

Suncat Bibliographic Standards

1. Record Standards

The primary SUNCAT record standard is the entry standard. If you would like guidelines on upgrading any of your records, please see the suggested upgrading standard in the appendix.

1.1 Entry standard

The entry standard is the minimum standard at which SUNCAT records will be accepted. Records will need at least a title, a unique identifier / local control number, and summary holdings statement to describe what items are held and where. Records are to describe any item that your library calls a serial and has a continuing nature, in whatever format (e.g., print, electronic, microform, etc.). As this is a wide-ranging description, SUNCAT may well contain titles that are not conventional serials. Some records may not be coded as a serial; normally, these would be rejected during conversion (as SUNCAT is a Serials Union Catalogue), but these may be changed if deemed appropriate.

The SUNCAT team will take your data and convert it so that it can be loaded into the SUNCAT database. After conversion, records will be rejected on load to SUNCAT if they do not contain the following:

Leader cp 7=s, i or b (not coded as a serial)
245\$a (no title)
852 (no holdings)

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.

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, 2005 update.

Description and access points: Resource, Description and Access (RDA)

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

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

If your library does not use MARC21, a cross-walk will be written by the SUNCAT bibliographic team to transfer your data into this format, which is necessary for loading into the SUNCAT database.

If your library does not use AACR2, RDA, NAF, LCSH, MeSH, please let the SUNCAT team know. This does not preclude a library from joining SUNCAT.

Appendix: Suggested Upgrading Standard

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

The following is a suggested standard for upgrading your serials records; it is not intended to limit the fullness of records. The 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.

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
264	Production, Publication, Distribution, Manufacture, and Copyright Notice	M
300	Physical description	D
310	Current publication frequency	D
336	Content type	MA
337	Media type	MA
338	Carrier type	MA
362	Dates of pub, and/or seq. designation	MA
490	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