# A.1    BIBLIOGRAPHIC DATABASES

## A.1.1    Basic index

Most fields and subfields are indexed in basic index. In relation to coded subfields the explanations from code list
s (and not codes) are usually indexed.

It is possible to search the entire basic index without using a search suffix or on the basis of the prefix KW=. For subfields that best show the content of the indexed document and are, therefore, usually used for searching, additional search suffixes are created. By using them, it is possible to limit your search to certain subfields only.

### A.1.1.1    Bibliographic data

**Table A.1-1: Basic index in bibliographic databases – bibliographic data**

| Suffix | Meaning | Search | Subfields |
|--------|---------|--------|-----------|
| /AB | Abstract | word | 330af |
| /AU | Author – person | word | 200f, 700abcdf–702abcdf, 900abcdf–902abcdf, 903abcdf, 904abcdf |
| /CB | Author – corporate body | word | 710abgh–712abgh, 910abgh–912abgh, 916abgh |
| /CL | Series | word | 225adefhiv |
| /CP | Location of meeting/addition to corporate body name | word | 710ce–712ce, 910ce–912ce, 916ce |
| /GM | General material designation | word | 200b, 539b |
| /NM | Name of manufacturer | word | 210gh |
| /NT | Notes | word | 300a, 301a, 311a, 317a, 321ax, 323a–325a, 328adefg, 338abcdefg |
| /PM | Place of manufacture | word | 210ef |
| /PP | Place of publication | word | 210ab, 620abcd |
| /PU | Publisher | word | 210c |
| /PY | Publication year | word | 100cd, 210dh |
| /TI[1] | Title | word | 200acdehi, 327a, 501ae, 503a, 510aehi, 512ae, 513aehi, 514ae, 515a, 516ae-518ae, 520aehi, 530ab, 531abc, 532a, 540a, 541a, 996h, 997h |
| /TO | Original title | word | 500ahi |

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[1] If the introductory phrase in subfield 996h or 997h equals "ISBN ", the content of the subfield is not indexed with /TI and TI=, but ISBN that follows this character string is indexed with BN=.

### A.1.1.2 Subject analysis (subject headings, classification)

You can also find records with SGC subject headings if you search by non-preferred terms from the 4XX and 7XX fields in the SGC authority records that are not included in bibliographic records.

**Table A.1-2: Basic index in bibliographic databases – data on the contents**

| Suffix | Meaning | Search | Subfields |
|--------|---------|--------|-----------|
| /PN | Personal name as subject | word | 600abcdf, 960abcdf |
| /CS | Corporate body name as subject | word | 601abc, 961abc |
| /FN | Family name as subject | word | 602af, 962af |
| /TS | Title as subject | word | 605ahiklnq, 965 ahiklnq |
| /TN | Topical name as subject | word | 606a, 966a |
| /GN | Geographical name as subject | word | 607a, 967a |
| /CH | Chronological term as subject | word | 608a, 968a |
| /FS | Form heading as subject | word | 609a, 969a |
| /DX | Topical subdivision | word | 600x–609x, 960x–969x |
| /DY | Geographical subdivision | word | 600y–609y, 960y–969y |
| /DW | Form subdivision | word | 600w–609w, 960w–969w |
| /DZ | Chronological subdivision | word | 600z–609z, 960z–969z |
| /DU | Uncontrolled subject headings | word | 610a |
| /SU | Subject headings | word | 600–610, 960–969 (all subfields) |
| /GE | Keywords – NUK | word | 627a |
| /GC[2] | SGC subject headings | word | 60X (all subfields) |

## A.1.2 Additional indexes

Additional indexes of a database contain search terms from the fields of a record that provide additional information on a document. When searching by additional index, enter a two-letter prefix that indicates the field and the equals sign. Also in additional indexes fields can be indexed by word, phrase or by word and phrase.

When searching by certain prefixes, you can omit the words that are preceded or followed by the NSB/NSE characters (see NSB/NSE character in the following tables).

### A.1.2.1 Record data

**Table A.1-3: Additional indexes in bibliographic databases – record data**

| Prefix | Meaning | Search | Subfields |
|--------|---------|--------|-----------|
| CR= | Record creator/Record downloaded from COBISS.Net | phrase | --- |
| CY= | Record downloaded from COBIB | phrase | --- |
| DM=[3] | Date of creation/Record downloaded | phrase | --- |

|       |                                |        |     |
|-------|--------------------------------|--------|-----|
|       | from COBIB or from COBISS.Net  |        |     |
| DR=[4] | Date of last update            | phrase | --- |
| ID=   | Record identification number   | phrase | --- |
| LN=   | Local number                   | phrase | --- |
| RE=   | Record modified by             | phrase | --- |

[2]  With the /GC suffix you limit yourself to those fields 60X that contain the "SGC" code in subfield 2.

[3]  While creating a new record, the date of record creation is indexed; when downloading a record from COBIB or from the COBISS.Net network to the local database, the date of record download is indexed. The date is indexed as yyyymmdd.

[4]  The date is indexed as yyyymmdd.

## A.1.2.2  Bibliographic data

**Table A.1-4: Additional indexes in bibliographic databases – bibliographic data**

| Prefix | Meaning | Search | Subfields |
|--------|---------|--------|-----------|
| AU=[5] | Author – person | phrase | 700abcdf–702abcdf, 900abcdf–902abcdf, 903abcdf, 904abcdf |
| CB= | Author – corporate body | phrase, NSB/NSE | 710ab–712ab, 910ab–912ab, 916ab |
| CL= | Series | phrase, NSB/NSE | 225adefhiv |
| CP= | Location of meeting/Addition to corporate body name | phrase, NSB/NSE | 710ce–712ce, 910ce–912ce, 916ce |
| GM= | General material designation | phrase | 200b, 539b |
| HE=[4] | Author – uniform personal heading | phrase | 700abcdf–702abcdf, 904abcdf |
| IS= | Issue number | word | 215h |
| NM= | Name of manufacturer | phrase, NSB/NSE | 210g |
| PM= | Place of manufacture | phrase, NSB/NSE | 210e |
| PP=[6] | Place of publication | phrase | 210a, 620abcd |
| PU= | Publisher | phrase, NSB/NSE | 210c |
| PY=[7] | Publication year | phrase | 100cd |
| P2=[8] | End date | phrase | 100d |
| TI=[9] | Title | phrase, NSB/NSE | 200acdehi, 501a, 503a, 510ai, 512ae, 513ai, 514ae, 515a, 516ae-518ae, 520aehi, 530a, 531ab, 532a, 540a, 541a, 996h, 997h |
| TO= | Original title | phrase, NSB/NSE | 500ahi |
| SO=[10] | Source title | phrase | 200ai |

[5]  Subfields a, b, c, d and f of an individual field are indexed as one phrase in the form "a, b d, c, f". It is therefore recommended to truncate the search term with an "*" while searching by prefix AU= or HE=.

[6]  Subfields within field 620 are indexed as a phrase so that subfields a, b, and c are added to subfield d. Subfields are divided by "/".

[7] If the code in subfield 100b is equal to "b" or "j", only the year in 100c is indexed. If the code in 100b is equal to "f", "g" or "l", then all years in the period between the year specified in 100c and the year specified in 100d are indexed. If 100d = "9999", only the year in 100c is indexed.

[8] If the code "b" is entered into subfield 100b, subfield 100d is indexed in index P2=.

[9] Subfields 531ab are indexed as one phrase in the form "a b". With reference to the indexing of subfield 996/997h see note 1.

[10] Subfields 200ai in records for serials are indexed as one phrase in the form "a. i". It is therefore recommended to truncate the search term with an "*" while searching by SO=.

# A.1.2.3   Identification data

**Table A.1-5: Additional indexes in bibliographic databases – identification data**

| Prefix | Meaning | Search | Subfields |
|---|---|---|---|
| AR= | Authority record number | phrase | 6003–6093, 7003–7023, 7103–7123 |
| BI=[11] | Record marks | word and phrase | 830a, 992bx, 993 (all subfields) |
| BN=[12] | ISBN | phrase | 010az, 996h, 997h |
| CD= | CODEN | phrase | 040a |
| CX= | ISSN of series | phrase | 225x |
| HI=[13] | Hierarchy | phrase | 4611–4641 |
| NB=[14] | National bibliography number | phrase | 020ab |
| NP=[15] | Other identifiers | word and phrase | 001e, 012a, 013az[16], 016az, 017az, 022a, 071a, 856g |
| OI= | Legal deposit number | phrase | 021b |
| OR= | Replacement record ID | word | 001x |
| SC= | Cancelled ISSN | phrase | 011myz |
| SF= | Unverified ISSN | phrase | 011f |
| SN= | ISSN – article | phrase | 011as |
| SP= | ISSN | Phrase | 011ec |
| SL= | ISSN-L | phrase | 011l |

[11] Subfields 830a and 992b are indexed by word, whereas subfield 992x and all subfields of the field 993 are indexed by phrase.

[12] The content is indexed without hyphens. If a ten-digit number (ten digits without hyphens) is entered into subfield 010a, a corresponding 13-digit number is generated automatically and also added into the index. If the first five signs in subfield 996h or 997h are equal to "ISBN ", the ISBN number preceded by these signs is indexed in index BN=; otherwise, subfields 996h or 997h are indexed in indexes /TI and TI=.

[13] HI= is used to search for records below the highest level (subordinate records); under HI=, you must enter the identification number of the record at the highest level (host item record).

[14] The contents of subfields 020a and 020b, which are separated by a space, is indexed as one phrase. Subfield b is additionally indexed, and also autonomously.

[15] Subfields 001e, 013az, 016az, 017az, 022a and 856g are indexed by phrase, subfield 012a by word, whereas subfield 071a is indexed by word and phrase.

[16] The contents of subfields 013a and 013z is indexed either with hyphens or without them. If subfield 013a or 013z contains a 10-digit number (ten digits without hyphens), the corresponding 13-digit number is calculated and added to the index.

## A.1.2.4   Subject analysis (subject headings, classification)

You can also find records with SGC subject headings if you search by non-preferred terms from the 4XX and 7XX fields in the SGC authority records that are not included in bibliographic records.

**Table A.1-6: Additional indexes in bibliographic databases – data on the contents**

| Prefix | Meaning | Search | Subfields |
|---|---|---|---|
| PN=[17] | Personal name as subject | phrase | 600abcdf, 960abcdf |
| CS= | Corporate body name as subject | phrase | 601ab, 961ab |
| FN= | Family name as subject | phrase | 602a, 962a |
| TS= | Title as subject | phrase | 605ai, 965ai |
| TN= | Topical name as subject | phrase | 606a, 966a |
| GN= | Geographical name as subject | phrase | 607a, 967a |
| CH= | Chronological term as subject | phrase | 608a, 968a |
| FS= | Form heading as subject | phrase | 609a, 969a |
| DX= | Topical subdivision | phrase | 600x–609x, 960x–969x |
| DY= | Geographical subdivision | phrase | 600y–609y, 960y–969y |
| DW= | Form subdivision | phrase | 600w–609w, 960w–969w |
| DZ= | Chronological subdivision | phrase | 600z–609z, 960z–969z |
| DU= | Uncontrolled subject headings | phrase | 610az |
| SU= | Subject headings | phrase | 600–610, 960–969 (all subfields) |
| DE=[18] | Subject headings (controlled) | phrase | 600–609, 960–969 (all subfields) |
| GE= | Keywords – NUK | phrase | 627a |
| DC=[19] | UDC | phrase | 675au |
| OC=[20] | Other class numbers | phrase | 686a2 |
| GC=[21] | SGC subject headings | phrase | 60X (all subfields) |

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[17] With reference to the indexing of fields 600 and 960 see note 5.

[18] The prefix DE= is not used to search in an independent additional index, but in the indexes PN=, CS=, FN=, TS=, TN=, GN=, CH=, FS=, DX=, DY=, DW=, DZ=. The expand function is disabled.

[19] The contents of subfield 675a are indexed both as one phrase and by subphrases. Punctuation marks dividing the subphrases are space, colon, plus and quotation marks. The same is true for subfield 675u.

[20] The first word from subfield 6862 and the contents of subfield 686a are indexed as one phrase; the space is added in between. If no subfield 6862 is entered, only the contents of subfield 686a is indexed, preceded by "---" and a space.

[21] With GC=, only those 60X fields are indexed that contain the "SGC" code in subfield 2. Subfields of an individual field are indexed as one phrase and in the same order in which they appear in the database, which is why it is advisable to truncate the search term with the "*" character when searching.

## A.1.2.5   Coded data

**Table A.1-7: Additional indexes in bibliographic databases – coded data**

| Prefix | Meaning | Search | Subfield |
|---|---|---|---|
| AC=[22] | Relator code | phrase | 7004–7024, 7104–7124, 9104–9124 |
| AS= | Researcher code | phrase | 7007–7027 |
| CC= | Contents code | phrase | 105bc, 110d, 140d |

| CO= | Country/locality of publication | phrase | 102ab |
|---|---|---|---|
| DT= | Bibliographic level | phrase | 001c |
| FC= | Institution/organization code | phrase | 7008–7028, 7108–7128 |
| FQ= | Frequency of issue | phrase | 110b |
| FR=[23] | Form of release | phrase | 001b, 115agk, 116ag, 117a, 124b, 126a, 128a, 135ab |
| GP= | Government publication code | phrase | 100f |
| IC= | Illustration code | phrase | 105a, 140a |
| LA= | Language of text | phrase | 101a |
| LC= | Literature code | phrase | 105fg, 140ef |
| LO= | Language of original work | phrase | 101c |
| MC= | Microforms – codes | phrase | 130a |
| RS=[24] | Record status | phrase | 001a, 998e |
| RT=[25] | Type of record | phrase | 001b |
| SS= | Continuing resource status | phrase | 100b |
| TA= | Target audience code | phrase | 100e |
| TD= | Typology of documents/works | phrase | 001t |
| TY= | Type of continuing resource designator | phrase | 110a |
| UC= | UDC access | phrase | 675c |
| UG= | UDC group | phrase | 675b |
| US= | UDC statistics | phrase | 675s |
| EA=[26] | E-access | phrase | 0172, 856u |

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[22] Instead of Boolean operator AND, search prefixes AU=, AC=, FC= and AS= may also be combined with (W). In that case, search prefixes may follow in the succession as shown above. If one of the prefixes AC= or FC= is omitted, then the operator (2W) is used. The results of such a search are records that contain the requested data only in the same field 7XX.
Examples:
> *AU=Kos, Vinko\* (W) AC=730*
>> You are looking for records where Vinko Kos is stated as a translator.
> *AU=Rozman, Ivan\* (W) AC=991 (W) FC=3-2\**
>> You are looking for records where Ivan Rozman is stated as the mentor on one of the faculties of the University of Maribor.
> *AU=Rozman, Ivan\* (2W) FC=3-2\**
>> You are looking for records where Ivan Rozman is stated as the author on one of the faculties of the University of Maribor.
> *AC=991 (2W) AS=08067*
>> You are looking for records where the researcher with the code 08067 is stated as the mentor.

The operator AND is not always precise at such search.
Example:
> *AU=Gradišnik, Branko\* AND AC=730*
>> The books by the author Branko Gradišnik and the books by other authors translated by Branko Gradišnik would be found.

[23] The index FR= includes the code for the type of record (**001b**) and the code indicating a type of non-book materials:
- Subfield **115g** (visual projection, motion picture – form of release): the contents of subfield are preceded by the codes "g" (code for projected, film and video materials in 001b) and "a" (code for film in 115a) or "b" (code for projected materials in 115a).
Examples:
> *FR=gac*
>> Retrieving film cassettes.
> *FR=ga\**

Retrieving films.
- Subfield **115k** (videorecording – form of release): the contents of subfield are preceded by the codes "g" (code for projected, film and video materials in 001b) and "c" (code for videorecording in 115a).
  Examples:
  *FR=gcc*
  Retrieving videorecordings on videocassette.
  *FR=gc\**
  Retrieving videorecordings.
- Subfield **116a** (graphics – specific material designation): the contents of subfield are preceded by the code "k" (code for graphics in 001b).
  Example:
  *FR=ke*
  Retrieving photonegatives (code "e").
- Subfield **116g** (graphics – functional designation): the contents of subfield are preceded by the code "k" (code for graphics in 001b).
  Example:
  *FR=kae*
  Retrieving postcards (code "ae").
- Subfield **117a** (three-dimensional artefacts and realia – specific material designation): the contents of the subfield are preceded by the code "r" (code for three-dimensional artefacts and realia in 001b).
  Example:
  *FR=raq*
  Retrieving toys (code "aq").
- Subfield **124b** (cartographic materials – form of cartographic item): the contents of the subfield are preceded by the code "e" (code for printed cartographic materials in 001b).
  Example:
  *FR=ed*
  Retrieving maps (code "d").
- Subfield **126a** (sound recordings – form of release): the contents of the subfield are preceded by the code "i" (code for sound recordings – non-musical performance in 001b) or "j" (code for sound recordings – musical performance in 001b).
  Example:
  *FR=ja*
  Retrieving musical performances on discs (code "a").
- Subfield **128a** (form of composition): the contents of the subfield is preceded by the code from subfield 001b: "c" (printed music scores), "d" (manuscript music scores) or "j" (sound recordings – musical performance).
  Examples:
  *FR=cmr*
  Retrieving marches – printed music scores.
  *FR=jmr*
  Retrieving marches – sound recordings.
- Subfield **135a** (electronic resources – type): the contents of the subfield are preceded by the code "l" (electronic resources) from subfield 001b and the letter "t" (type).
  Example:
  *FR=ltd*
  Retrieving text electronic resources.
- Subfield **135b** (electronic resources – special material designation): the contents of the subfield are preceded by the code "l" (electronic resources) from subfield 001b.
  Example:
  *FR=li*
  Retrieving online electronic resources.

[24] Subfield **001a** is indexed in index RS=, if code "i", "p", "r" or "d" is entered.
  Example:
  *RS=p*

Retrieving CIP records.

Subfield **998e** (acquisition indicator) is also indexed in index RS=. Prefixes SI=, RS= and AM= may be connected by the operator (W). In that case prefixes should appear as shown above. If prefix RS= is omitted, then the operator (2W) is used. The results of such a search are records that contain the requested data only in the same field 998. That is of special interest for the institutions that report for other institutions.

Example:

*RS=o*

Retrieving currently subscribed to serials. For search, the code of the libraries that do not report for other institutions is of no importance.

*SI=50003 (W) RS=o (W) AM=a*

Retrieving currently subscribed to serials with the type of acquisition being purchased by the Central Medical Library (CMK) with library code 50003. The command is of use only in the CMK local database.

*SI=50202 (W) RS=93*

Retrieving desiderata for 1993 in the institution with library code 50202. The command is of use only in the local database of the institution that reports for this institution.

*SI=50001 (2W) AM=a*

Retrieving with the acquisition type being purchased by NUK (National and University Library, library code 50001).

[25] Subfield **001b** is indexed in index RT= .

Example:

*RT=c*

Retrieving printed music scores.

Use the /BMA prefix to limit your search to records with code "a" entered into subfield 001b and no data entered into subfield 130a.

There is also negation of the previous, /NBM, which limits your search to non-book material only.

Example:

*AU=Cankar, Ivan*/BMA*

[26] With the search request *EA=1*, you limit your search to records for resources with e-access only (there is subfield 0172 with the value "doi" or subfield 856u with the value of indicator 2 being *0 – Electronic resource* or *1 – Electronic version*).

## A.1.2.6   Holdings data

**Table A.1-8: Additional indexes in bibliographic databases – holdings data**

| Prefix | Meaning | Search | Subfields |
|---|---|---|---|
| AM=[27] | Method of acquisition | phrase | 998v |
| CN= | Loan number | phrase | 9969, 9979 |
| DA= | Date of accessioning | phrase | 996o, 997o |
| DS=[28] | Recipient | phrase | 9968, 9978 |
| FI= | Financier | phrase | 9964, 9974 |
| IN= | Accession number | phrase | 996f, 997f |
| IR= | Accession notes | word | 996r, 997r |
| LI= | Availability level | phrase | 996p, 997p |
| ND=[29] | Number and date (of invoice, etc.) | phrase | 996xyz017, 997xyz017 |
| SD= | Status date | phrase | 996t, 997t |
| SG=[30] | Call number | phrase | 996d, 997d, 998d |
| SI=[31] | Library code | phrase | 998b |
| SR= | Supplier | phrase | 9962, 9972 |
| ST= | Status | phrase | 996q, 997q |
| TM=[32] | Relocation | phrase | 996e, 997e |

| DP=[33] | Departments | phrase | 996de, 997de |
|---------|-------------|--------|--------------|
| NH= | Records without holdings data | word | --- |

[27] For linking the prefix AM= with the prefixes SI= and RS= see note 24.

[28] You can search by the element *3 – institution name* or element *4 – date of sending*. After the prefix DS= enter the element designation and then the search term.
Examples:
   *DS=3British Library\**
   *DS=4199306\**

[29] Search by elements of subfields 996/997x (*b – order number, X – order note*), 996/997y (*g – delivery note/list number, h – date of delivery note/list*), 996/997z (*j – claim number, k – claim date, Z – claim note*), 996/9970 (*S – pro-forma invoice number, G – date of pro-forma invoice, C – pro-forma invoice price*), 996/9971 (*m – invoice number, q – invoice date*) and 996/9977 (*1 – invoice number, 2 – invoice date*). After the prefix ND= enter the element designation and then the search term.
Example:
   *ND=jREKLAMAC\**
   *ND=k199309\**
   *ND=mRp 101\**

[30] Search by call number:
-   Search by complete call number (as entered into subfield 996/997d).
   Example:
      *SG=f2\n113780\s2002\**
-   Searching by elements for arrangement by subject (*i – shelving location, u – open access UDC, a – title*). After the prefix SG= enter the element designation followed by the search term.
   Examples:
      *SG=iST*
      *SG=u681.3\**
      *SG=aCANKAR, I.*
-   Searching by elements for arrangement by running number. The elements *n – running number, f – format* and *l – sublocation* are linked together into one search phrase so that element n is followed by a space, then element f, a comma and element l. When searching, the running number must have 7 digits. If necessary, add zeros to the beginning. Do not enter the element designation.
   Examples:
      *SG=0123210\**
      *SG=0034025 2\**
      *SG=003425 3,A*
-   Searching by call number from field 998d. It is entered in unstructured form, which means that you can only search by the complete call number. After the prefix SG= enter the letter c and then the search term.
   Example:
      *SG=cTP Byte\**

[31] For linking prefix SI= with the prefixes RS= and AM= see note 24.

[32] You can search by element *E – sublocation* or by element *D – relocation date*. After prefix TM= enter the element designation and then the search term.
Examples:
   *TM=EPo*
   *TM=D199306\**

[33] The current sublocation number, which is determined in the local code list, is indexed in DP=.
Example:
   *DP=08*

         Searching for the material of which at least 1 copy has the sublocation that belongs to department 08.

# A.1.3    Limiting suffixes

The table contains a list of suffixes used for additionally limiting searches.

**Table A.1-9: Suffixes for limiting searches in bibliographic databases**

| Suffix | Meaning | Subfields |
|--------|---------|-----------|
| /MON | Monographs | 001c = "m" |
| /SER | Serials | 001c = "s" |
| /ART | Component parts (articles, etc.) | 001c = "a" |
| /BMA | Book material | 001b = "a" and 130a do not exist |
| /NOMON | All material except monographs | |
| /NOSER | All material except serials | |
| /NOART | All material except component parts | |
| /NBM | Non-book material | |
| /year | Year of publication | 100cd, 210dh |
| /LAT | Latin script | 100l = "ba" |
| /CIR | Cyrillic script | 100l = "c*" or 100l = "oc" |