

POM – Users services

How the physical form of the material is defined

The **physical form** is defined automatically, based on the combination of subfields for determining the physical form:

- If the physical form is determined in subfield *99Xg – General holdings data*, in element *o – Physical form*, the content of this element is taken into consideration when defining the physical form.
- If no data is entered into element *996/997g\o*, the content of subfield *001b – Type of record* in combination with the relevant subfields containing data on the physical form of the material from block *1XX – Coded information block* is taken into consideration when defining the physical form.

The order specified in the table below is taken into consideration for defining the physical form of the material.

| Physical form of the material | How the physical form of the material is defined |
|---|--|
| Printed textual materials and microforms | |
| ad | large print |
| | <i>g\o=ad</i> |
| | or |
| | <i>001b=a and 106a=d</i> |
| ae | newspaper format |
| | <i>g\o=ae</i> |
| | or |
| | <i>001b=a and 106a=e</i> |
| af | Braille or Moon script |
| | <i>g\o=af</i> |
| | or |
| | <i>001b=a and 106a=f</i> |
| aj | miniprint |
| | <i>g\o=aj</i> |
| | or |
| | <i>001b=a and 106a=j</i> |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| ar | regular print |
| | g\o=ar |
| | or |
| | 001b=a and 106a=r |
| aga | aperture card |
| | g\o=aga |
| | or |
| | 001b=a and 130a=a |
| agb | microform cartridge |
| | g\o=agb |
| | or |
| | 001b=a and 130a=b |
| agc | microfilm cassette |
| | g\o=agc |
| | or |
| | 001b=a and 130a=c |
| agd | microfilm reel |
| | g\o=agd |
| | or |
| | 001b=a and 130a=d |
| age | microfiche |
| | g\o=age |
| | or |
| | 001b=a and 130a=e |
| agf | microfiche cassette |
| | g\o=agf |
| | or |
| | 001b=a and 130a=f |
| agg | micro opaque |
| | g\o=agg |
| | or |
| | 001b=a and 130a=g |
| agh | microfilm slip |
| | g\o=agh |
| | or |
| | 001b=a and 130a=h |
| agz | other (microforms, printed) |
| | 001b=a and 130a=z |
| ag | microprint |
| | 001b=a and 106a=g |
| ai | multimedia |

| Physical form of the material | How the physical form of the material is defined |
|---|--|
| | 001b=a and 106a=i |
| az | other form of textual material |
| | 001b=a and 106a=z |
| ah | printed hand-written materials |
| | 001b=a and 106a=h |
| a | other printed materials |
| | 001b=a |
| Textual manuscripts and microforms | |
| bg | microforms, hand-written |
| | g\o=bg |
| | or |
| | 001b=b and 130a=a,b,c,d,e,f,g,h or z |
| | or |
| | 001b=b and 106a=g |
| b | textual materials, hand-written |
| | g\o=b |
| | or |
| | 001b=b |
| Music scores | |
| c | printed |
| | g\o=c |
| | or |
| | 001b=c |
| d | manuscript |
| | g\o=d |
| | or |
| | 001b=d |
| Printed cartographic materials | |
| ea | atlas |
| | g\o=ea |
| | or |
| | 001b=e and 124b=a |
| eb | diagram |
| | g\o=eb |
| | or |
| | 001b=e and 124b=b |
| ec | globe |
| | g\o=ec |
| | or |
| | 001b=e and 124b=c |
| ed | map |

| Physical form of the material | How the physical form of the material is defined |
|--|--|
| | g\o=ed |
| | or |
| | 001b=e and 124b=d |
| ee | Model |
| | g\o=ee |
| | or |
| | 001b=e and 124b=e |
| ef | profile |
| | g\o=ef |
| | or |
| | 001b=e and 124b=f |
| eg | remote sensing image |
| | g\o=eg |
| | or |
| | 001b=e and 124b=g |
| eh | section |
| | g\o=eh |
| | or |
| | 001b=e and 124b=h |
| ei | view |
| | g\o=ei |
| | or |
| | 001b=e and 124b=i |
| ej | plan |
| | g\o=ej |
| | or |
| | 001b=e and 124b=j |
| ez | other (cartographic materials, printed) |
| | 001b=e and 124b=z |
| e | other printed cartographic materials |
| | 001b=e |
| Hand-written cartographic materials | |
| f | cartographic materials, manuscript |
| | g\o=f |
| | or |
| | 001b=f |
| Visual projections, videorecordings and motion pictures | |
| gaa | film reel |
| | g\o=gaa |
| | or |
| | 001b=g and 115a=a and 115g=a |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| gab | film cartridge |
| | g\o=gab |
| | or |
| | 001b=g and 115a=a and 115g=b |
| gac | film cassette |
| | g\o=gac |
| | or |
| | 001b=g and 115a=a and 115g=c |
| gad | other film type |
| | g\o=gad |
| | or |
| | 001b=g and 115a=a and 115g=d |
| gbg | filmstrip cartridge |
| | g\o=gbg |
| | or |
| | 001b=g and 115a=b and 115g=g |
| gbh | filmslip |
| | g\o=gbh |
| | or |
| | 001b=g and 115a=b and 115g=h |
| gbi | other filmstrip type |
| | g\o=gbi |
| | or |
| | 001b=g and 115a=b and 115g=i |
| gbj | filmstrip roll |
| | g\o=gbj |
| | or |
| | 001b=g and 115a=b and 115g=j |
| gbk | slide, slide set, stereograph |
| | g\o=gbk |
| | or |
| | 001b=g and 115a=b and 115g=k |
| gbl | transparency |
| | g\o=gbl |
| | or |
| | 001b=g and 115a=b and 115g=l |
| gca | videocartridge |
| | g\o=gca |
| | or |
| | 001b=g and 115a=c and 115k=a |
| gcc | videocassette |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|---|
| | g\o=gcc |
| | or |
| | 001b=g and 115a=c and 115k=c |
| gcd | videoreel |
| | g\o=gcd |
| | or |
| | 001b=g and 115a=c and 115k=d |
| gce | electronic videorecording (EVR) |
| | g\o=gce |
| | or |
| | 001b=g and 115a=c and 115k=e |
| gcbk | DVD-Video |
| | g\o=gcbk |
| | or |
| | 001b=g and 115a=c and 115k=b and 115l=k |
| gcbi | Blu-ray |
| | g\o=gcbi |
| | or |
| | 001b=g and 115a=c and 115k=b and 115l=i |
| gcb | videodisc |
| | g\o=gcb |
| | or |
| | 001b=g and 115a=c and 115k=b |
| gau | unknown (motion picture) |
| | 001b=g and 115a=a and 115g=u |
| gaz | other (motion picture) |
| | 001b=g and 115a=a and 115g=z |
| ga | other physical forms of motion picture |
| | 001b=g and 115a=a |
| gbu | unknown (projected material) |
| | 001b=g and 115a=b and 115g=u |
| gbz | other (projected material) |
| | 001b=g and 115a=b and 115g=z |
| gb | other physical forms of projected material |
| | 001b=g and 115a=b |
| gcz | other (videorecording) |
| | 001b=g and 115a=c and 115k=z |
| gc | other physical forms of videorecordings |
| | 001b=g and 115a=c |
| g | other projected and video materials |
| | 001b=g |

| Physical forms of the material | How the physical form of the material is defined |
|---|--|
| Sound recording – non-musical performances | |
| ia | disc (non-musical performances) |
| | g\o=ia |
| | or |
| | 001b=i and 126a=a |
| ib | tape (open reel) (non-musical performances) |
| | g\o=ib |
| | or |
| | 001b=i and 126a=b |
| ic | tape (cassette) (non-musical performances) |
| | g\o=ic |
| | or |
| | 001b=i and 126a=c |
| id | tape (cartridge) (non-musical performances) |
| | g\o=id |
| | or |
| | 001b=i and 126a=d |
| ie | wire recording (non-musical performances) |
| | g\o=ie |
| | or |
| | 001b=i and 126a=e |
| if | cylinder (non-musical performances) |
| | g\o=if |
| | or |
| | 001b=i and 126a=f |
| ig | player-piano or player organ (non-musical performances) |
| | g\o=ig |
| | or |
| | 001b=i and 126a=g |
| ih | film (sound film) (non-musical performances) |
| | g\o=ih |
| | or |
| | 001b=i and 126a=h |
| ii | CD (non-musical performances) |
| | g\o=ii |
| | or |
| | 001b=i and 126a=i |
| ij | DVD-Audio (non-musical performances) |
| | g\o=ij |
| | or |
| | 001b=i and 126a=j |

| Physical form of the material | How the physical form of the material is defined |
|--|--|
| iz | other (non-musical performances) |
| | 001b=i and 126a=z |
| i | other sound recordings, non-musical performances |
| | 001b=i |
| Sound recordings – musical performances | |
| ja | disc (musical performances) |
| | g\o=ja |
| | or |
| | 001b=j and 126a=a |
| jb | tape (open reel) (musical performances) |
| | g\o=jb |
| | or |
| | 001b=j and 126a=b |
| jc | tape (cassette) (musical performances) |
| | g\o=jc |
| | or |
| | 001b=j and 126a=c |
| jd | tape (cartridge) (musical performances) |
| | g\o=jd |
| | or |
| | 001b=j and 126a=d |
| je | wire recording (musical performances) |
| | g\o=je |
| | or |
| | 001b=j and 126a=e |
| jf | cylinder (musical performances) |
| | g\o=jf |
| | or |
| | 001b=j and 126a=f |
| yg | player-piano or player organ (musical performances) |
| | g\o=yg |
| | or |
| | 001b=j and 126a=g |
| yh | film (sound film) (musical performances) |
| | g\o=yh |
| | or |
| | 001b=j and 126a=h |
| yi | CD (musical performances) |
| | g\o=yi |
| | or |
| | 001b=j and 126a=i |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|---|
| jj | DVD-Audio (musical performances) |
| | g\o=jj |
| | or |
| | 001b=j and 126a=j |
| jz | other (musical performances) |
| | 001b=j and 126a=z |
| j | other sound recordings, musical performances |
| | 001b=j |
| Graphics | |
| kaa | architectual drawing |
| | g\o=kaa |
| | or |
| | 001b=k and 116g=aa |
| kab | item cover |
| | g\o=kab |
| | or |
| | 001b=k and 116g=ab |
| kac | sticker |
| | g\o=kac |
| | or |
| | 001b=k and 116g=ac |
| kad | poster |
| | g\o=kad |
| | or |
| | 001b=k and 116g=ad |
| kae | postcard |
| | g\o=kae |
| | or |
| | 001b=k and 116g=ae |
| kaf | greetings card |
| | g\o=kaf |
| | or |
| | 001b=k and 116g=af |
| kag | chart |
| | g\o=kag |
| | or |
| | 001b=k and 116g=ag |
| kah | playing cards |
| | g\o=kah |
| | or |
| | 001b=k and 116g=ah |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| kai | flash card |
| | g\o=kai |
| | or |
| | 001b=k and 116g=ai |
| kaj | ephemera |
| | g\o=kaj |
| | or |
| | 001b=k and 116g=aj |
| ka | collage |
| | g\o=ka |
| | or |
| | 001b=k and 116a=a |
| kb | drawing |
| | g\o=kb |
| | or |
| | 001b=k and 116a=b |
| kc | painting |
| | g\o=kc |
| | or |
| | 001b=k and 116a=c |
| kd | photomechanical reproduction |
| | g\o=kd |
| | or |
| | 001b=k and 116a=d |
| ke | photonegative |
| | g\o=ke |
| | or |
| | 001b=k and 116a=e |
| kf | photoprint |
| | g\o=kf |
| | or |
| | 001b=k and 116a=f |
| kh | picture |
| | g\o=kh |
| | or |
| | 001b=k and 116a=h |
| ki | print |
| | g\o=ki |
| | or |
| | 001b=k and 116a=i |
| kk | technical drawing |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| | g\o=kk |
| | or |
| | 001b=k and 116a=k |
| kz | other non-projected graphic type |
| | 001b=k and 116a=z |
| kuu | unknown (two-dimensional graphics) |
| | 001b=k and 116g=uu |
| kvv | mixed (two-dimensional graphics) |
| | 001b=k and 116g=vv |
| kzz | other (two-dimensional graphics) |
| | 001b=k and 116g=zz |
| k | other graphics |
| | 001b=k |
| Electronic resources | |
| la | tape (1600 bpi) |
| | g\o=la |
| | or |
| | 001b=l and 135b=a |
| lb | tape (6250bpi) |
| | g\o=lb |
| | or |
| | 001b=l and 135b=b |
| lc | QIC2 (cassette for PC) |
| | g\o=lc |
| | or |
| | 001b=l and 135b=c |
| ld | DAT cassette |
| | g\o=ld |
| | or |
| | 001b=l and 135b=d |
| le | ordinary audio cassette |
| | g\o=le |
| | or |
| | 001b=l and 135b=e |
| lf | diskette (3,5 in.) |
| | g\o=lf |
| | or |
| | 001b=l and 135b=f |
| lg | diskette (5,25 in.) |
| | g\o=lg |
| | or |

| Physical form of the material | How the physical form of the material is defined |
|---|---|
| | 001b=l and 135b=g |
| lh | CD-ROM |
| | g\o=lh |
| | or |
| | 001b=l and 135b=h |
| li | online |
| | g\o=li |
| | or |
| | 001b=l and 135b=i |
| lj | DVD |
| | g\o=lj |
| | or |
| | 001b=l and 135b=j |
| lk | USB key |
| | g\o=lk |
| | or |
| | 001b=l and 135b=k |
| lz | other (electronic resources) |
| | g\o=lz |
| | or |
| | 001b=l and 135b=z |
| l | other physical form of electronic resource |
| | 001b=l |
| Multimedia | |
| m | multimedia |
| | 001b=m |
| Three-dimensional artefacts and realia | |
| raa | study kit |
| | g\o=raa |
| | or |
| | 001b=r and 117a=aa |
| rab | laboratory and construction kits |
| | g\o=rab |
| | or |
| | 001b=r and 117a=ab |
| rac | specimens (biological, etc.) |
| | g\o=rac |
| | or |
| | 001b=r and 117a=ac |
| rad | fauna |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| | g\o=rad |
| | or |
| | 001b=r and 117a=ad |
| rae | flora |
| | g\o=rae |
| | or |
| | 001b=r and 117a=ae |
| raf | minerals |
| | g\o=raf |
| | or |
| | 001b=r and 117a=af |
| rag | microscope slides |
| | g\o=rag |
| | or |
| | 001b=r and 117a=ag |
| rah | jigsaws |
| | g\o=rah |
| | or |
| | 001b=r and 117a=ah |
| rai | tools and equipment |
| | g\o=rai |
| | or |
| | 001b=r and 117a=ai |
| raj | arms |
| | g\o=raj |
| | or |
| | 001b=r and 117a=aj |
| rak | containers |
| | g\o=rak |
| | or |
| | 001b=r and 117a=ak |
| ral | furniture |
| | g\o=ral |
| | or |
| | 001b=r and 117a=al |
| ram | transport |
| | g\o=ram |
| | or |
| | 001b=r and 117a=am |
| ran | textiles |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|--|
| | g\o=ran |
| | or |
| | 001b=r and 117a=an |
| rao | clothes |
| | g\o=rao |
| | or |
| | 001b=r and 117a=ao |
| rap | games and recreation |
| | g\o=rap |
| | or |
| | 001b=r and 117a=ap |
| raq | toys |
| | g\o=raq |
| | or |
| | 001b=r and 117a=aq |
| rar | dolls |
| | g\o=rar |
| | or |
| | 001b=r and 117a=ar |
| ras | models |
| | g\o=ras |
| | or |
| | 001b=r and 117a=as |
| rat | models for making |
| | g\o=rat |
| | or |
| | 001b=r and 117a=at |
| rba | dioramas |
| | g\o=rba |
| | or |
| | 001b=r and 117a=ba |
| rbb | replicas |
| | g\o=rbb |
| | or |
| | 001b=r and 117a=bb |
| rbc | sculptures |
| | g\o=rbc |
| | or |
| | 001b=r and 117a=bc |
| rbd | design object |

| Physical form of the material | How the physical form of the material is defined |
|-------------------------------|---|
| | g\o=rbd |
| | or |
| | 001b=r and 117a=bd |
| rbe | industrial production |
| | g\o=rbe |
| | or |
| | 001b=r and 117a=be |
| rbf | machines |
| | g\o=rbf |
| | or |
| | 001b=r and 117a=bf |
| rbg | coins |
| | g\o=rbg |
| | or |
| | 001b=r and 117a=bg |
| rbh | medals |
| | g\o=rbh |
| | or |
| | 001b=r and 117a=bh |
| rbi | jewellery |
| | g\o=rbi |
| | or |
| | 001b=r and 117a=bi |
| rbj | artefacts |
| | g\o=rbj |
| | or |
| | 001b=r and 117a=bj |
| ruu | unknown (three-dimensional) |
| | 001b=r and 117a=uu |
| rvv | mixed (three-dimensional) |
| | 001b=r and 117a=vv |
| rzz | other (three-dimensional) |
| | 001b=r and 117a=zz |
| r | other three-dimensional artefacts and realia |
| | 001b=r |
| Events | |
| u | events |
| | 001b=u |