

Suncat Bibliographic Standards

1. Record Standards

There are two record standards in SUNCAT: the entry standard and the upgrading standard.

1.1 Entry standard

Records will be rejected on load to SUNCAT if they do not contain the following:

Leader cp 7=s, i or b

008 (A dummy 008 tag will be added if the library does not use this tag)

245\$a

852

Notes:

- These checks occur after any required conversion to MARC21, and data manipulation of holdings.
- At the time of the initial load, records will be rejected if they have leader cp 5=d. This will not apply to subsequent updates.

1.2 Upgrading standard

This is the standard to which Contributing Libraries will be asked to upgrade records. See the Appendix for MARC21 tags included in the upgrading standard.

The SUNCAT upgrading standard is in essence the "CONSER minimal" standard, excluding tags 010 and 042, and with tags 022 (ISSN) and 6XX (subject added entries) mandatory if applicable.

Records for upgrade will either be unique to one contributing library, or the preferred record from a set of matched records.

2. Content Standards

The following content standards will be used for SUNCAT records:

MARC format: MARC21

Description and access points: Anglo-American Cataloguing Rules, 2nd edition, 2002 revision.

Name and series headings: U.S. Name Authority File (desirable)

Subject headings: Library of Congress Subject Headings, MeSH headings (where appropriate)

Appendix: Suncat Upgrading Standard

Guide: M=Mandatory; MA=Mandatory if applicable; D=Desirable

The Suncat Upgrading Standard sets a minimum standard for serial records in SUNCAT; it is not intended to limit the fullness of records.

MARC21 Tag	Description	SUNCAT
Leader/6	Type of record	M
Leader/7	Bibliographic level	M
Leader/17	Encoding level	M
Leader/18	Descriptive cat form	M
008/6	Publication status	M
008/7-14	Date 1/Date 2	M
008/15-17	Place of publication	M
008/18	Frequency	M
008/19	Regularity	M
008/21	Type of continuing resource	M
008/22	Form of original item	MA
008/23	Form of item	M
008/24, 25-27	Nature of entire work/contents	D
008/29	Conference publication	D
008/34	Entry convention	M
008/35-37	Language	M
008/38	Modified record	MA
008/39	Cataloguing source	M
022	ISSN	MA
041	Language code	D
043	Geographic area code	D
1XX	Main entry	MA
240	Uniform title	MA
245	Title statement	M
246	Varying form of title	MA
250	Edition statement	MA
260	Publication, etc (Imprint)	M
300	Physical description	D
310	Current publication frequency	D
362	Dates of pub, and/or seq. designation	MA
4XX	Series statement	MA
5XX	Notes	D
500	Source of title, DBO note	MA
6XX	Subject added entries	MA
700-730	Name/title added entries	MA
780/785	Preceding/Succeeding entry	MA
76X-78X	Other linking entries	D
8XX	Series added entries	MA
856	Electronic location and access	MA