



*Downloading  
Bibliographic Records  
from the COBISS.net  
Network*



United Nations  
Educational, Scientific and  
Cultural Organization

Regional Centre for  
Library Information Systems and  
Current Research Information Systems  
Regionalni center za knjižnične  
informatijske sisteme in informacijske  
sisteme o raziskovalni dejavnosti



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# 1 Basic information

The COBISS.net<sup>1</sup> network links national COBISS library information systems of various countries and their research information systems. COBISS.SI, COBISS.SR, COBISS.CG, COBISS.BH, COBISS.MK, COBISS.BG, COBISS.RS, COBISS.AL and COBISS.KS are the designations for autonomous library information systems established in Slovenia, Serbia, Montenegro, Bosnia and Herzegovina, North Macedonia, Bulgaria, Republika Srpska, Albania and Kosovo, respectively.

The COBISS software enables downloading of bibliographic records from other shared bibliographic databases in the COBISS.net network.

The procedure for downloading bibliographic records from the COBISS.net network is described in chapter 8.2.2 of the *COBISS3/Cataloguing* manual. When cataloguing in the COBISS systems, national level cataloguing standards and other national guidelines are used. The rules for entering data in the format are described in the *COMARC/B Format* manual, the rules for working with the software are described in the *COBISS3/Cataloguing* manual, and you can also help yourself with the material from the *Advanced course*<sup>2</sup>.

## 2 General information about downloading records from the COBISS.net network

### Basis for downloading

All shared cataloguing permits<sup>3</sup> also include the privilege for downloading records from the COBISS.net network. Depending on your permit, it is possible to download bibliographic records for all types of material in the COBISS3/Cataloguing software module: downloading records for non-book material, for example, requires permit C – privileges acquired for shared cataloguing of non-book material.

Downloading records from the COBISS.net network is not mandatory. Whether you will download the record or create a new one from scratch depends on the quality of the record in the COBISS.net network. If you think correcting or updating a record would be too time consuming, do not download the record but instead create a new one. You can help yourself with the existing record from the COBISS.net network by transferring it to the clipboard and then use it to copy and transfer data to the new record in the editor.

If there are several records for the same material in the COBISS.net network, select the most suitable one.

You can only download a record from the COBISS.net network to each of the subsystems once. If you want to download a record that is already in your local database, the software will check

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<sup>1</sup> COBISS.net. Available at <https://www.cobiss.net> (acquired on 16 March 2020).

<sup>2</sup> Use of COBISS3/Cataloguing software – advanced course.

<sup>3</sup> See chapter 2.5 of the COBISS3/Cataloguing manual.

the record ID and inform you this is not possible. It is also impossible to download a record marked for deletion (subfield 001a contains the code "d" – *deleted record*).

The date when the record was downloaded from the COBISS.net network and the name of the person who downloaded it is added to the record's system field. Next to the name of the person who created the record the designation of the COBIB shared database, from which the record was downloaded, is added. The record receives the version 1 and keeps the ID number from the COBISS system from which it was downloaded, for example: 25. 12. 2008 UBBIT::4.

## Records in the COBISS.net network

Bibliographic records in the COBISS.net network are in the COMARC/B format. After downloading the record from the COBISS.net network, the input mask stays the same as in the source record and certain data is automatically reconciled with the rules of the system to which the record was downloaded. Some commonly used terms in the records (e.g. the general material designation) are translated, whereas some data of local importance is deleted (e.g. the researcher code).

Before you save the record, check the data and, if necessary, correct and update it in accordance with the cataloguing rules of your system.

## COBISS.Net search window in the COBISS3/Cataloguing software module

The COBISS.Net search window is accessed via the **Bibliographic record**<sup>5</sup> class and opened with the **Search / COBISS.Net** method. You can use it to search through all shared databases in the COBISS.net network simultaneously or select one of the bibliographic databases from the drop-down list (e.g. *COBIB.BH*). The "Scanning" field is not available, but you can include the search through the content of subfields and by indicator values in the search request in the expert search mode. The records you found with the COBISS.Net search window are marked with the "Net" designation in the tab in the clipboard.

## Language and script of cataloguing

In the COBISS.net network, different languages are used in cataloguing. When downloading records, some phrases are automatically translated into the language of your COBISS system, whereas other data remains in the language of the COBISS system you are downloading the

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<sup>4</sup> When downloading records from the COBISS.net network to your local database, the download date is indexed. Records, downloaded from a particular shared database in the COBISS.net network, are searched in your local database or in the shared database with the search prefix CR=, followed by an asterisk and the name of the shared database you downloaded the record from (e.g. *CR=\*COBIBBH AND DM=20200203*).

<sup>5</sup> See chapter 4 of the *COBISS3/Cataloguing* manual.

record from. This data must be entered in the language of cataloguing in accordance with the valid cataloguing rules. Special attention must be paid to notes in the 3XX block.

The COBISS3 software enables data entering in Latin and Cyrillic script. In COBISS systems that use the Cyrillic script, both the Cyrillic and Latin script is used in bibliographic and authority records. In all other COBISS systems, the data is entered in Latin script. In COBISS systems that only use the Latin script, the Cyrillic script is automatically converted into Latin script when downloading records.

## **Transliteration and transcription**

Different transliteration or transcription systems, prescribed on the national level, are used in the COBISS systems to enter data about bibliographic resources written in non-Latin scripts.

### **3 Record after the download – particularities of certain fields and subfields**

#### **Modified record code (100g)**

Subfield 100g is filled in only in cases, when the character set available in the system does not suffice to copy the data from the item. When you transliterate or transcribe special scripts (e.g. the Greek script) or special mathematical formulas, enter the code *"1"* – *modified record*. When the title page cannot be transcribed because it contains symbols or images that cannot be found in any character set, enter the code *"0"* – *unmodified record*.

#### **Transliteration code (100i)**

The code in subfield 100i indicates the transliteration type used. Code *"b"* – *other transliterations* is used for transliteration according to PPIAK, including transliteration of the Cyrillic script.

#### **Notes block (3XX)**

After downloading the record, the notes data in the 3XX block remains in the language of the COBISS system from which the record was downloaded. Since the notes are entered in the language of cataloguing (except in the case of quotes), you must translate them after downloading the record and in doing so follow the prescribed rules and use the standard introductory phrases and abbreviations. You are also required to add any missing mandatory notes.

#### **Subject analysis block (6XX)**

When downloading records in the COBISS.net network, the subject headings are transferred as well. Depending on the library's needs, decide whether you want to delete or keep them. If the

fields for subject headings do not contain a code for a subject heading system, add the appropriate code depending on which COBISS system you are downloading the record from, e.g. *BG – Unspecified list of subject headings COBISS.BG*.

Correct or update the data in field *675 – Universal Decimal Classification (UDC)* as well.

## **Intellectual responsibility block (7XX)**

In national COBISS systems with an implemented authority control for personal names or personal and corporate body names, it is mandatory to link the fields with appropriate authority records via subfield 7XX3 before authority control.