

100 GENERAL PROCESSING DATA

Field Definition and Scope

Basic coded data applicable to all types of authority records.

Certain data elements, marked »(mandatory)«, are not permitted to be occupied by the fill character.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
100	GENERAL PROCESSING DATA	NR	M
a	General Processing Data	NR	M

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a General Processing Data

Mandatory. Not repeatable.

List of fixed length data elements:

Name of Data Element	Number of Characters	Character Position
Date Entered on File (Mandatory)	8	0-7
Status of Authorized Access Point Code	1	8
Language of Cataloguing (Mandatory)	3	9-11
Transliteration Code	1	12
Character Set (Mandatory)	4	13-16
Additional Character Set	4	17-20
Script of Cataloguing	2	21-22
Direction of Script of Cataloguing	1	23

Notes on Field Contents

\$a/0-7 Date Entered on File (Mandatory)

Eight numeric characters in ISO standard form (ISO 8601) for dates: YYYYMMDD 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 machine-readable record was created, 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.

Example:

5 October 1967:19671005

\$a/8 Status of Authorized Access Point Code

A one-character alphabetic code is used to indicate the level of establishment of an access point in an authority record.

Note: This data element should not be confused with record label byte 17 (encoding level) which relates to the fullness of the entire record.

a	established	The access point is established.
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c	provisional	The access point cannot be established definitively due to inadequate information; when the access point is next used, it should be reconsidered in the light of any additional information.
x	not applicable	The record is a reference record or a general explanatory record and, therefore, the 2-- record access point field contains a variant access point.

\$a/9-11 Language of Cataloguing (Mandatory)

A three-character code indicates the language used in cataloguing. The 2-- authorized access point appears as it would in a catalogue based on the language specified here. Also any qualifiers, notes or other instructional information will be in the language of cataloguing. For codes use ISO 639-2 *Codes for the Representation of Names of Languages* (<https://www.loc.gov/standards/iso639-2/>).

The access point itself may be in a language different from the language of cataloguing. For example, under some cataloguing rules a preferred title for a French anonymous work would be established in its French form no matter what the language of cataloguing is.

\$a/12 Transliteration Code

A one-character code indicates the transliteration system used for the first 2-- base access point in the record.

a	ISO transliteration scheme	
b	other	
c	multiple transliterations	ISO or other schemes. Code »c« will usually be used when multiple scripts are recorded in \$7 access point fields.
d	transliteration table established by the National Bibliographic Agency	
e	transliteration without any identified transliteration table	
f	other identified transliteration scheme(s)	
y	no transliteration scheme used	

\$a/13-16 Character Set (Mandatory)

These four character positions indicate the principal graphic character sets used in the record. Positions 13-14 designate the G0 set and positions 15-16 designate the G1 set. If a G1 set is not needed, positions 15-16 contain blanks.

01	ISO 646, IRV version (basic Latin set)	
02	ISO Registration #37 (basic Cyrillic set) [Obsolete]	
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 character 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	Note that ISO 10646, being a 16-bit character set, contains all necessary characters. When positions 13-14 contain

	»50« this will be used for the C0, C1 and G0 sets. Positions 15-20 will contain blanks.
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Examples:

Transmission in an 8-bit code with G0 set of ISO 646 and G1 set of ISO extended Latin: 0103

Transmission in an 8-bit code made up of basic Cyrillic: 0102

Transmission in a 7-bit code using ISO 646 only: 01###

\$a/17-20 Additional Character Set

Two two-character codes indicate up to two additional graphic character sets used in communication of the record. The codes are the same as those used in character positions 13-16. Positions 17-18 designate the G2 set and positions 19-20 designate the G3 set. If no additional character sets are needed, the bytes contain blanks. The UNIMARC/Bibliographic format, Appendix C, describes the action required when more than four sets must be accessed. If no additional sets are involved, the four positions contain blanks.

Example:

Transmission in an 8-bit code made up of basic Cyrillic and extended Cyrillic: 010204##

\$a/21-22 Script of Cataloguing

A two-character code indicates the script used in cataloguing. In authority records, the 2-- qualifiers, notes and other instructional information appear in this script.

ba	Latin
ca	Cyrillic
da	Japanese -- script unspecified (mixed scripts)
db	Japanese – kanji
dc	Japanese – kana
ea	Chinese
eb	Chinese – simplified variant
ec	Chinese – traditional variant
ed	Mongolian
ee	Manchu
ef	Yi
eg	Naxi Dongba (Nakhi Tomba)
eh	Naxi Geba
fa	Arabic
ga	Greek
ha	Hebrew
ia	Thai
ib	Burmese
ic	Khmer (Cambodian)
id	Lao
ie	Cham
ja	Devanagari
jb	Bengalese
jc	Gujarati
jd	Gurmukhi
je	Odia (Oriya)
jf	Tibetan
jg	Newa (Newar)
ka	Korean

la	Tamil
lb	Kannada
lc	Malayalam
ld	Sinhala (Singhalese)
le	Telugu
lf	Grantha
ma	Georgian
mb	Armenian
na	Ethiopic (Ge'ez)
nb	Tifinagh (Berber)
nc	N'ko
oa	Syriac
pa	Egyptian hieroglyphs
zz	Other

\$a/23 Direction of Script of Cataloguing

A single-character code indicates the direction of the script used in cataloguing, as coded in character positions 100/21-22:

0	left to right
1	right to left

Examples

EX 1
100 ##\$aYYYYMMDDafrey0103####ba0
The language is French. No transliteration has been used. The character sets are ISO 646, basic Latin set (pos. 13-14) and ISO 5426, extended Latin set (pos. 15-16). The script is Latin, the direction of the script is from left to right.
EX 2
100 ##\$aYYYYMMDDapery50#####fa1
The language is Persian (Farsi). No transliteration has been used. The character set is ISO 10646 Level 3. The script is Arabic, the direction of the script is from right to left.

History

1994	Text errata.
2001	New subfields/values: 100 \$a Character position 12 transliteration table additional codes defined: d,e,f.
2001	New subfields/values: Character position 13-16 character set: additional codes defined, 08-10.
2001	New subfields/values: Character position 13-16 character set: additional code reserved, 11.
2001	New subfields/values: 100 \$a Character position 21-22 language of cataloguing: additional codes defined, ma, mb.
2001	New subfields/values: Character position 23 defined: direction of script of cataloguing.
2012	Text errata.
2018	Changed text: \$a\9-11 Language of Cataloguing.
2020	New values: \$a\9-11 Language of Cataloguing.
2022	New values: \$a/21-22 Script of Cataloguing.