001 RECORD LABEL

This field contains a general data required for cataloguing records. Record label is mainly adapted to the needs of the shared cataloguing system. Its use therefore is not completely in accordance with ISO 2709, which is designed for machine-readable data exchange on tapes, diskettes etc.

Record identification number (according to UNIMARC in field 001) is not being entered manually because it is assigned automatically within the COBISS software.

In the international data exchange, within the process of data conversion of COMARC to MARC formats, record label is being formed in accordance with ISO 2709.

Subfields & repeatability

FIELD/SUBFIELD			REPEATABILITY
001		Record label	nr
	a	*Record status*	nr
	b	*Type of record*	nr
	c	*Bibliographic level*	nr
	d	*Hierarchical level code*	nr
	e	*Old record number* *	nr
	g	*Encoding level*	nr
	h	*Descriptive cataloguing form*	nr
	t	*Typology of documents/works* *	nr
	x	*Replacement record ID* *	nr
	7	*Script of cataloguing* *	nr

Indicators

Indicator values are not defined.

SUBFIELDS

001a Record status

One character code indicates a record cataloguing status. Subfield is mandatory.

c	*corrected record*
	The code is entered when a record is finally corrected (without grammatical and contents mistakes).
d	*deleted record*
	The code is entered when a record is going to be deleted from the COBIB shared bibliographic database, but unsuccessfully because a record was already downloaded in one of local bibliographic databases. The code is used for resolving duplicate records as well as hierarchically catalogued multi-part monographic resources (see example 1).

	The procedure for deleting records consists of the following steps:
	1. The code *"d" – deleted record* is entered in subfield 001a.
	2. ID of a record is entered in subfield 001x according to regulations described in subfield 001x.
	3. Record is saved in the shared bibliographic database.
	4. Record is deleted from a local bibliographic database.
	Record will be deleted from the shared bibliographic database after its being deleted from the last library local database.
i	*first entry of a record**
	The code is used for records that do not have all necessary bibliographic data (a publication is in the process of acquisition). First of all, it relates to foreign publications, while domestic ones make exception (when there is no CIP record). The record can be marked by "i" only for a short time and in exceptional situations. The code is not used for articles and other component parts.
n	*new record*
	The code is used in every new record, with exception of CIP records and records for publications in the process of acquisition.
p	*previous incomplete record*
	The code is used for CIP records.
r	*temporary record for rare books***
	The code was used till 1991 for rare books records.

001b Type of record

Some codes for record type, but not all, are equal to general material designations. Type of record data is very important, because it is been used as a basic criterion for making distinction between different types of materials within all segments of the COBISS software. Subfield is mandatory.

a	*language materials, printed*
b	*language materials, manuscript*
c	*music scores, printed*
d	*music scores, manuscript*
e	*cartographic materials, printed*
f	*cartographic materials, manuscript*
g	*projected and video material*
i	*sound recordings, non-musical performance*
j	*sound recordings, musical performance*
k	*two-dimensional graphics (pictures, designs, etc.)*
l	*electronic resources*
m	*multimedia*
r	*three-dimensional artefacts and realia*
u	*events**
	The code has been added for the needs of recording the scientific work results. It has been used when there is no physical form for a performed work.

001c Bibliographic level

The following values are defined:

a	*analytic (component part)*
	A bibliographic entry that is a physical part of some other entry that for purposes of bibliographic identification is dependent upon the identification of an entry in which it is contained. A component part can be in one or more parts.
	Examples of materials marked with the code "a": an article in a serial; a column in a newspaper; an article in proceedings; a chapter of a book.
c	*collection*
	The record for bibliographic entry that represents artificial collection. This code was sometimes used in records for book collections. There are old records for book collections in COBIB.SI database that have this code entered. In new records the code "c" is entered only in records for artificial collections.
	Examples of materials marked with the code "c": a collection of brochures in a case; different souvenirs that make a collection; a collection of one author manuscripts.
d	*performed work**
	The code has been added for bibliography purposes. It is used only in case when the physical form of a work does not exist, As a rule there is no primary document for such entries, and the record is therefore made on basis of a certificate or some other documentation on performed work.
	Examples of materials marked with the code "d": an unpublished lecture; an exhibition; a concert.
i	*integrating resource*
	A bibliographic resource that is added to or changed by means of updates that do not remain discrete but are integrated into a whole. Integrating resources can be finite (with a planned closing date) or continuing (with no planned closing date).
	Examples of materials marked with the code "i": updating loose-leafs; a database; updating Web sites.
m	*monograph*
	A bibliographic item complete in one physical part or intended to be completed in a finite number of parts.
	Examples of materials marked with the code "m": a monographic publication; a multi-part monographic resource; a separately catalogued volume of a multi-part monograph; a book within a collection; a separately catalogued special number of a serial; a map within a collection; a completed collection of maps; a globe.
s	*serial*
	A continuing resource that is issued in a succession of discrete issues or parts, usually bearing numbering, that has no predetermined conclusion.
	Examples of materials marked with the code "s": a journal; a magazine; a newspaper; an electronic journal; continuing directories; an annual report; a monographic series.

A bibliographic level of a record is related to the main part of a record, namely to a primary bibliographic entry which title is entered in field 200. Subfield is mandatory.

001d Hierarchical level code

The code indicates if a record is hierarchically related to the other records and also shows its position within the hierarchy. Subfield is mandatory.

0	*no hierarchical relationship*
1	*highest level record*
2	*record below highest level*

Within the COBISS software it is only a hierarchical linkage between component parts and records for the superior source implemented. Such records should always be connected to the record for the superior source because they do not contain enough information to be autonomous.

In the record for a component part the code "2" is always entered. In the record for a continuing resource or a the monograph the code "0" is entered if it is not catalogued analytically or the code "1" if there is also a record in the database for some of its component parts.

001e Old record number*

Subfield holds an old record number (that is an identification number from the original database) in records that have been converted from other databases.

001g Encoding level

The code indicates encoding level of a record and also gives the information if an entry has been checked in the preparation process. Subfield is not entered when a record is catalogued according to data from the item.

1	*sublevel 1*
	An entry, described in a record, was not checked during the preparation of a record. For example, it could mean that data were taken from a catalogue card and are therefore not as exact as they could be if they were taken from the original materials.
2	*sublevel 2*
	A record is a prepublication (CIP) record. These records are made before a material is published and they are usually incomplete.
3	*sublevel 3*
	A record holds incomplete catalogue description. It could be subsequently completed.

001h Descriptive cataloguing form

One character code that indicates the form used for descriptive part of a record. Subfield is entered only if fields 200 to 225 are not entirely formed according to ISBD regulations. The values are as follows:

i	*record is in partial ISBD form*
	Only some fields in a record are entered according to the ISBD regulations.

n	*record is in non-ISBD form*
	There is no data entered according to the ISBD regulations.

001t Typology of documents/works*

Subfield is designed for sorting documents/works in bibliographies (see example 4).

Subfield entry is mandatory in records for all documents/works which authors are recorded as researchers at Slovenian Research Agency, and in records for articles from serials that are co-financed by the Slovenian Government. Subfield entry is also mandatory in all other records for documents/works that are going to be sorted by typology in a personal bibliography or an institution bibliography printout.

	ARTICLES AND OTHER COMPONENT PARTS
1.01	*original scientific article*
1.02	*review article*
1.03	*other scientific articles*
1.04	*professional article*
1.05	*popular article*
1.06	*published scientific conference contribution (invited lecture)*
1.07	*published professional conference contribution (invited lecture)*
1.08	*published scientific conference contribution*
1.09	*published professional conference contribution*
1.10	*published scientific conference contribution abstract (invited lecture)*
1.11	*published professional conference contribution abstract (invited lecture)*
1.12	*published scientific conference contribution abstract*
1.13	*published professional conference contribution abstract*
1.16	*independent scientific component part or a chapter in a monograph*
1.17	*independent professional component part or a chapter in a monograph*
1.18	*professional entry in dictionary, encyclopaedia or lexicon*
1.19	*review, book review, critique*
1.20	*preface, editorial, afterword*
1.21	*polemic, discussion, commentary*
1.22	*interview*
1.23	*artistic component part*
1.24	*bibliography, index, etc.*
1.25	*other component parts*
1.26	*scientific entry in dictionary, encyclopaedia or lexicon*

	MONOGRAPHS AND OTHER COMPLETED WORKS
2.01	*scientific monograph*
2.02	*professional monograph*
2.03	*reviewed university, higher education or higher vocational education textbook*
2.04	*reviewed secondary and primary school textbook or other textbook*
2.05	*other educational material*
2.06	*dictionary, encyclopaedia, lexicon, manual, atlas, map*
2.07	*bibliography*
2.08	*doctoral dissertation*
2.09	*master's thesis*

2.10	*specialist thesis*
2.11	*undergraduate thesis*
2.12	*final research report*
2.13	*treatise, preliminary study, study*
2.14	*project documentation (preliminary design, working design)*
2.15	*expertise, arbitration decision*
2.16	*artistic work*
2.17	*exhibition catalogue*
2.18	*scientific film, scientific sound or video publication*
2.19	*radio or television broadcast, podcast, interview, press conference*
2.20	*complete scientific database of research data*
2.21	*software*
2.22	*new variety*
2.23	*patent application*
2.24	*patent*
2.25	*other monographs and other completed works*
2.26	*fundamental scientific dictionary or lexicon*
2.27	*scientific terminological dictionary, encyclopaedia or topical lexicon*
2.28	*critical edition*
2.29	*model*
2.30	*proceedings of professional or unreviewed scientific conference contributions*
2.31	*proceedings of peer-reviewed scientific conference contributions (international and foreign conferences)*
2.32	*proceedings of peer-reviewed scientific conference contributions (domestic conferences)*
2.33	*professional film, videorecordings or sound recordings*

	PERFORMED WORKS (EVENTS)
3.10	*artistic performance*
3.11	*radio or television event*
3.12	*exhibition*
3.13	*organizing scientific and professional meetings***
3.14	*invited lecture at foreign university*
3.15	*unpublished conference contribution*
3.16	*unpublished invited conference lecture*
3.25	*other performed works*

A special category of the research results is a secondary authorship that is not entered in subfield for typology of documents/works. In bibliographies it is listed on the basis of the relater code entered in fields 702 and 712, i.e. from the retrospective database for serials.

Definitions of typology of documents/works together with recommendations regarding the individual types sort are shown in the *Appendix F6*.

001x Replacement record ID*

Subfield is used for resolving duplicates. It holds an ID of a record that have to be downloaded in stead of a record which is marked to be deleted with the code "d" in subfield 001a.

In a record marked to be deleted, except subfield 001a with the code "d" for deleted record entered, subfield 001x must also be entered, where you enter the replacement record ID (see example 1).

In cases where no replacement record exists – this usually happens with CIP records when a publisher requests a CIP record for a publication that is later not published – enter "-" in subfield 001x.

On the basis of a correct and consistent entry of this subfield it is possible to exert periodical programme control of a local and the shared database consistency. All libraries that have downloaded in their local databases a record to be deleted are receiving an adequate message by e-mail. That helps essentially in reaching database quality. The message holds a table with duplicate IDs or IDs of records that must be deleted and IDs of records that are going to be downloaded instead of deleted records .

0017 Script of cataloguing*

This subfield helps in defining a script for fields that are listed in a language used by the library.

This data is mandatory. Following codes are available to the libraries:

ba	*Latin*
ca	*Cyrillic – not specified**
cb	*Cyrillic – Serbian**
cc	*Cyrillic – Macedonian**
vv	*multiscript** The code is used by libraries that manage two catalogues – one in Cyrillic and the other in Latin script.

NOTES ON FIELD CONTENTS

The record label is to be found at the beginning of every record and it holds data for record cataloguing. Subfields a, b, c and d are mandatory, and their defaults are mostly defined regarding the shell type.

RELATED FIELDS

Data going to be found in the record label can not be found anywhere else in the COMARC format. Although it looks as if some code values for record type and bibliographical level had similar meaning with some other coded data, the codes in the record label are actually referring to record characteristics and not to the bibliographical entry itself.

EXAMPLES

1. *

001	␣␣	**a**d **x**35997440 **b**a **c**m **d**0
200	0␣	**a**Tehnična keramika **f**Drago Kolar **g**[ilustrirala Medeja Gec]
		(Libraries that have downloaded this record in its local database will receive by e-mail a list of records which have to be deleted. A record with an ID 3698696 – a duplicate record – is among other records.)

2. *

001	␣␣	**a**c **b**l **c**s **d**0 **7**ba
200	1␣	**a**PIRS **b**Računalniška datoteka **e**poslovni imenik Republike Slovenije
		(A corrected record for a serial on machine-readable medium.)

3. *

001	␣␣	**a**n **b**e **c**m **d**0 **7**ba
200	1␣	**a**Kolovec **b**Kartografsko gradivo **e**karta za orientacijski tek **f**reambulacija Anderluh Gregor … [et al.] **g**risal Anderluh Gregor
		(A new record for cartographic materials.)

4. *

001	␣␣	**a**n **b**a **c**a **d**2 **t**1.04 **7**ba
200	0␣	**a**Izjave v podporo Majniške deklaracije **f**Vlasta Stavbar
		(A record for a professional article.)

5. *

001	␣␣	**a**n **b**l **c**i **d**0 **7**ba
200	1␣	**a**Vodja.com **b**Elektronski vir **e**praktični nasveti za vodenje podjetja in ljudi
		(A record for an integrating resource.)

6. * COBISS.net

001	␣␣	**a**n **b**a **c**m **d**0 **7**cc
		(Macedonian Cyrillic is the script of cataloguing which is indicated by the code entered in subfield 0017.)