

F.2 SPECIFICITIES IN ENTERING PARTICULAR FIELDS/ SUBFIELDS

001 RECORD LABEL

001c Bibliographic level

The data must correspond to the typology of documents/works:

a	<i>analytic (component part)</i> Document/work type from group 1. Input mask A.
c	<i>collection</i>
d	<i>performed work</i> Document/work type from group 3. Input mask M or N.
i	<i>integrating resource</i>
m	<i>monograph</i> Document/work type from group 2 or 3. Input mask M or N.
s	<i>serial</i>

On the basis of the data from 001c, the data that should be displayed is defined in the bibliography output.

001d Hierarchical level code

The data must correspond to the data relating to the bibliographic level:

0	<i>no hierarchical relationship</i> Monographs (001c="m") and serials (001c="s") that component parts and articles are not connected to. Performed work (001c="d").
1	<i>highest level record</i> Serials (001c="s") that articles are connected to. Monographs (001c="m"): proceedings, special issues and other monographs that component parts are connected to.
2	<i>record below highest level</i> Articles and component parts (001c="a").

001t Typology of documents/works*

The data is mandatory for all items that belong to a category of the scientific work. This subfield should not be entered only when the item is going to be included in the bibliography under the division "4. SECONDARY AUTHORSHIP". The corresponding definitions and recommendations for entering this data are presented in the *Appendix F.6*.

011 ISSN

011e Valid ISSN*

The data is mandatory while entering serials with a valid ISSN (see field 011).

011c Internal continuing resource number*

If a serial has no valid ISSN, it is necessary to acquire an internal continuing resource number from the national ISSN Centre (see field 011).

If a serial has the ISSN "0000-0000", it is necessary to acquire an internal continuing resource number before entering an article.

011a ISSN – article*

A data may be entered only for articles related to a serial which ISSN is entered in this subfield.

011s ISSN – article in series with subseries or in supplement*

A data may be entered only for articles related to the serial which is a series/subseries/supplement of some other (host) serial. Both serials have an ISSN or an internal continuing resource number. An article is primary related (subfield 011a) to the serial where it was actually published, with the exception of the articles from supplements that are related to the host item. An ISSN of the other serial is entered in subfield 011s and the alternative numbering in subfields 215opqrs.

100 GENERAL PROCESSING DATA

100c Publication date 1

The data entry in subfield 100c relating to the publication date is mandatory. From that information the index of publication year (PY=) is generated which is the basis for the records selection in the process of the bibliography print-out.

102 COUNTRY OF PUBLICATION OR PRODUCTION

102a Country

Concerning articles, the information on the country of a publication is automatically transferred from the record for serials. While entering the retrospective data it is necessary to enter the information about the country of publication that was valid the time the publication was issued.

This information is transferred the same way for the component parts from **monographs**.

215 PHYSICAL DESCRIPTION

For the needs of the articles and the component parts print-outs in bibliographies in the form of references or in the form that is prescribed by ISO 690, the physical characteristics and the location should be entered in separate subfields.

For the component parts from **monographs** only subfield 215a is entered, and for the articles from serials also subfields 215gihkoprqs.

For more detailed instructions about entering data relating to the physical description of articles and component parts, see field 215.

215a Specific material designation

215g Numbering – third level*

215i Numbering – second level*

215h Numbering – first level*

215k Chronology*

215o Alternative pagination*

215p Alternative numbering – third level*

215q Alternative numbering – second level*

215r Alternative numbering – first level*

215s Alternative chronology*

330 SUMMARY OR ABSTRACT

330a Text of note

A note containing summary, abstract of the article or component part by the author is mandatory. If a summary or abstract is given in more than one language, subfield should be repeated for each language.

330f Author of summary or abstract*

A name of the author of summary or abstract, other than a name of the author of the item being recorded. If a summary or abstract is a constituent part of the bibliographic item, it is not necessary to enter that data.

330z Language*

A code of the language of a summary or abstract is entered in this subfield.

464 HOST ITEM (MONOGRAPH)

4641 Linking data

A record for a component part is linked to the host item with an identification number (i.e. COBISS-ID) for the host item entered in subfield 4641.

600 – 609

60X2 System code

While entering fields 600 to 609 according to the particular system or in foreign language, the system code entry (e.g. language entry according to the global code list) is mandatory (see block 6XX).

eng	<i>local subject headings in English</i>
NUK	<i>General Slovenian Subject Vocabulary</i>
MESH	<i>Medical Subject Headings</i>

700 PERSONAL NAME – PRIMARY INTELLECTUAL RESPONSIBILITY

701 PERSONAL NAME – ALTERNATIVE INTELLECTUAL RESPONSIBILITY

702 PERSONAL NAME – SECONDARY INTELLECTUAL RESPONSIBILITY

While cataloguing documents/works, that should be included in the bibliography, all Slovenian alternative authors should be entered (also those that do not come from the home institution/organization). The entry of secondary authors (editor, translator, mentor, etc.) that are recognized in the evaluation of the scientific work is also mandatory.

If the author is considered to have primary/secondary intellectual responsibility for a work and also one or more secondary responsibilities, he is entered in field 700/701 with the corresponding relator code (subfield 4), and then once again in field 702 with the corresponding code relating to the secondary intellectual responsibility (repeatable subfield 7024). In that case, the author's item should be displayed more than once, namely on the basis of the primary authorship (700/701) the item should be sorted according to the typology (001t), and according to the secondary authorship (702) the item should be displayed once or more times within the division 4 Secondary authorship (depending on the number and type of codes entered in subfields 7024). See examples 1 and 2.

The first indicator in fields **70X** is significant for personal bibliographies output.

The bibliography should not contain records where the author appears in fields **70X** having the value of the first indicator set to "2" – *Not displayed in personal bibliography*.

The value "2" of the first indicator may be used when the publication or the component part appears twice in a personal bibliography because it has been catalogued on two different ways. For example, the afterward of a monograph has a separate record and its author is also entered as the author of the introduction. Formally, it is not a duplicate, but according to the contents both items cover each other.

In this way it is possible to eliminate the items that authors do not want to have in their personal bibliographies. See example 3.

70X7 Researcher code*

The code is mandatory in records for all documents/works whose authors are registered as researchers.

70X8 Institution/organization code*

The data is mandatory in records for all documents/works whose authors are registered as researchers and also in the records that the institution/organization wants to include in its own bibliography.

970 FIELD FOR THE NEEDS OF BIBLIOGRAPHY*

970a Responsibility – corporate body

This subfield is used for entering data relating to the corporate body primary responsibility. The data is entered only when the primary responsibility is not evident from subfield 200a. See examples at field 970.

970b Total number of authors

This subfield is designated for entering the total number of authors if they are not entered in fields 70X. The data is used to calculate the part of the authorship.

992 FIELD FOR LOCAL NEEDS*

992y Inventory number of serial

This subfield is mandatory and it is designated for making connection between holdings in a record for a serial and holdings in the record for a special edition of a serial that is a monograph.

EXAMPLES

1.

001	□□	an ba cm d0 t2.04
200	0□	a Anatomija in Fziologija za medicinske šole f Marjan Pocajt in Anton Širca g [risbe izdelala avtorja]
700	□1	a Pocajt b Marjan 4070 705286
701	□1	a Širca b Anton 4070 700405
702	□1	a Pocajt b Marjan 4440 705286
702	□1	a Širca b Anton 4440 700405

(In the personal bibliography of Anton Širca the item should be displayed twice: under the division Monographs and other completed works ("2.04" – reviewed secondary and primary school textbook or other textbook) and under the title Secondary authorship (Illustrator).)

2.

200	1□	a Kri in voda e antologija sodobnih irskih kratkih zgodb f izbrala Tina Mahkota g prevedli Nina Grahek-Križnar ... [et al.]
702	□1	a Mahkota b Tina 4220 4340 4730 715453
702	□1	a Grahek-Križnar b Nina 4730
702	□1	a Grahek b Stašša 4730

702	□1	aSkubic bAndrej 4730 <i>(In the personal bibliography of Tina Mahkota the item should be displayed three times under the title Secondary authorship (Editor, Translator and Compiler).)</i>
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3.

001	□□	ac ba cm d0
200	0□	aPonovitev aFilozofske drobtinice ali Drobec flozofje fSoren A.Kierkegaard g[tekste izbral Valentin Kalan gprevedel Franc Burgar gspremna beseda Tine Hribar]
300	1□	aKierkegaardovski suspenz : (estetika - etika - religija) / Tine Hribar: str. 233-268
700	□1	aKierkegaard bSoren A. 4070
702	21	aHribar bTine 4080 700494
702	□1	aBurgar bFranc 4730
702	□1	aKalan bValentin 4340 <i>(Since the afterword by Tine Hribar also has a separate record, the first indicator in the first field 702 is set to "2", which means that the first item will not be displayed in Hribar's personal bibliography, but it will be displayed in the personal bibliographies of other authors.)</i>