A one-character code indicates whether the record is for a government publication or not and the level of government issuing the publication. A government publication is defined as one issued or financed by a government agency. Academic institutions are not to be regarded as government agencies.

a = federal/national

Sovereign states and territories with some measure of self-government, for example having their own legislature.

b = state/province

An administrative subdivision at one level below the federal or national level, having some measure of internal self-government and legislative control, though with no responsibility for external affairs, e.g. provinces of Canada, Länder in the Federal Republic of Germany.

c = county/department

A middle-level administrative subdivision, generally without any legislature, e.g., départements in France, counties in the United Kingdom.

d = local (municipal, etc.)

An administrative unit at the lowest level of jurisdiction, e.g. a city, town, or village.

e = multi-local (interstate departments, etc. below the national level)

Any administrative unit below the national level combining or crossing more than one jurisdiction, e.g. a joint computer unit which is shared by a number of municipal authorities or a transport authority that crosses several municipalities.

f = intergovernmental

International organisations and their agencies, e.g. those entities which are capable of making treaties with sovereign states such as the International Monetary Fund or the United Nations.

g = government in exile or clandestine

A non-official government such as the government of France in exile from 1941-1944.

h = level not determined

Used when the record is for a government publication but the level of government cannot be determined from the information at hand.

u = unknown

Used when it is impossible to determine whether the work is a government publication.

y = not a government publication

This code is entered in all cases when the document is not a government publication.

z = other government level

Used when the record is for a government publication at a particular level of government but this level does not fit into any of categories a-g.

#### \$a/21 Modified Record Code

This one-character code indicates whether the character set available is sufficient to transcribe the data as found on the item. Due to limitations of the machine character set, the transcription may have to be modified to accommodate, for example, special scripts (i.e. by transliteration) or special mathematical formulae, e.g. a Greek letter or other notation written out in full. A record would not be considered modified, however, if the title page cannot be transcribed because it contains symbols or pictures which obviously would be found in no other character set.

0 = unmodified record

1 = modified record

#### \$a/22-24 Language of Cataloguing (Mandatory)

A three-character code indicating the language used in cataloguing. For the list of codes see Appendix A. If a source record is completely multi-lingual, i.e. all information not from the title page is repeated in more than one language, it is recommended that a separate UNIMARC record should be produced, as required, for each language.

UNIMARC has no mechanism to denote the language of individual fields throughout the format.

#### \$a/25 Transliteration Code

UNIMARC assumes the utilisation of international standards. However, in the area of conversion of scripts, international standards are not yet completely adequate, and other schemes may be used. This code indicates whether or not an ISO transliteration scheme is used in the record.

a = ISO transliteration scheme

b = other

c = multiple transliterations: ISO or other schemes

y = no transliteration scheme used

#### \$a/26-29 Character Sets (Mandatory)

Two two-character codes designating the principal graphic character sets used in communication of the record. Positions 26-27 designate the G0 set and positions 28-29 designate the G1 set. If a G1 set is not needed, positions 28-29 contain blanks. For further explanation of character coding see Appendix J. The following two-character codes are to be used. They will be augmented as required.

01 = ISO 646, IRV version (basic Latin set)

02 = ISO Registration # 37 (basic Cyrillic set)

03 = ISO 5426 (extended Latin set)

04 = ISO 5427 (extended Cyrillic set)

05 = ISO 5428 (Greek set)

06 = ISO 6438 (African coded character set)

07 = ISO 10586 (Georgian set)

08 = ISO 8957 (Hebrew set) Table 1

09 = ISO 8957 (Hebrew set) Table 2

10 = [Reserved]

11 = ISO 5426-2 (Latin characters used in minor European languages and obsolete typography)

50 = ISO 10646 Level 3 (Unicode, UTF-8)

Note that ISO 10646 contains all necessary characters. When positions 26-27 contain "50" this will be used for the C0, C1 and all G sets. Positions 28-33 will contain blanks.

#### \$a/30-33 Additional Character Sets

Two two-character codes indicate up to two additional graphic character sets used in communication of the record. The two-character codes specified for character positions 26-29 are used. Positions 30-31 designate the G2 set and positions 32-33 designate the G3 set. If no additional character sets are needed the bytes contain blanks.

#### \$a/34-35 Script of Title

A code indicating the script of the title used as the title proper. This refers to the script in the source item, not the character set of the record.

The following codes are recommended for use in UNIMARC. ISO codes have been developed in ISO 15924, but are not yet implemented in UNIMARC.

ba = Latin

ca = Cyrillic

da = Japanese – script unspecified  
 db = Japanese – kanji  
 dc = Japanese – kana  
 ea = Chinese  
 fa = Arabic  
 ga = Greek  
 ha = Hebrew  
 ia = Thai  
 ja = Devanagari  
 ka = Korean  
 la = Tamil  
 ma = Georgian  
 mb = Armenian  
 zz = Other

The script code is optional if the script is the usual one relating to the language found in field 101 \$g or in the absence of subfield \$g, \$a.

### Related Fields

Related fields are noted in connection with the individual codes above.

### Examples

EX 1: *Data complying with FRBR*

100 ##\$a1960#04a19599999ma20120204a19599999x##c0engy0103x0engy0103####ba

The record was originally entered into a machine-readable data file on 4th November 1960 February 2012. The continuing resource was first published in 1959 and is still being published. The target audience is "general adult" not coded at the manifestation level. The continuing resource is an annual report published by Hampshire County Council. It is an unmodified record, catalogued in English, using no transliteration scheme.

Character position	Value	Notes
0-7	20120204	Date entered on file.
8	a	Currently published continuing resource.
9-12	1959	Commencement of publication.
13-16	9999	Continuing resource still being published.
17-19	mx##	Target audience: not applicable-general adult.
20	c	A subdivision of a sovereign state, without any legislature.
21	0	Unmodified record.
22-24	eng	English language of cataloguing.
25	y	No transliteration scheme used.
26-29	0103	ISO 646 (IRV) and ISO 5426 8-bit codes used
30-33	####	No additional character set.
34-35	ba	Latin alphabet of title.



*Data not complying with FRBR*

100 ##\$a20120204a19599999m##c0engy0103####ba

The record was originally entered into a machine-readable data file on 4th February 2012. The continuing resource was first published in 1959 and is still being published. The target audience is "general adult". The continuing resource is an annual report published by Hampshire County Council; it is an unmodified record, catalogued in English, using no transliteration scheme.

Character position	Value	Notes
0-7	20120204	Date entered on file.
8	a	Currently published continuing resource.
9-12	1959	Commencement of publication.
13-16	9999	Continuing resource still being published.
17-19	m##	Target audience general adult.
20	c	A subdivision of a sovereign state, without any legislature.
21	0	Unmodified record.
22-24	eng	English language of cataloguing.
25	y	No transliteration scheme used.
26-29	0103	ISO 646 (IRV) and ISO 5426 8-bit codes used
30-33	####	No additional character set.
34-35	ba	Latin alphabet of title.

EX 2: *Data complying with FRBR*

100 ##\$a19830202b18101860a20120202b18101860x####y0fre0103x0fre0103####ba

The record was originally entered into a machine-readable data file on 2nd February, 19832012. The continuing resource was first published in 1810 and ceased publication in 1860. The target audience code is not used-coded at the manifestation level, and therefore contains value "x". The record has not been modified, no transliteration scheme is used, and French is the language of cataloguing.

Character Positions	Value	Notes
0-7	<del>19830202</del> 20120202	Date entered on file.
8	b	Continuing resource no longer being published.
9-12	1810	Beginning of publication.
13-16	1860	End of publication.
17-19	x###	Target audience: not applicable not designated.
20	y	Not a government publication.
21	0	Unmodified record.
22-24	fre	French language of cataloguing.
25	y	No transliteration scheme used.
26-29	0103	ISO 646 (IRV) and ISO 5426 8-bit codes used.
30-33	####	No additional character sets.
34-35	ba	Latin alphabet of title.

*Data not complying with FRBR*

100 ##\$a20120202b18101860|||y0frey0103####ba

The record was originally entered into a machine-readable data file on 2nd February, 2012. The continuing resource was first published in 1810 and ceased publication in 1860. The target audience code is not used, and therefore contains fill characters. The record has not been modified, no transliteration scheme is used, and French is the language of cataloguing.

Character Positions	Value	Notes
0-7	20120202	Date entered on file.
8	b	Continuing resource no longer being published.
9-12	1810	Beginning of publication.
13-16	1860	End of publication.
17-19		Target audience not designated.
20	y	Not a government publication.
21	0	Unmodified record.
22-24	fre	French language of cataloguing.
25	y	No transliteration scheme used.
26-29	0103	ISO 646 (IRV) and ISO 5426 8-bit codes used.
30-33	####	No additional character sets.
34-35	ba	Latin alphabet of title.