

## 318 ACTION NOTE

This field contains information on preservation and treatment. It is particularly used for older monographic publications (antiquarian).

### Subfields & repeatability

FIELD/SUBFIELD		REPEATABILITY
318	Action note	r
<b>a</b>	<i>Action</i>	nr
<b>b</b>	<i>Action identification</i>	r
<b>c</b>	<i>Time of action</i>	r
<b>d</b>	<i>Action interval</i>	r
<b>e</b>	<i>Contingency for action</i>	r
<b>f</b>	<i>Authorisation</i>	r
<b>h</b>	<i>Jurisdiction</i>	r
<b>i</b>	<i>Method of action</i>	r
<b>j</b>	<i>Site of action</i>	r
<b>k</b>	<i>Action agent</i>	r
<b>l</b>	<i>Status</i>	r
<b>n</b>	<i>Extent</i>	r
<b>o</b>	<i>Type of unit</i>	r
<b>p</b>	<i>Nonpublic note</i>	r
<b>r</b>	<i>Public note</i>	r
<b>0</b>	<i>Call number to which field applies*</i>	nr
<b>5</b>	<i>Institution to which field applies</i>	nr
<b>9</b>	<i>Inventory number to which field applies*</i>	nr

### Indicators

Indicator values are not defined.

## SUBFIELDS

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### 318a Action

Description of the action.

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### 318b Action identification

A code or designation designed to identify a specific action or identify it in conjunction with time of action, e.g. project code.

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**318c Time of action**

A time of action in ISO format (year, also month and day).

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**318d Action interval**

Subfield is used when the time cannot be expressed as a specific date, e.g. at the end of academic term or every five years (see example 7).

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**318e Contingency for action**

Subfield is used when the time is linked to an unpredictable event, e.g. upon receipt of materials (see examples 3, 6).

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**318f Authorisation**

Subfield contains the text or a citation to a rule etc. governing the action (see example 4).

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**318h Jurisdiction**

Subfield contains the name of a person, an institution, or a position or function within an institution, in whom or in which responsibility for an action is vested (see example 7).

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**318i Method of action**

Subfield refers to the technique by which the action is carried out (see example 6).

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**318j Site of action**

Subfield describes the location in which the action takes place (see example 8).

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**318k Action agent**

Subfield contains the person or organisation which performs the action (see examples 4, 8).

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**318l Status**

Subfield contains the condition or state of the described materials, sometimes but not always resulting from an action (see examples 1, 2, 4).

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**318n Extent**

Subfield is used when the action affects only part of the item (see example 5).

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**318o Type of unit**

Subfield is used when the action affects only part of the item (see example 5).

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**318p Nonpublic note**

Subfield contains notes pertaining to an action on an item which is not displayed to the public. It is designed for cataloguers.

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**318r Public note**

Subfield contains notes pertaining to an action on an item which is displayed to the public (see example 8).

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**3180 Call number to which field applies\***

If an institution has more than one copy the call number of a copy to which field applies is entered.

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**3185 Institution to which field applies**

Name of institution to which field applies in coded form. A numerical library code should be entered.

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**3189 Inventory number to which field applies\***

The inventory number to which field applies is entered as a linkage with holdings data. If a multi-volume publication is catalogued with more inventory numbers they are separated one from another with ";".

## NOTES ON FIELD CONTENTS

It is considered that the record is made for the ideal copy. The preservation and treatment information entered in field 318 refer only to the copy in hand.

## RELATED FIELDS

### 141 *ANTIQUARIAN – COPY SPECIFIC ATTRIBUTES*

This field contains coded data relating to the copy specific attributes of older monographic publications.

## EXAMPLES

1.

318	uu	aCondition reviewed c19911121 ltext stained, binding intact, water damage 5QL/P18
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2.

318	uu	aRepaired c1991 loriginal retained, rebacked 5CA/U-1
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3.

318	uu	aReview condition ewhen deposit is complete 5CA/U66
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4.

318	uu	aCondition reviewed c19911112 lbinding intact fSCAN kCCM 5Uk <i>(Conditions checked by a member of staff with the initials CCM as part of a review project called SCAN.)</i>
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5.

318	uu	aFumigate n12 oarchives boxes c19861010 5LO/N-1
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6.

318	uu	aDispose of efive years after closing file iincinerate 5CaQQCT
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7.

318	uu	aReview dEvery five years hArchives Unit 5CaQQCT
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8.

318	uu	aExhibit c19980401-19981231 jVictoria & Albert Museum kJStC rThis item is on loan to the Victoria and Albert Museum until the end of the year 5CaQQCT
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