

Labordoc

Cataloguing Manual

International Labour Office
Bureau of Library and Information Services (INFORM)
Geneva

2005 edition
prepared by:
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Introduction	7
Labordoc Cataloguing Procedures	9
Voyager Record Structure	11
General Procedure Before Cataloguing	13
Searching in Labordoc	15
Adding Locations and Callnos in Field Offices and Documentation Centres	21
Locations List	22
Copy Cataloguing Records from OCLC	23
Original Cataloguing in Voyager	27
1. Create a Record.	27
2. Saving Records.	29
3. Detecting Duplicates	30
4. Authority Validation.	31
5. Adding the MFHD Records.	33
6. Delete a Record.	34
7. Copy Descriptors Process.	35
8. Revising BIBLIO Records (REV).	35
9. Templates	35
Fixed Fields	37
Leader Field	39
008 Fields	43
0XX Fields	45
020 INTERNATIONAL STANDARD BOOK NUMBER	47
022 INTERNATIONAL STANDARD SERIAL NUMBER	47
035 SYSTEM CONTROL NUMBER	48
040 CATALOGUING SOURCE	48
041 LANGUAGE CODE	48
049 LOCAL HOLDINGS	49
072 SUBJECT CATEGORY CODE/ILO FACET	49
088 REPORT NUMBER	50
092 LOCAL DEWEY NUMBER	50
099 LOCAL FREE-TEXT CALL NUMBER	51
1XX Fields (Main entries)	53
100 MAIN ENTRY - PERSONAL NAME	55
110 MAIN ENTRY - CORPORATE NAME	56
111 MAIN ENTRY - MEETING NAME	57
130 MAIN ENTRY - UNIFORM TITLE	58
2XX Fields (Title, Statement of Responsibility, Edition and Publication)	59
240 UNIFORM TITLE	61
242 TRANSLATION OF TITLE BY CATALOGUING AGENCY	62
245 TITLE STATEMENT	62
246 VARYING FORM OF TITLE	64
247 FORMER TITLE OR TITLE VARIATIONS	65
250 EDITION STATEMENT	66
260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)	66

3XX Fields (Collation, Frequency, Numbering)	69
300 PHYSICAL DESCRIPTION	71
310 CURRENT PUBLICATION FREQUENCY	72
321 FORMER PUBLICATION FREQUENCY	72
362 DATES OF PUBLICATION AND/OR VOLUME DESIGNATION	73
4XX Fields (Collections and Series)	75
440 SERIES STATEMENT/ADDED ENTRY-TITLE	77
490 SERIES STATEMENT	78
830 SERIES ADDED ENTRY - UNIFORM TITLE	78
5XX Fields (Notes Fields)	81
500 GENERAL NOTE	83
502 DISSERTATION NOTE	84
504 BIBLIOGRAPHY, ETC. NOTE	84
505 FORMATTED CONTENTS NOTE	85
506 RESTRICTIONS ON ACCESS NOTE	86
520 SUMMARY, ABSTRACT, ETC. NOTE	86
525 SUPPLEMENT NOTE	86
538 SYSTEM DETAILS NOTE (FOR COMPUTER REQUIREMENT	87
546 LANGUAGE NOTE	87
590 LOCAL NOTE	87
6XX Fields	89
650 TOPICAL TERM – SUBJECT ADDED ENTRY	91
655 INDEX TERM – GENRE FORM	91
7XX Fields (Added entries)	93
700 ADDED ENTRY - PERSONAL NAME	95
710 ADDED ENTRY - CORPORATE NAME	95
711 ADDED ENTRY - MEETING NAME	95
773 HOST ITEM ENTRY	95
775 OTHER EDITION ENTRY	96
780 PRECEDING ENTRY	96
785 SUCCEEDING ENTRY	97
8XX Fields	99
830 SERIES ADDED ENTRY – UNIFORM TITLE	101
852 LOCATION/CALL NUMBER/BRNUM	101
856 ELECTRONIC LOCATION ACCESS	101
9XX Fields (Local Processing Information)	103
920 STATUS	105
923 FORMER PROISN	105
925 ABTRACTOR ID	105
946 CATALOGUER ID	106
947 LOCAL PROCESSING INFO/COLLECTION.....	106
949 LOCAL PROCESSING INFORMATION/CONTROL	106

Holdings Records	107
852 LOCATION/CALL NUMBER	109
856 ELECTRONIC LOCATION ACCESS	110
866 TEXTUAL HOLDINGS-GENERAL INFORMATION	110
Authority Records	111
040 CATALOGUING SOURCE	113
100 MAIN ENTRY - PERSONAL NAME	114
110 MAIN ENTRY - CORPORATE NAME	114
111 MAIN ENTRY - MEETING NAME	114
130 MAIN ENTRY - UNIFORM TITLE	115
TRACINGS AND REFERENCES	115
400 SEE FROM TRACING - PERSONAL NAME	115
410 SEE FROM TRACING - CORPORATE NAME	115
411 SEE FROM TRACING - MEETING NAME	116
430 SEE FROM TRACING - UNIFORM TITLE	116
500 SEE ALSO FROM TRACING - PERSONAL NAME	116
510 SEE ALSO FROM TRACING - CORPORATE NAME	116
511 SEE ALSO FROM TRACING - MEETING NAME	116
530 SEE ALSO FROM TRACING - UNIFORM TITLE	116
670 SOURCE DATA FOUND	116
Examples	117
MONOGRAPH-1st EXAMPLE	119
MONOGRAPH-2nd EXAMPLE (The same document in English, French and Spanish)	120
ANALYTICS	123
SERIAL	127
VIDEORECORDING	128
CD ROM	129
WWW DOCUMENT – MONOGRAPH	130
WWW DOCUMENT – SERIAL	132
CIP (CATALOGUNIG IN PUBLICATION DATA)	133
Cataloguing Help Sheets	135
Annexes	141
Annex 1: Cataloguing Toolbar	143
Annex 2: Articles in different languages considered as non filing characters (fields 245, etc.).....	145
Annex 3: Transliteration Sheet	146
Annex 4: New system of call numbers for scanned documents.....	147
Annex 5: Voyager client software installation instructions	148
Annex 6: Windows in Voyager	153

INTRODUCTION

The purpose of this manual is to provide a complete guide to ILO Library practice in cataloguing in Labordoc, the bibliographic database of the ILO, produced by the ILO Bureau of Library and Information Services (INFORM) with the participation of other ILO documentation centres in Geneva, and by libraries and documentation centres in ILO offices around the world.

Labordoc runs on Voyager, an integrated library system, and follows international cataloguing standards, Anglo-American Cataloguing Rules (2nd ed. 2002 rev.) and the MARC21 format. In some cases the rules have been adapted in order to enhance the information on the content of the publication, and to facilitate finding ILO publications.

This manual sets out the cataloguing practices followed by the ILO Library. You will find here instructions for the installation and use of the Voyager cataloguing module, an explanation of MARC fields and cataloguing standards used in Labordoc.

We welcome your comments or suggestions at inform@ilo.org.

Labordoc Cataloguing Procedures

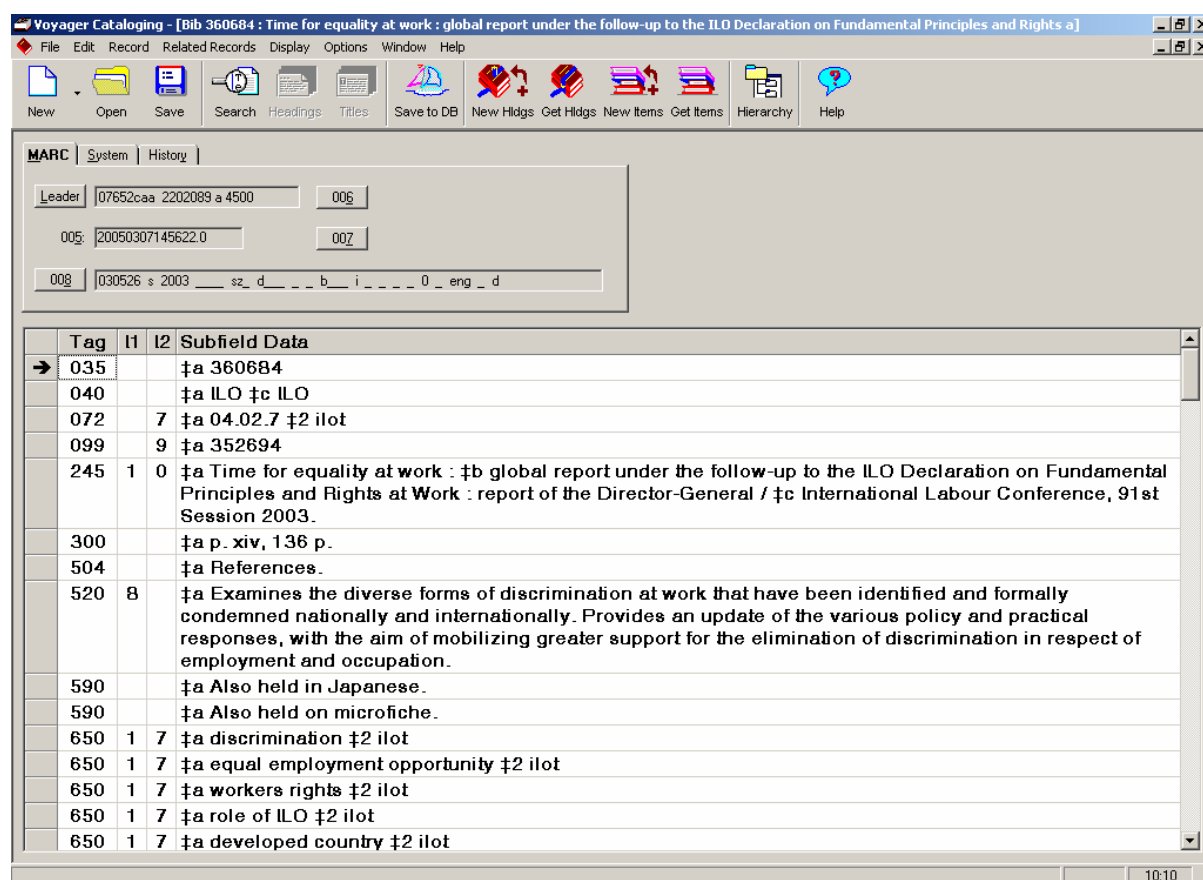
- Procedures -

Voyager Record Structure

Voyager uses standard MARC bibliographic, authority and holdings records. The different types of records are linked together, with the bibliographic record at the centre of the relationship.

Each type of record receives a record number (called **bib id** for bibliographic records).

Bibliographic records contain the MARC bibliographic record information and the record history.



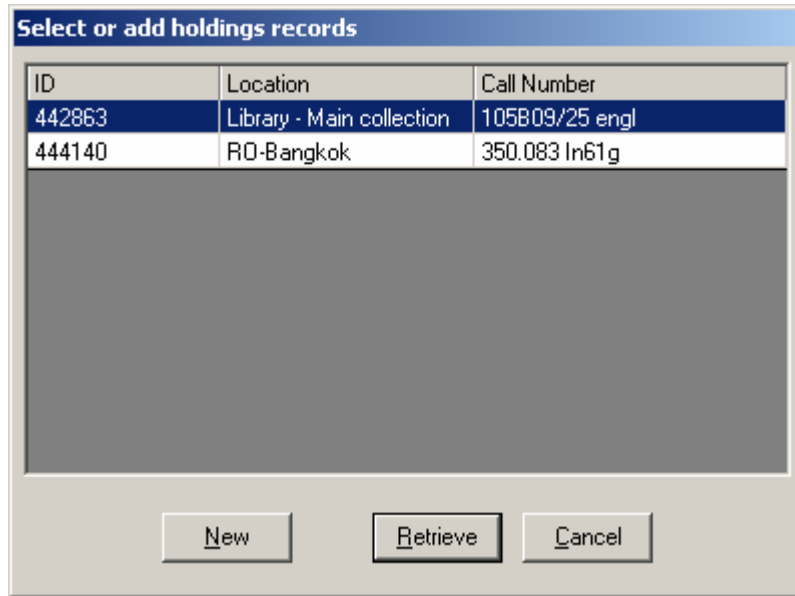
Holdings records (also known as mfhd: MARC Format for Holdings) contain information about the locations where the documents are held.

Holdings records are linked to bibliographic records to represent each copy held by the library. A bibliographic record has a holding record or mfhd for each particular physical or electronic copy.

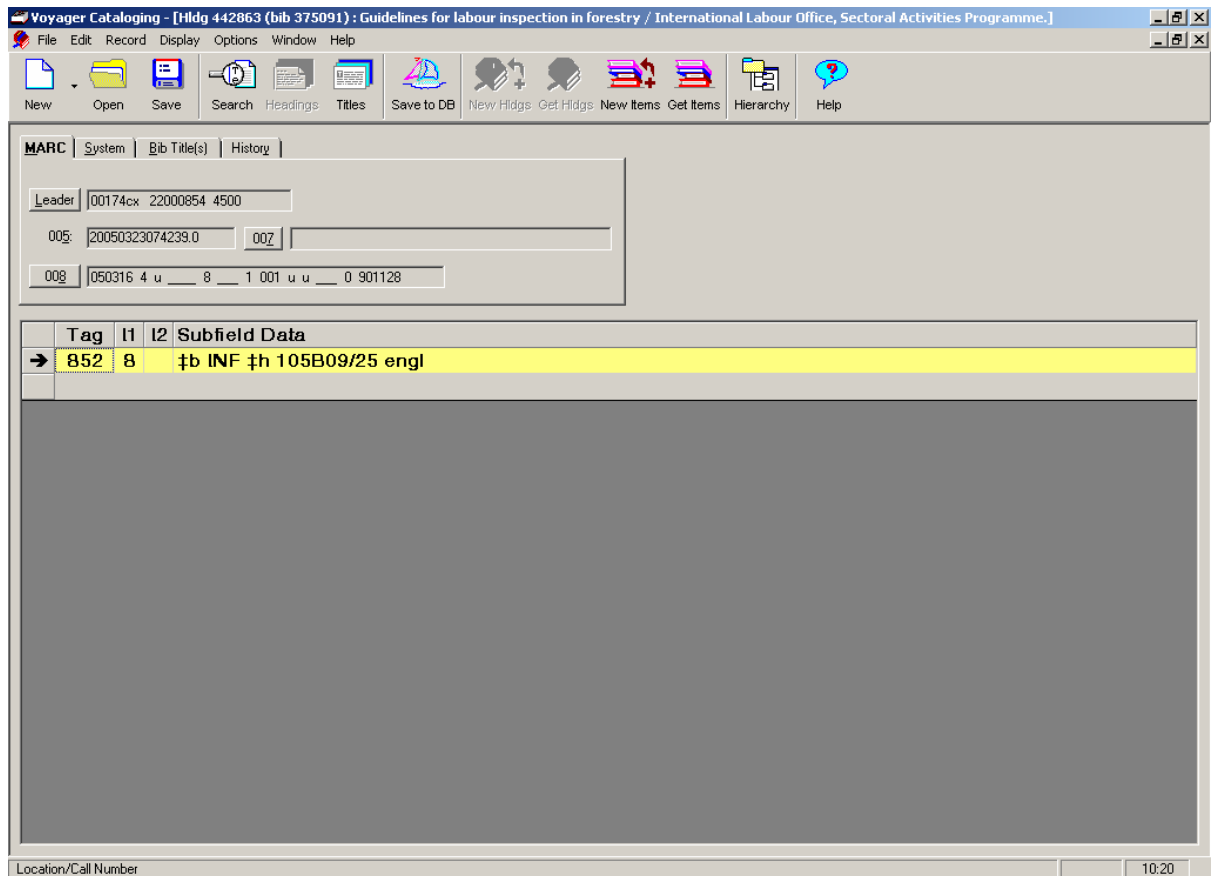
Each mfhd contains the location, call number, copy information (copy 1, 2, etc.) and holdings information for a particular copy.

For example, click **Get Holdings** to receive the information for all the copies:

- Procedures -



Click **Retrieve** to view the holdings record selected:



Item records are linked to the holdings record of each copy that can be loaned and allow a follow-up of the loan.

Authority records are optional, and are linked to the bibliographic records automatically.

General procedure before cataloguing

Before cataloguing a document:

Search for it in Labordoc

It is important to search for the document in Labordoc to make sure that it is not already catalogued (see the chapter on “Searching in Labordoc” for more information).

If the document is in Labordoc, there are several possibilities:

1. There is an acquisition record

When a purchasing order is created in the Acquisitions module the system creates automatically a record in the Cataloguing module, but only some fields are filled-in (title, publication, etc.).

For cataloguing the document you can either complete the rest of the fields or create a new record from a template (see the chapter on “Original Cataloguing in Voyager”, section 1 “Create a Record”). In the second case be sure that when you save it in the database the Voyager duplication detection system will replace the data in the acquisition record with the data you entered in the new record (see the section on detecting duplicates). For that the information entered in the new record has to match exactly the information entered in fields present in the acquisitions record.

2. There is a pre-catalogued record

Some documents are pre-catalogued with a few fields (usually the title, date of publication and URL) to provide rapid access to the electronic text on the Internet through the OPAC. The cataloguing procedures remain the same.

3. There is a complete record for the document

- If you work in INFORM write the bib id, the callno and the copy number on the document and send it to the Collections Manager.
- If you work in a field office or in another department at Geneva follow the chapter on “Adding Field Offices and Documentation Center’s locations and callnos”.

If the document is not in Labordoc

Catalogue it directly in Voyager. See the chapter on “Original Cataloguing in Voyager”. If you need to add a corporate author or title of a monographic series, always search the database for examples (see the chapter on “Searching in Labordoc”).

Note: If the document is not in Labordoc and you work in INFORM you can search in OCLC (see “Copy Cataloguing Records on OCLC”) and download the OCLC record to Voyager, and adapt it to Labordoc style.

- Procedures -

Searching in Labordoc

It is important to search for examples of the document to be catalogued, for example to be sure of the authorised form for an access point (corporate body, series, etc.).

Searching options:

If you are searching for a specific document and you know the bib id (record number)

Click on the **Record** menu>**Retrieve by record id**>**Bibliographic** and type the bib id directly. Example: 353334

Using the option SEARCH



Click the **Search** icon, or select **Record**>**Search**.

The search dialog box allows you to search in several ways. Below are the most relevant choices.

Keyword tab

For searching the number of records indexed by an indexer in a certain month type:

925a aa and 920d A2005 05 ?@ and 920a biblio

being:

- aa are the indexer's initials. This information is in field **925** subfield **a**
- 2005 05 ? is the date of indexation, this information is in field **920** subfield **d**: "2005 05" is the year and the month, the "?" is added so as to search over the whole month
- biblio is the final status of a record (after cataloguing, indexing and revision), this information is in field **920** subfield **a**.

Non-Keyword tab

The screenshot shows a search window titled 'Search' with four tabs: 'Keyword', 'Non-Keyword', 'Builder', and 'History'. The 'Non-Keyword' tab is active. Under 'Search by', there are two radio buttons: 'Find' (selected) and 'Browse'. A dropdown menu next to 'Find' shows 'Title <'. Below this are two filter boxes: 'Heading Types Filter' and 'Locations Filter', both containing '< Not applicable >'. A 'Search for:' text box contains the text 'global alliance against forced labour'. At the bottom are four buttons: 'Do Search', 'Cancel', 'Clear', and 'Limit...'.

Choose the option or field in which to search in the **Search by** menu and enter the information in **Search for**. The most common searches are:

<i>Search by</i>	<i>Search for</i>
Title	Document title. Enter title as written, omitting initial articles (a, the, le, el, etc.). Ex.: <i>global alliance against forced labour</i> (for a title starting with "A global...")
Mfhd Call Number	Callno: <i>I05A203</i>
Staff Name Headings	Authorities. Enter as written. Ex.: <i>ilo infocus programme on crisis response and reconstruction</i>
System Number	ISN of the old database (ilb): <i>ilb345654</i> OCLC number: <i>ocm55877924</i>
Cataloguing info	Number of records catalogued in the indicated period by a cataloguer: <i>xx 2004?</i>
Journal Title	Serial Title. Enter title as written, omitting initial articles (a, the, le, el, etc.). Ex.: <i>international labour review</i>
Bib id	Bib id (record number): <i>375380</i>
ISBN	ISBN (without "-"): <i>9221167747</i>
Local Status	Records with the indicated status. It is also possible to indicate a specific period: <i>btran 2005-05?</i>

Builder

Allows you to design a boolean search as in the "AGuided Search" option in the OPAC.

The screenshot shows a web-based search interface titled "Search". It features four tabs: "Keyword", "Non-Keyword", "Builder", and "History". The "Builder" tab is currently selected. In this tab, there is a "Search for:" text input field, a "Search in:" dropdown menu set to "Keyword anywhere", and a dropdown menu for search options with "as a phrase" selected. Below these are "Edit" and "Delete" buttons. At the bottom of the window are "Do Search", "Cancel", "Clear", and "Limit..." buttons.

- Choose among these options:

any of these = OR

all of these = AND

as a phrase = "..."

- Enter your search terms in **Search for**.

- Choose the field in **Search in**.

- A multiple search can be performed by adding another search with the buttons AND, OR, NOT.

- Limit the search with the ALimit@ button.

- To truncate, use question mark: globali?

Some useful options for cataloguing uses:

Keyword anywhere

Search in all the fields by selecting **Keyword anywhere**.

For example, useful for searching corporate names if you do not know the correct authority.

Search on the information available in the document:

indisco programme

ipec

Title Keyword

Allows user to search for titles containing a particular word or group of words.

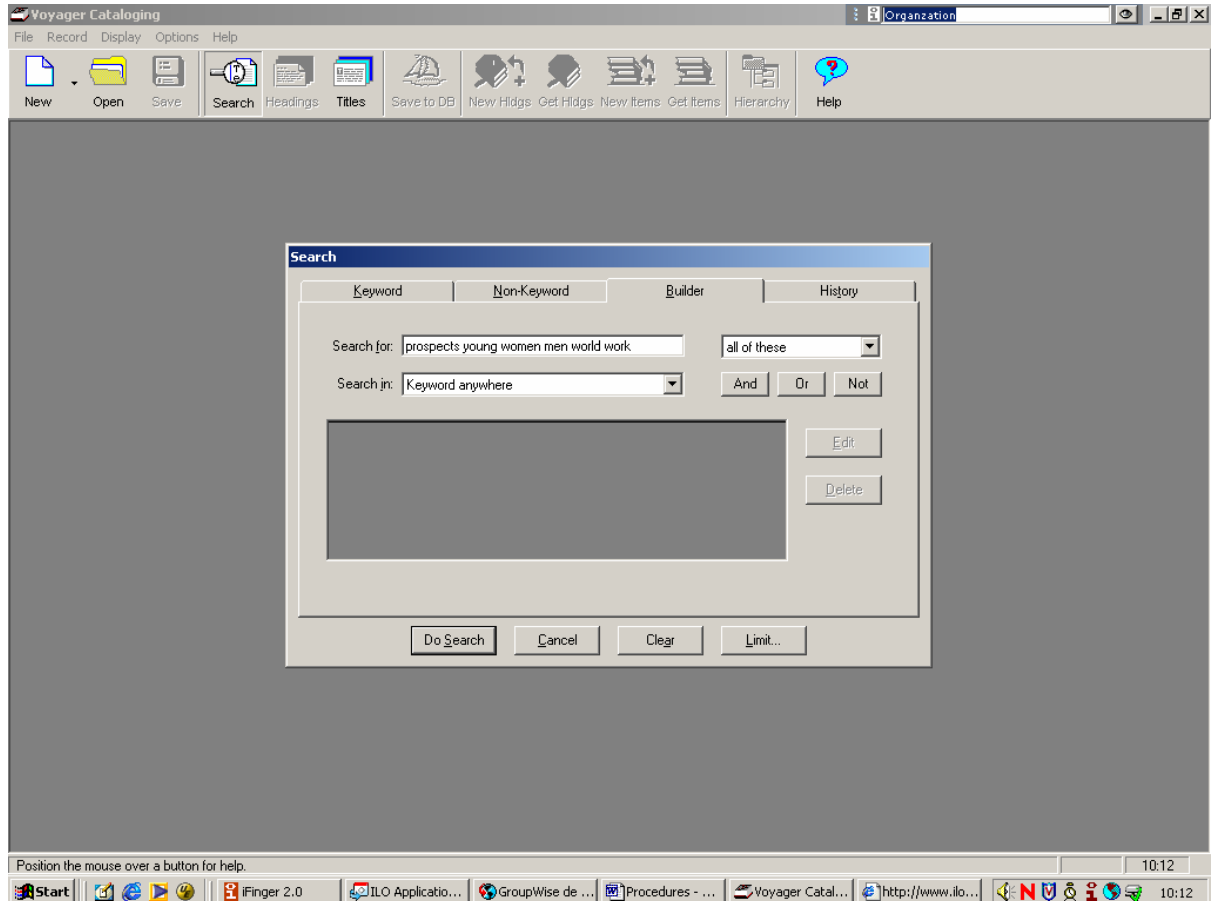
Example:

- for searching : "Improving prospects for young women and men in the world of work"

- Procedures -

- select **all of these**
- enter *prospects young women men world work* in **Search for**
- select **Keyword** anywhere in **Search in**

- Do search



Series keyword

If the document belongs to a series, search in **Series keyword** for examples of the same collection: *employment strategy papers*.

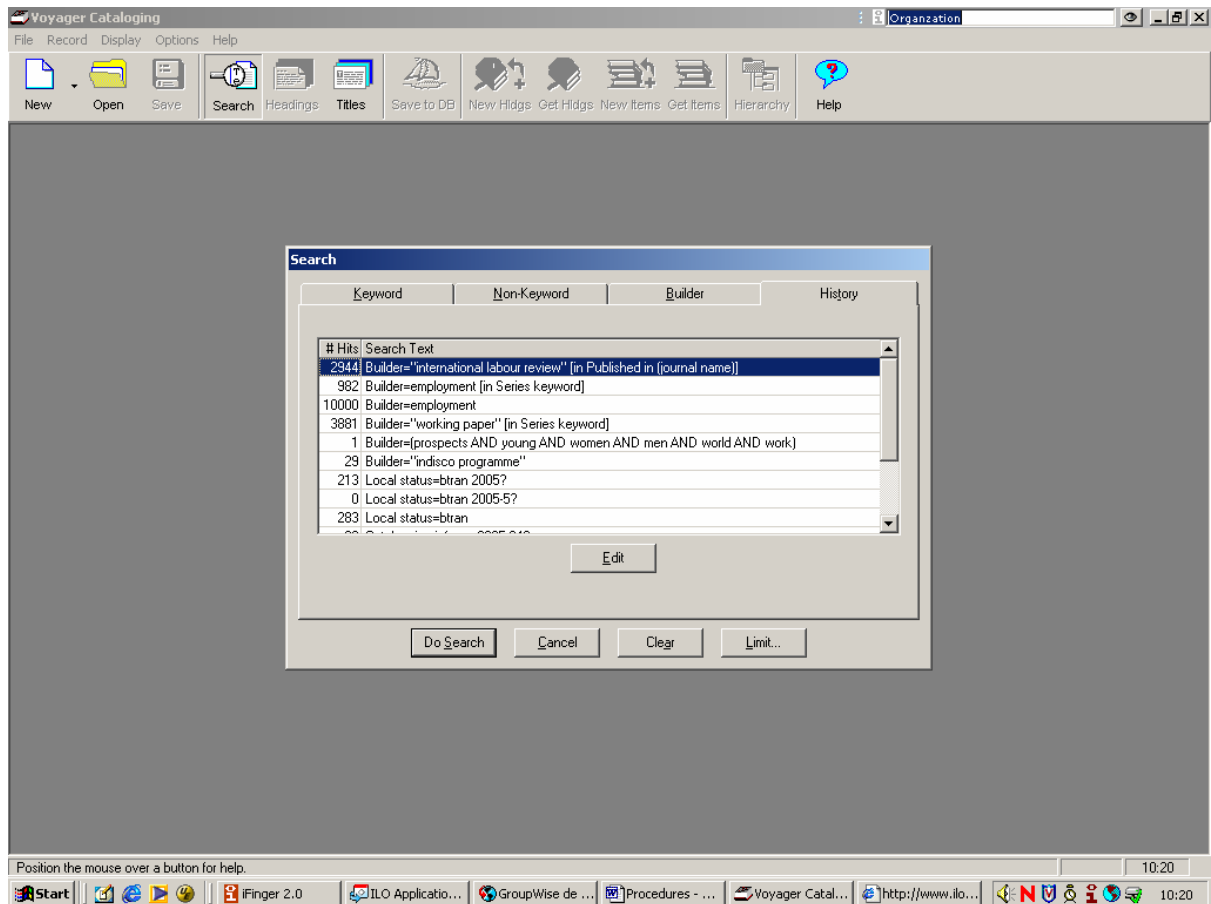
Published in (journal name)

For searching analytic records (articles) of a serial title: *international labour review*.

History

Displays the searches performed during the current session and allows user to edit or re-do a search already performed.

- Procedures -



Titles button



At any point in your session you may return to your previous search result window by clicking on the Titles button.

Headings button



You may return to your previous authorities search result window by clicking on the Headings button.

- Procedures -

Adding locations and callnos in Field Offices and Documentation Centres

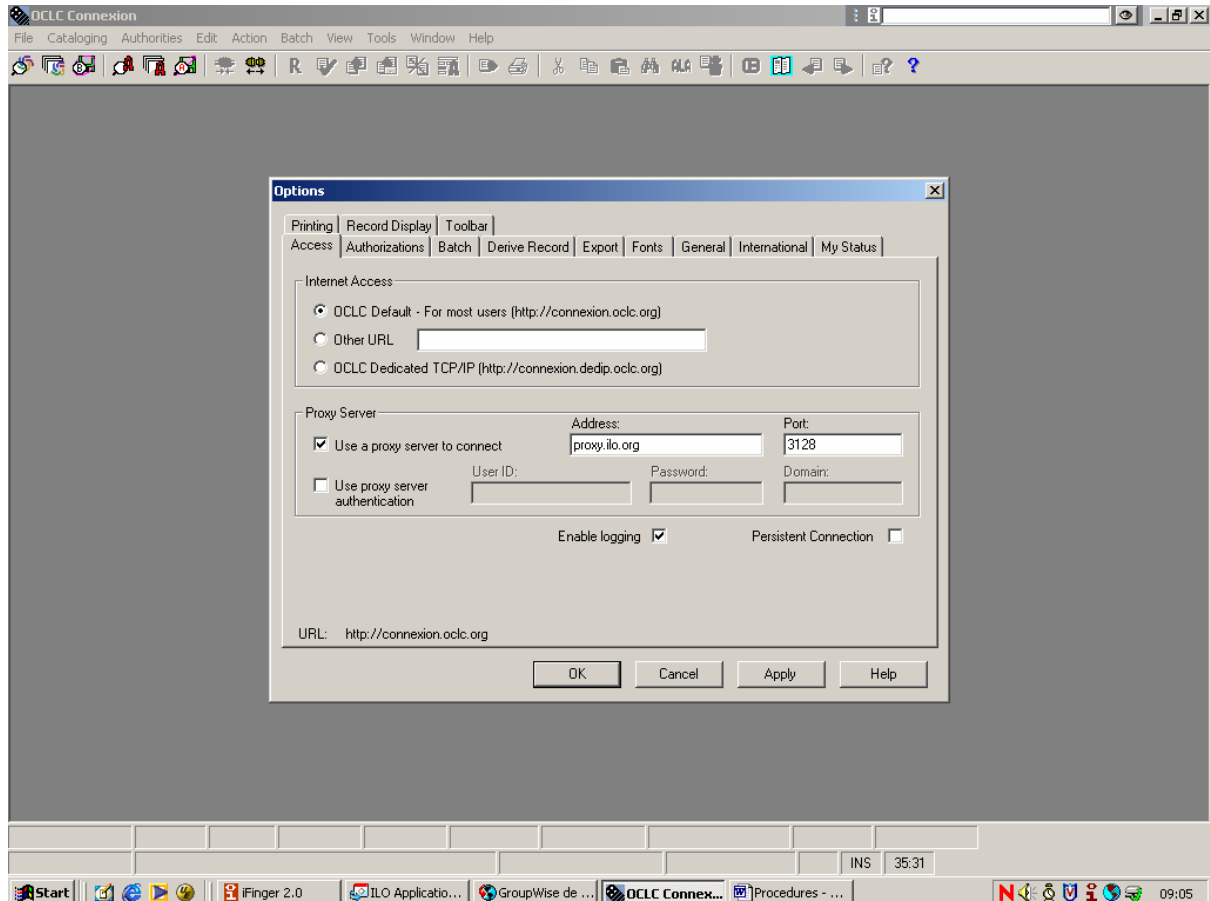
1. Search for the document in LABORDOC.
2. If it is found, click on **New Hldgs**.
3. Click on **New**.
4. Fill in the 852 field. Add your location in \$b subfield (see location list on the next page) and the call number for the document in your own centre in \$h subfield:
852 8 \$b location \$h callno
example:
852 8 \$b DCE \$h 98POLDEV23
5. **Save to DB**.
6. To view the location created:
click **Get Holdgs**>select the desired location >**Retrieve**
7. Close the mfhd record and the bibliographic record.

LOCATIONS LIST

DIALOG	DCD
Electronic documents	e-doc
Electronic serials	e-ser
EMPLOI	DCE
ILL	ILL
INFONORM	DCI
INSTITUTE	DC2
ISSA	DC3
Library-Acquisitions	INFACQM
Library-Client Services	INFCS
Library-Info Mgmt	INFCAT
Library-Loans-Service	INFLOANS
Library-Main Collection	INF
Library-Periodicals	INFACQS
Library-Reference	INFREF
Library-Statistics	INFS
Library-Systems	INFSYS
Library-Video	INFV
Not catalogued	NCAT
PROGRAM	DCP
REVIEW	REVIEW
SECSOC	DCS
TRAVAIL	DC1
ILO Bangkok	RO-BKK
ILO Brasilia	ILO-Brasil
ILO Budapest	ILO-BUDAPE
ILO CINTERFOR	ILO-CINTER
ILO Lima	ILO-LIMA
ILO London	ILO-LONDON
ILO Paris	ILO-PARIS
ILO Rome	ILO-ROME
ILO Santiago	ILO-SANTIA
ILO Buenos Aires	ILO-BUENOS
ILO Mexico	ILO-MEXICO
ILO Port of Spain	ILO-POSPA
ILO San Jose	ILO-SANJOS

Copy cataloguing records from OCLC

1. Search for item in LABORDOC.
2. If it is not found, search for item in the OCLC Connexion WorldCat:
 - Click the icon OCLC Connexion
 - Be sure that in the **Tools>Options>Access** the **Address** is proxy.ilo.org and the **Port** 3128, then **OK**



- **File>Log on**
- Authorization: 100-126-703
- Type in your Password.
- Search for the document:
Cataloguing>Search>WorldCat
Keyword/Numeric Search>Search for Enter the title, ISBN or other options and **OK**.

- When a matching record is found, check the following fields (the information in these fields must match the item exactly):

Blvl (fixed field)	m,s,a
Title	245
Edition	250
Imprint	260
Physical Description	300
Series statement	440 or 490

3. Export the record: **Action>Export**

(Note: if the system asks for name of the file to export enter: C:\oclcapps\passport\export.dat)

4. In VOYAGER : **Record>Import**

- From new file (if it is the first daily record imported). Choose file.

- From previous file (if it is not the first daily record imported).

5. Add these fields (library staff for library's documents):

Call number 099 9 105AXXX

Catid 946 \$a XX1 (your initials) \$d year-mm-dd

Adapt the record to Labordoc style (for example if necessary add entries for corporate authors, add 088 field, add 246 field/s, etc.)

- Procedures -

Delete fields 994 and 072, 520, 650, 655 if present, and other fields not accepted by the validation process.

Copy the indexation fields (072, 520, 650, 655, 920, 925) from the template Engl to the new record.

Save the record.

- Procedures -

Original cataloguing in Voyager

1. Create a record.
2. Save the record.
3. Detecting duplicates.
4. Authority validation.
5. Adding the mfhd records.
6. Delete a record.
7. Copy descriptors process.
8. Revising BIBLIO records (REV).
9. Templates.

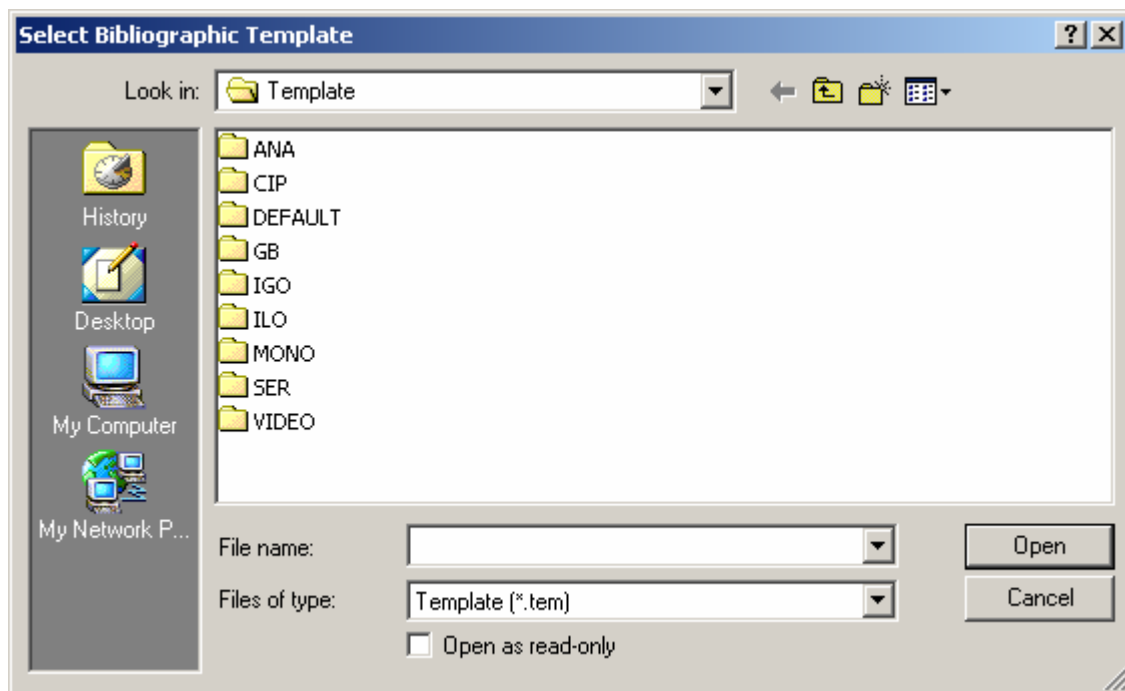
1. Create a record

New bibliographic records can be created in two ways:

1- By creating records from a template:

Record>New>Bibliographic>Choose the template

There are a set of templates for cataloguing different kinds of documents:



ANA= Analytics, CIP= Cataloguing in Publication Data, DEFAULT= Templates given by Voyager and not used, GB= Governing Body Documents, IGO= International Organizations

Documents, ILO= ILO documents, MONO= Other monographs, SER= Serials, VIDEO= Videocassettes

2 - By copying an existing record: If you have found a record similar to the one you want to create:

Record>Make a copy

In this case be sure that you enter the modifications in the ANew bib record@ and not in the original record that is also displayed.

IN BOTH CASES, no. 1 creating a record from a template or no. 2 copying and existing record, you have a bibliographic record with several fields to fill in, fixed and variable fields. The most important data are in the variable fields (author, title, etc.) but some of the coding in the fixed fields also has an impact in the OPAC because it affects the search limits (year, language, etc.).

Tabs

When displaying a saved record there are three tabs: MARC, System and History:

The *MARC* tab displays the fields to be catalogued.

The *System* tab contains check boxes. Sometimes the box ASuppress from OPAC@ is used when the record is not to appear in the OPAC.

The *History* tab shows who has worked on the record, when the action took place and the kind of action taken: create, merge, update, replace, etc.

Fixed fields

See the Fixed Fields section for more information. Here are instructions for entering information:

The LEADER should not be changed.

Only some values in 008 have to be chosen or entered. The dates must be typed in. Codes for country and language can also be typed in if you know them or you can also open the list from the drop-down menu and click on the one you want.

Variable fields

See the Variable Fields section for more information. Here are instructions to enter information:

Displaying several records

Several records can be displayed at the same time. Open the records and choose in the **Window** menu. You may display two records side-by-side if the **Title** command is selected, or display several records in cascade if the **Cascade** command is selected.

F2 Pressing F2 will give a list of valid codes related to the cursor location (MARC tags, indicators, subfields).

F9 provides the subfield delimiter.

Select a field

Position the cursor in the green area before the field number and click.

Copy, Cut and Paste

Select a field or a text then click **Cut**, **Copy** or **Paste** in the **Edit** menu. Alternatively, use Ctrl+c for copying, Ctrl+x for cutting and Ctrl+v for pasting.

Delete a field

Select the whole field and press the Delete key on your keyboard. You will be asked for confirmation.

ADD a new variable field

Use F3 to insert a line above and F4 to insert a line below the field with the cursor.

Special Character Entry

Select **Special Character Entry** from the **Edit** menu.

Select the appropriate character.

Click on the **Insert** box to insert the character, or on the **Insert/Close** box to insert the selected character, and then close the dialogue box. Clicking on the **Close** box will simply close the dialogue box.

If necessary, type the character associated with the diacritic.

Print a record

Record>Print record

2. Saving records

A record can be saved at any point, **Save to DB**.

If there are MARC errors, these will be listed. If you have difficulties in fixing any of these (sometimes they are in unusual fields not often encountered) remember that if you put your cursor where the error occurs and press F2, you will get a list of all the valid codes. If still in doubt, ask for help.

Once any MARC errors have been corrected, **Save to DB** again, and you will see an Authority Validation box, which tells you whether the headings and subheadings in the record are valid (i.e. authorized). You now have the option of looking at the authority record, if there is one, searching the database under the heading, or creating a new authority record. (See "4. Authority Validation" and the section Authority records for more information).

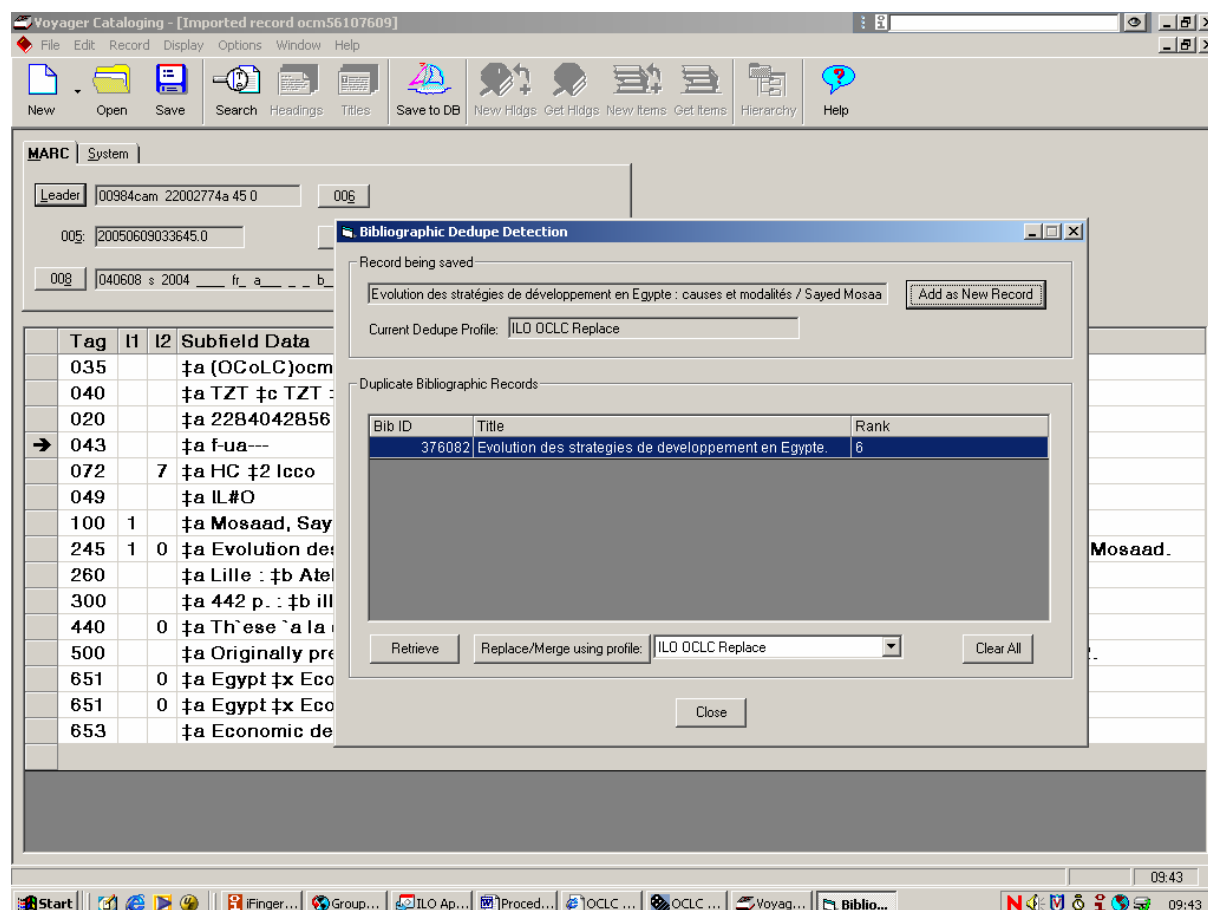
When you have finished with this box, click on **Continue**, and the record will then be saved to the database and assigned a record number (bib id).

When you have saved the record, your user id will appear on the History tab, indicating that you created, merged, updated, or suppressed the record.

Do not forget to create the holdings records (see section 5 “Adding the mfhd records” and the chapter on “Authority Records”).

3. Detecting Duplicates

When a record is saved in the database Voyager checks for any duplicates and if detected the “Bibliographic Dedupe Detection” dialogue box will be displayed which lists all of the records that are potential duplicates according to the rules defined in the System Administration module:



Click **Retrieve** to view the MARC record selected to check if it is in fact a record for the same document you wish to catalogue.

If the document is not already catalogued click **Add As a New Record** button to add the record to the database as a new record.

If you want the catalogued record to replace one of the records in the list, make sure that only the target record in the list is highlighted and click the **Replace/Merge using** profile button. The new record replaces the old one with the same bib id.

Click **Clear All** to deselect all selected records in the list.

Remember that every purchased document is already in the database because the system creates a record in the cataloguing module (with a few fields filled in) when a purchase order is created in the acquisitions module.

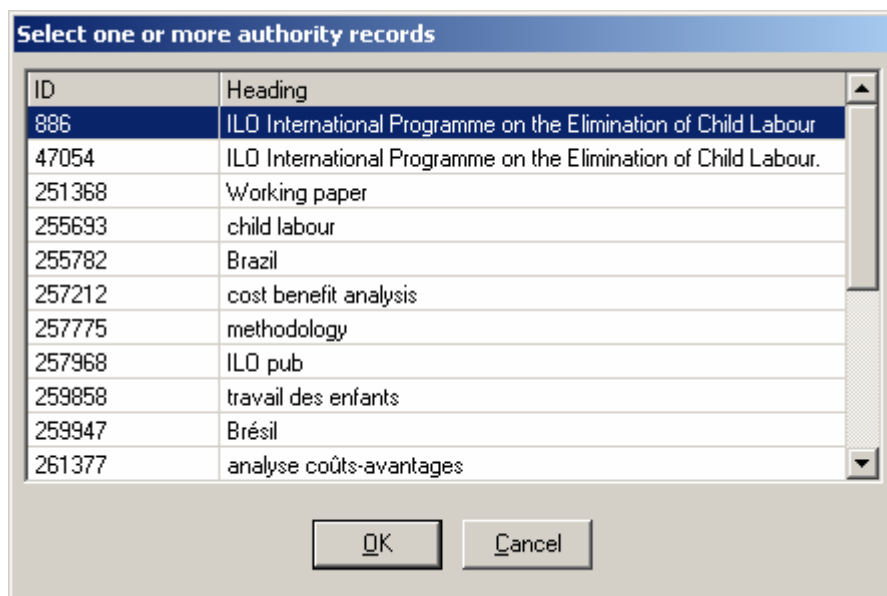
Also remember that for cataloguing a purchased document you can either complete the rest of the fields in the existing record or create a new record from a template (see the chapter on “Original cataloguing in Voyager”, section 1 “Create a record”) and replace after the acquisition record with the new one.

If you choose the second case you have to be sure that the duplication detection system will work replacing existing data in the acquisition record with data entered in the new record keeping the same bib id. For that the information entered in the new record has to match exactly the information entered in fields present in the acquisitions record. Before saving the new record retrieve the acquisition record and modify it to match exactly data entered in the new record created in order the duplication detection procedure works.

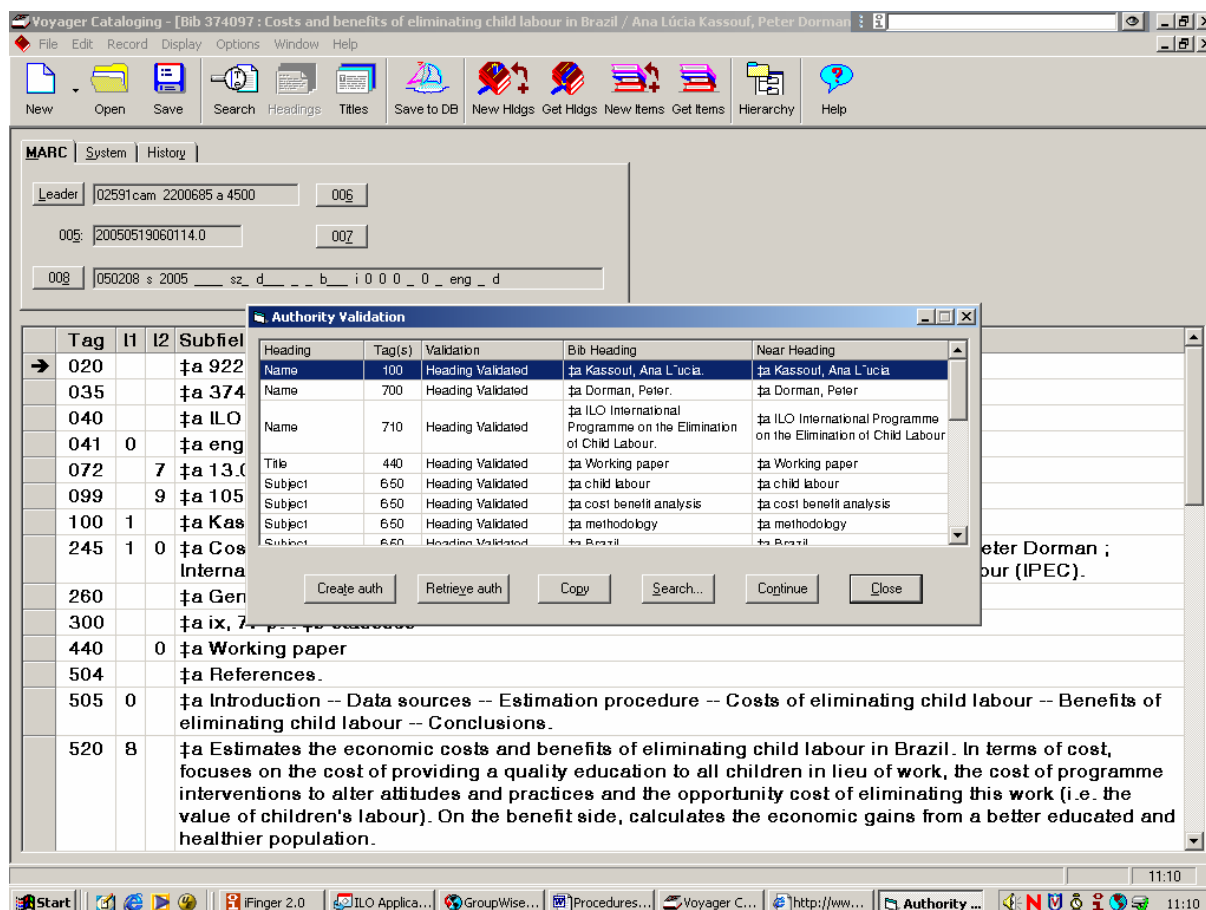
4. Authority Validation (see also Authority Records section)

The process of saving a bibliographic record to the database includes the process of validating all headings in the record. When you save a record you can view the window “Authority validation”.

With the bibliographic record displayed, you may also call up a list of all verified authorities. Select **Retrieve Authorities** from the **Record** menu.



In the window “Authority Validation” each heading in the bibliographic record will be checked for a matching authority record.



There are two possibilities:

1. The headings in the bibliographic record match established headings in authority records, with the message: “Heading Validated”. Click on **Continue** to save the record. You can also view the Authority record if you click on **Retrieve auth**.

2. If one or several headings do not match established headings, one of the following messages will appear:

(a) "Cosmetic differences"

Correct the form of the heading in the bibliographic record to match.

(b) “Nonexistent Heading”

Take further steps to find the appropriate form of the heading. The Authority Validation report includes a **Search** button to check the database for other variations. Selecting a heading from the list and clicking on the **Search** button will provide a browse list. From this list you can view the bibliographic records, the authority records or references and use the correct form of the authority.

If the heading in the bibliographic record does not have an established heading then select **Create auth** and create an authority record for the heading (see the section “Authority Records”).

When you click **Create auth** the system gives you a record with the authority already typed (field 100 or 110 or 111 or 130) and in many cases also with some tracings created (field 400 or 410, etc.).

Enter the information for the 040 field:
040 \$a ILO \$c ILO

Add other tracings or references that would be useful for searching the authority (acronyms, authority name in another language, authority name in another order, etc.).

Save the record, close the record window and relick **Save to DB** button in the bibliographic record. Now the heading is validated.

Note: The Authority Validation window will also attempt to validate the subject headings according to the subject records respecting the ILO Theasurus. See the Labordoc Indexing Techniques Manual.

5. Adding the mfhed records (see also Holdings Records section)

Once the bibliographic record is saved in the database, create its mfhed record(s).

Click on **New Hldgs**

The 852 field is added automatically with the location in \$b subfield (which is defined in the **Option menu>Preferences>Holdings/Item default location, INF** for the Library) and the call number in \$h (the system takes the information entered in the 099 field of the bibliographic record).

852 8 \$b location \$h callno

1. *Example for a physical document:*

852 8 \$b INF \$h 105B09321

2. *Example for an electronic document*, enter the information and save the record:

852 8 \$b e-doc \$h WWW ACCESS ONLY

856 41 \$3 Full text \$u <http://www.ilo.org/public/spanish/dialogue/sector/> target=new

Then **Save to DB**.

If there is an electronic copy and physical copy of the document create two mfheds one for each version and add the 856 field with the http address in the mfhed for the electronic version:

Click on **New Hldgs>New** and enter:

852 8 \$b e-doc

856 41 \$3 Full text \$u <http://www.ilo.org/public/spanish/dialogue/sector/>

If an electronic document (or version) has two or more URLs, create only one mfhed with all

the URLs in separate 856 fields:

852 8 \$b e-doc

856 41 \$3 Full text \$u <http://www.eurofound.ie/working/reports/NL0502TR01/.pdf>

856 41 \$3 Full text \$u <http://www.ilo.org/libdoc/igo/eurofound/2005/05eurofound2.pdf>

Additional mfhd records are created for every physical copy of the document. Click on **New Hldgs>New** and enter the 852 with the same information as for copy 1 in subfields b and h and add subfield t with the copy number:

852 8 \$b INF \$h 105B09321 \$t Copy 3

N.B. At Geneva headquarters the mfhd records for each additional physical copy of the document or the change of location for a document (from locations INF to reference, statistics, etc.) are created by the Library Loans Section not by cataloguers.

Do not forget to close the mfhd record/s.

To view the location/s created :

click **Get Holdgs**

select the location desired

Retrieve

When a purchase order is created in the acquisitions module, the system creates a record in the cataloguing module with a mfhd record linked. Use the existing mfhd record for the location:

- Retrieve the mfhd record.
- Change the first indicator from 0 to 8.
- Replace the location and add the callno.

Example:

852 0 \$b INFACQM

becomes

852 8 \$a INF \$h 105A340

6. Delete a record

Authorized staff members can delete item, holdings, bibliographic and authority records. Before deleting the bibliographic record you have to delete the item and holdings records (if they exist). To do this retrieve the bibliographic record, then the holding, then the item and delete them in order of item, holdings, bibliographic.

To delete a record (item, holdings, bibliographic or authority), retrieve the record and select **Delete** from the **Record** menu.

When a bibliographic record has been created by the system after an acquisition process it cannot be deleted. Instead you should suppress it from the OPAC by clicking in the **System TAB** the option "**Suppress from OPAC**".

7. Copy descriptors process

The descriptors from one record to another record can be automatically copied. This is used, for example, when cataloguing other language versions of a document.

Procedure:

1- Catalogue the English version first (if it exists).

2- Catalogue the other/s version/s.

3- Delete every indexing field: 072, 520, 650, 655, 925.

4- Fill in the field 920 with the status “copy” and the date:

920 \$a copy \$d 2005-07-01

5- Add the field 923 and enter the record bib id for the English version.

923 \$a 354752

6- The indexing fields will be copied when the English record status changes to BIBLIO (on Mondays).

The same procedure is used whenever we want to copy automatically descriptors from one record to another (2-6).

8. Revising BIBLIO records (REV)

If changes in the descriptor string are made to a status BIBLIO record, special process is made to avoid changing manually all the French and Spanish descriptors in the 65X and 9XX fields.

- a. Change the status from BIBLIO to REV in the revised record.
- b. A daily job picks up all records with the status and the necessary changes in the 65X and 9XX fields are done automatically.
- c. The job changes the status from REV to BIBLIO. There is no change to the status date.

9. Templates

There is a set of templates for cataloguing different kinds of documents as explained in paragraph 1 “Create a record”.

To create a new template, select **File>Template>New**. Add all the necessary information in

the template record, then save the template with the **Save** button and give it a name:



For analytics templates, give the serial callno as template name.

- Procedures -

To modify a template: **File>Template>Edit**. Enter the modifications and **Save**.

It is possible to create new templates by editing an existing template: **File>Template>Edit**. Enter the changes and then select **File>Save As**, giving a new name.

FIXED FIELDS

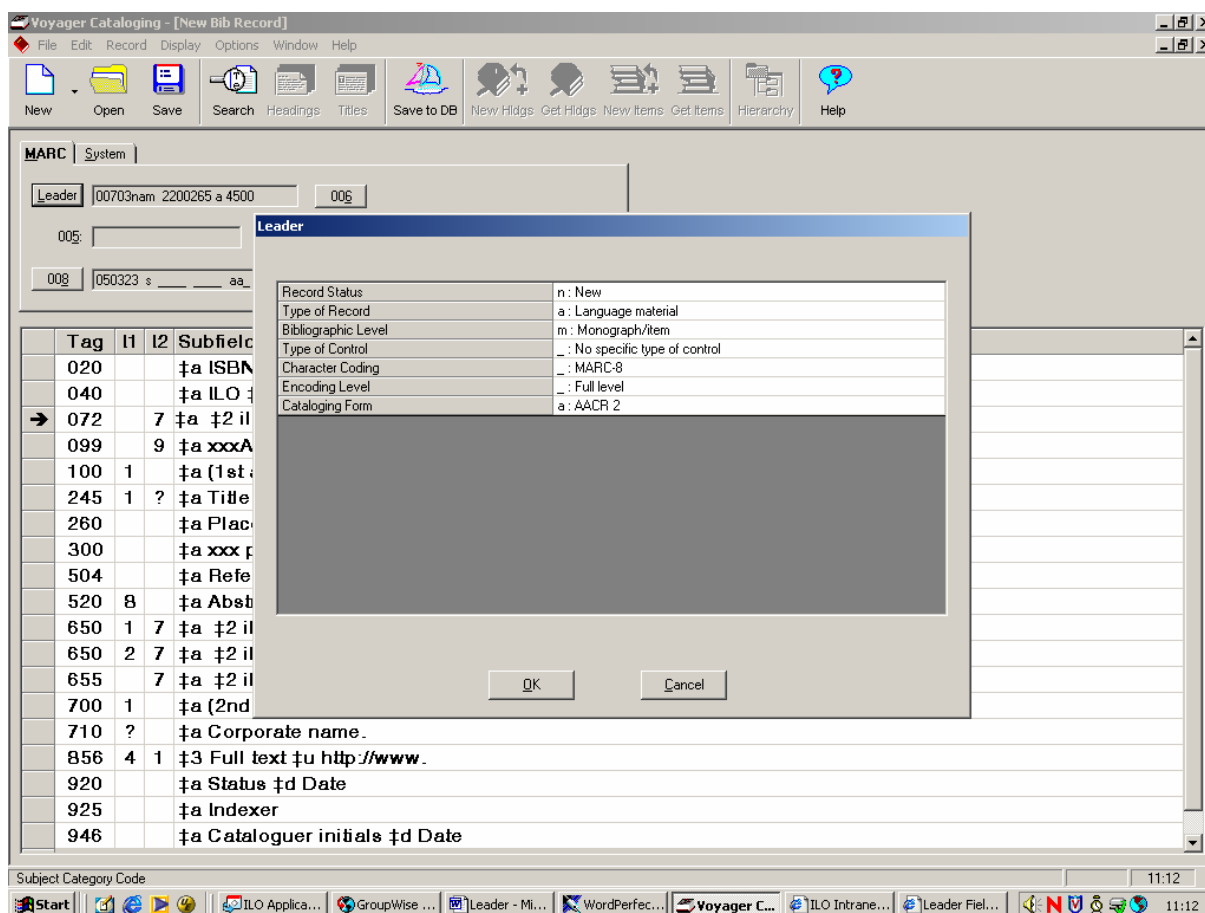
- Leader Field -

Leader Field

The Leader or Directory Field is the first field of a bibliographic record. It consists of information that defines the parameters for processing the record.

In Voyager the Leader field appears at the top of the MARC record display with the other fixed fields. It is displayed as a grid.

Click the Leader button:



The fields to enter are:

- Record Status (can be used in changing record formats),
- Type of record (can be used in changing record formats),
- Bibliographic Level
- Type of Control
- Encoding Level
- Cataloguing Form

- Leader Field -

However the Leader fields already contain the correct values because they are entered in the templates. The values used by the ILO Library are the following.

Record Status

Position in field 5. Length 1.

n new

It will automatically change to "c" (Corrected or revised) the first time the record is saved in Voyager.

Type of Record

Position in field 6. Length 1.

a Printed language material
g Projected medium (films, videocassettes)
m Computer file

Bibliographic Level

Position in field 7. Length 1.

a Monographic component part (for historical reasons used not just for analytic of a book but also for analytics of a serial publications)
m Monograph/Item (for monographs, CD-ROMs, videocassettes, etc.)
s Serial

Type of Control

Position in field 8. Length 1.

blank No specified type of control

Character Coding

Position in field 9. Length 1.

blank MARC8

Encoding Level

Position in field 17. Length 1.

Indicates the level of cataloguing:

blank Full-level cataloguing by OCLC members

Descriptive Cataloguing Form

Position in field 18. Length 1.

blank Record is catalogued according to AACR2 rules

CHANGING RECORDS FORMAT

Changing Between Monographs and Serials:

In the **Leader** display, click **Bibliographic Level**. Choose the one you wish to change to: m to s for example.

When you are finished, click **OK**. You will get the following message:

Changing the record format will invalidate the current 008. Proceed anyway?

Choose **Yes**. Now click on the **008** button (see next chapter “008 Fields”) to get the full display. Subfields appropriate for the bibliographic format will be displayed Change any field that need modifying, paying attention to **Publication Status** and **Date 2** as well as those that are format specific. When finished. Click **OK**.

If you change the **TYPE OF RECORD** subfield you will need to follow a similar procedure.

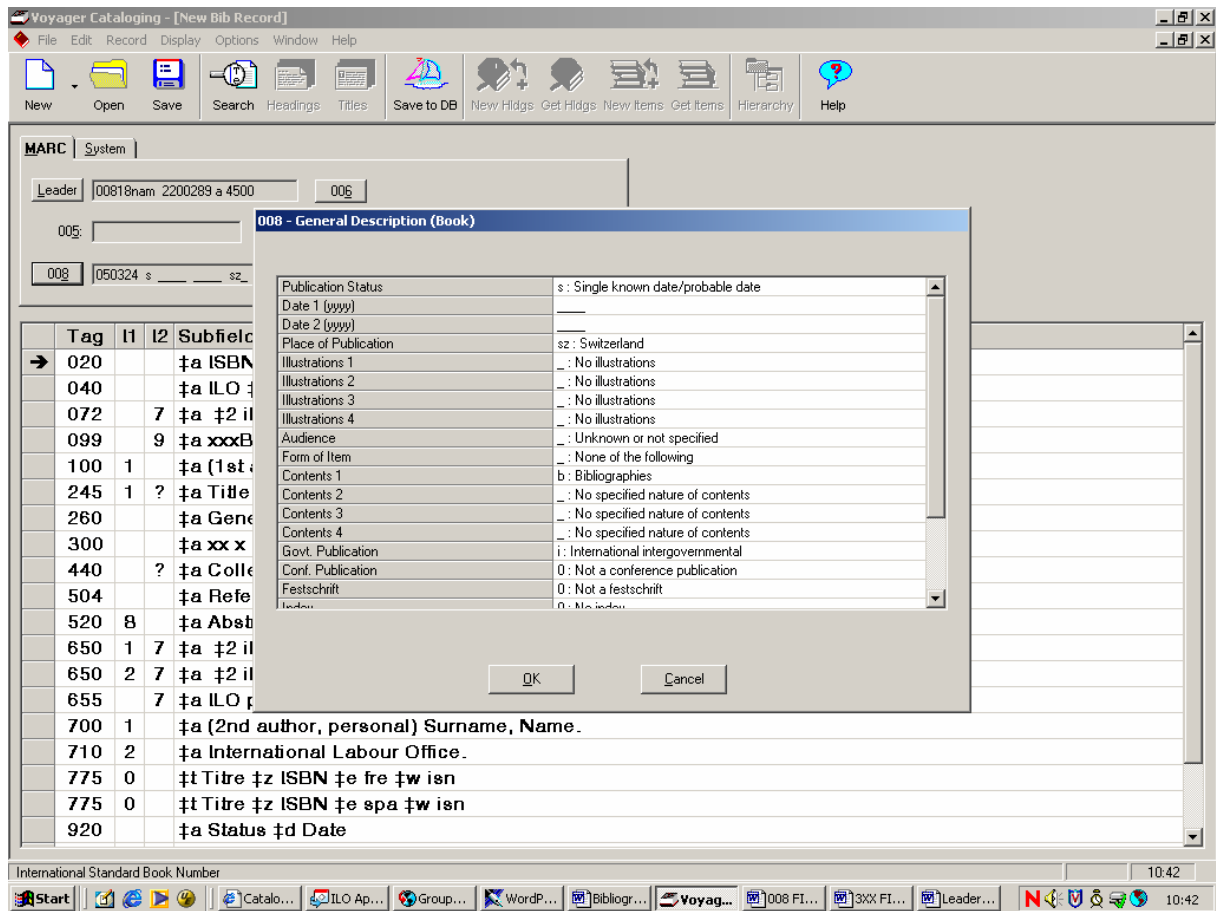
- 008 Fields -

008 FIELDS

The **008** fixed field has different subfields depending on Type of Record and Bibliographic Level codes in the **Leader**.

It appears at the top of the MARC record display with the Leader and the other fixed fields. It is displayed as a grid.

Click the 008 button:



A list will appear of 008 fields that the Library uses with the values used.

Publication Status

- s Single known date/probable date (for monographs, computer files, etc.).
- c Serial item currently published (for serials life).
- d Serial item ceased publication (for serials no longer published).

Date 1

Type the date of publication.

For a serial enter the date of publication the first number.

If the date is unknown enter the most probable date or decade as follows: 199u, 200u.

Date 2

For serials no longer published: enter the date of publication of the last number.

For monographic serials or multivolume monographs: enter the date of publication of the last volume.

Place of Publication

Select the country of publication from the grid.

Illustration 1

- _ no illustrations
- a for illustrations in general
- d for statistics: graphs, tables, etc.

Form of Item

- _ none of the following (by default)
- s for electronic documents (e-doc, e-ser)

Contents 1

- _ no specified nature of contents
- b if the document contains bibliographic references

Govt. Publication

- _ not a government publication
- i for international or intergovernmental organizations' documents
- f for federal or national institutions' documents

Language

Select the language of the document from the grid

Cataloguing source

- d always select d

Special fields to enter for serials

Frequency

Select the frequency of the serial from the grid.

Regularity

Select the regularity of the serial from the grid.

Type of Serial

- p periodical

Special fields to enter for videocassettes

Type of material

- v videorecording
- z other type of material (DVD)

Technique

- I life action

OXX FIELDS

0XX FIELDS (Control fields)

020 INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

Required if the document has an ISBN BKS
Repeatable

Indicators none

Subfields used:

\$a ISBN: entered without dashes; a qualifier can be added in parentheses;
 if the final character is X, use upper case
\$z invalid ISBN

Examples:

020 \$a 0684142589
020 \$a 922110359X (pdf)
020 \$a 9221171205 (html)
020 \$a 3878779798 (v.1)
020 \$z 3878770970

022 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

Required if the document has an ISSN SER
Repeatable

Do not use for BKS or ANA. For BKS enter ISSN in field 440 (Series Statement) and for ANA in field 773 (Host Item Entry) in subfields \$x.

1st indicator 0
2nd indicator none

Subfields used:

\$a ISSN: two groups of four characters separated by a dash; if there is an X, enter it in
 upper case
\$z invalid ISSN

Examples:

022 \$a 0044-8399
022 \$a 0834-0674 \$z 0532-9779

035 SYSTEM CONTROL NUMBER

Optional BKS SER ANA
Repeatable

Entered automatically by the system.

Contains the the bibid of the record.

For old records created before Voyager there are two iterations of 035:

- one containing the new bib id from Voyager and
- the other with the old record number ("ISN") of the record transferred from the now defunct LMARC database with the mention "ilb".

Examples:

035 \$a 375409

035 \$a ilb196793

040 CATALOGUING SOURCE

BKS SER ANA
Not repeatable

Code of the institution which catalogued or modified the record.

See also *Source* (fixed field).

Indicators none

Subfields used:

\$a original cataloguing agency

\$c agency responsible for data entry (entered automatically)

\$d agency responsible for modification of the record

Example:

Source d

040 \$a ILO \$c ILO

041 LANGUAGE CODE

Required if the document is in more than one language

BKS SER ANA

Not repeatable

When 041 is present, **add the 546 field** Language Note.

Enter if:

-the document is in more than one language

-the languages of summaries, abstracts, accompanying material or table of contents are different from the language of the main text.

Enter up to six language codes in subfield \$a. If the text includes more than six languages, enter the code for the language of the first title followed by “mul” (multilingual).

1st indicator	0	the document is not a translation or does not include a translation
	1	the document is or includes a translation
2nd indicator	none	

Subfields used:

\$a code of the language of main text (first code should be the same code as in the fixed field **Lang**, enter other codes in order of importance in the text)

~~\$b code of the language of summary or abstracts~~

~~\$f code of language of table of contents~~

\$g code of language of accompanying material

Examples:

1. A document in English, French, and Spanish

008 Language: eng

041 0 \$a engfrespa

546 \$a Text in English, French and Spanish

2. A French-English, English-French dictionary with title in English

008 Language: eng

041 0 \$a engfre

546 \$a Text in English and French

3. A document in French with an introduction or appendices in English and Arabic

008 Language: fre

041 0 \$a freengara

546 \$a Text in French, introduction and appendices in English and Arabic

4. A document in English, French, German, Spanish, Russian, Japanese, Arabic

Lang: eng

041 0 \$a engmul

546 \$a Text in English, French, German, Spanish, Russian, Japanese and Arabic.

049 LOCAL HOLDINGS

No longer used. Replaced by MARC format holdings records.

072 SUBJECT CATEGORY CODE/ILO FACET

Optional **BKS SER ANA**

Repeatable

1st indicator none

2nd indicator 7, present if source of code is given in subfield \$2

Subfields used:

\$a subject category code / ILO facet number from ILO Thesaurus

\$2 source of code (*ilot* for ILO Thesaurus)

Example:

072 7 \$a 03.04.4 \$2 ilot

088 REPORT NUMBER

Required if found on the document **BKS SER**

For documents already catalogued by another library: if the RN is not in the 088 field, transfer the information to this field.

Indicators none

Subfield used:

\$a report number

Examples:

For an ILO Governing Body document

088 \$a GB.264/PFA/4/2 + (Corr.) + (Add.)

Note: there is a space before and after “+”.

For a United Nations conference document

088 \$a A/CONF.177/20

092 LOCAL DEWEY NUMBER

Optional BKS SER

Entered for the Reading Room collection.

1st indicator none

2nd indicator 9, local class scheme

Subfield used :

\$a local Dewey number

Example:

092 \$a R413.1

099 LOCAL FREE-TEXT CALL NUMBER

Mandatory BKS SER ANA
Repeatable

Use for ILO call numbers (**CALLNO**).

Important: once the record saved in the database add “NEW HOLDINGS” (See chapter on “Original Cataloguing in Voyager”, section “Adding mfhhd records”. The system will automatically create a record with the callno entered in 099. When searching by Mfhhd Call Number the system looks for the information in the holding record not in the bibliographic one.

1st indicator none
2nd indicator 9 (local class scheme)

Subfields used:
\$a call number

Examples:

for monographs

099 9 \$a 95A603

for serial

099 9 \$a P09681

for electronic documents

099 9 \$a WWW ACCESS ONLY

for analytics

099 9 \$a 40203(2005-501)1-80

1XX FIELDS

- 1XX Fields -

1XX FIELDS (Main entries)

100 MAIN ENTRY - PERSONAL NAME

BKS SER ANA

Not repeatable

Enter the personal name main entry, with all its forenames, in subfield \$a. Other subfields can be used if the entry has been taken from an authority list (for example subfield \$c, titles or \$d, dates) but use only \$a to create a new authority.

If responsibility is attributed to **two or three authors**, then the main entry (100, 110, 111) is the name of the first author and the names of the others are entered as added entries (700, 710, 711).

When the document is a monograph with **multiple authors (more than three)** do not use field 100. Enter the first mentioned name on the title page and "...[et al.]" in 245 \$c, and create an added entry (700,710,711) for that co-author.

An exception to that rule are ILO publications. In this case, even when there are more than three authors, mention all of them in 245 \$c and create added entries for all of them.

Editors and compilers are never entered in a main entry (400). Added entries (700) must be created for them.

1st indicator 1
2nd indicator none

Subfields used:

\$a name (surname and forename(s))

Examples:

1. *English language authors*

100 1 \$a De Sola, Ralph.

100 1 \$a Vaughan-Whitehead, Donald.

2. *French language authors*

100 1 \$a SIIve, Martin de.

100 1 \$a Du Bled, Simon.

3. *Spanish language authors*

100 1 \$a Márquez Garmendia, Martha

100 1 \$a Las Heras Borrero, Fernando.

For other examples see AACR rules.

110 MAIN ENTRY - CORPORATE NAME

BKS SER ANA

Not repeatable

Enter the main entry under the corporate body if the document belongs to one of the following categories:

- a)** those of an administrative nature, dealing with the corporate body itself or its internal policies, procedures, finances, and/or operations or its officers, staff, and/or membership (e.g., directories) or its resources (e.g., catalogues, inventories);
- b)** some legal, regulatory works:
laws, decrees of the chief executive that have force of law, administrative regulations, constitutions, court rules, treaties, court decisions, legislative hearings, etc.;
- c)** those that record the collective thought of the body (e.g. reports of commissions, committees, etc.; official statements of position on external policies);
- d)** those that report the collective activity of a conference (e.g. proceedings, collected papers), or of an event (e.g., an exhibition), provided that the conference or event is prominently named in the item being catalogued.

In case of doubt treat the document as if it belongs to none of these categories and create 710 entries. Normally 710 field appears more frequently than 110 field.

Headings:

Language for International Organizations: If the name appears in English on items issued by the organization, use English. If not, use the form in the official language of the body, or if the official language is not known, use the form in the language used predominantly in items issued by the body. In case of doubt, use the following languages by order of preference: English / French / German / Spanish / Russian.

Governments and government agencies: The conventional name of a government is the geographic name (AACR2, 23, Geographic Names, 24.3E) of the area (country, province, state, county, municipality, etc.) over which the government exercises jurisdiction. Language: Use the English form of the geographic name when it exists, otherwise enter the name in the official language of the country. Use the official language of the country for the name of the government subdivision. In case of doubt, use the following languages by order of preference: English / French / German / Spanish / Russian.

Language for non-governmental national or local corporate bodies: Use the official language of the organization. If the organization has more than one official language and one of these is English, use English. If English is not one of the official languages of the organization, or if the official languages is not known, use the form in the language predominantly used in publications issued by the organization. In case of doubt, use the following languages by order of preference: English / French / German / Spanish / Russian.

NOTE: In fields 110 and 710 enter Dept. for Department.

- 1XX Fields -

1st indicator (type of name)	1	government and public administration (geographic name)
	2	all other corporate bodies (including international organizations)
2nd indicator	none	

Subfields used:

\$a	corporate name
\$b	subordinate unit(s)
\$c	conference place
\$d	conference date
\$n	session number of conference

Examples:

110 2 \$a International Labour Office. \$b Bureau of Library and Information Services.
110 1 \$a Mexico. \$b Dirección General de Conciliación.
110 2 \$a University of Leeds. \$b Dept. of Social Policy and Health Service Studies.
110 2 \$a Université de Bordeaux. \$b Faculté de droit et des sciences économiques.

Example of corporate body with a conference subheading:

110 2 \$a United Nations. \$b General Assembly \$n (50th : \$d 1995 : \$c New York, N.Y.)

111 MAIN ENTRY - MEETING NAME

BKS SER ANA
Not repeatable

Use the conference as the main entry for publications that record the activities of the conference (proceedings, collected papers, etc.). However, the conference name must appear prominently in the item being catalogued.

If the document is the report of the conference it is entered as an added entry (711).

1st indicator	2	name of the conference
2nd indicator	none	

Subfields used:

\$a	name of the conference
\$c	place of the conference (use the English form if there is one in general use)
\$d	date of the conference
\$e	subordinate unit
\$n	number of session (always in the English form)

Examples:

111 2 \$a Name of the conference \$n (number of session : \$d date : \$c Place, Country in English)

111 2 \$a International Labour Conference \$n (93rd : \$d 2005 : \$c Geneva, Switzerland)

111 2 \$a International Conference on Data Processing in the Field of Social Security \$n (7th : \$d 1994 : \$c The Hague, Netherlands)

111 2 \$a Joint Meeting on the Impact of Structural Adjustment on Educational Personnel \$d (1996 : \$c Geneva, Switzerland)

Example of a Conference with a subheading (subordinate unit):

111 2 \$a United Nations Conference on Human Settlements \$n (2nd : \$d 1996 : \$c Istanbul, Turkey). \$e Dialogue for the 21st century on the Future for Urban Employment

130 MAIN ENTRY - UNIFORM TITLE

BKS SER ANA

Not repeatable

This field is not usually used by the Library.

When can a main entry-uniform title be found in Labordoc? When two or more serial publications have the same title, a main entry uniform title is added with the name of the publication and some kind of identification in parentheses. The chosen identification is generally the place of publication. (Preliminary articles are omitted, so the 1st indicator (which in other fields indicates the number of characters to ignore in sorting) is always zero).

1st indicator 0
2nd indicator none

Subfields used:

\$a uniform title

Examples:

130 0 \$a Industrial Relations Journal (Karachi, Pakistan)

130 0 \$a Industrial Relations Journal (Oxford, U.K.)

2XX FIELDS

- 2XX Fields -

2XX FIELDS (Title, Statement of Responsibility, Edition and Publication)

240 UNIFORM TITLE

BKS SER

Not repeatable

This field is reserved for an uniform title which **follows a main entry**. Its main use for the ILO is for legislation and annual reports:

- Use *Laws, etc.* as a uniform title for legislative texts of a political body, excluding compilations on a particular subject. The main entry is the name of the political jurisdiction always in English (for example: France).
- Create na uniform title for an "annual report" or similar publications (if they are catalogued as monographs-see the example below), when different editions of the same publication bear different titles and/or have different personal or corporate authors.

1st indicator 1
2nd indicator 0

(Note: the 2nd indicator gives the number of characters to be ignored in sorting, but it is always zero since initial articles are not used in uniform titles).

Subfields used:

\$a uniform title
\$d date of the signature of the treaty
\$g other signatory of the treaty

Exemples:

110 1 \$a Alaska.
240 10 \$a Laws, etc.

110 1 \$a France.
240 10 \$a Lois, etc. sur la sécurité sociale.

110 1 \$a Slovenia. \$b Republiski zavod za zaposlovanje.
240 10 \$a Annual report (1995)

110 1 \$a World Economic Forum
240 10 \$a Annual report (1996)

242 TRANSLATION OF TITLE BY CATALOGUING AGENCY

Optional
Repeatable

Use this field if the translated title does **not** appear in the title page. Follow instructions for field 245.

1st indicator 1
2nd indicator 0-9 Number of nonfiling characters

Subfields used:

\$a title
\$b subtitle
\$c statement of responsibility
\$y language of translated title

Example:

A document in Japanese:

242 10 Introduction to the ILO : \$b its structure and activities and main Conventions and Recommendations. \$y eng

245 10 ILO no aramashi : \$b karsudo... (transliteration of the Japanese title).

245 TITLE STATEMENT

Mandatory BKS SER ANA
Not repeatable

Source of information: title page, added title pages or the part of the item supplying the most complete information (e.g. cover page). Enter any information found elsewhere than the chief source of information in square brackets.

Transcribe the title and subtitle/s in the order indicated by the sequence on, or the layout of, the chief source of information.

The title field includes the title, other title information such as subtitle, parallel title (title in an other language), the medium (if it is a videocassette, an electronic resource, etc.), a statement of responsibility, and complementary information (e.g. the title of a special theme in an analytic record). These elements are entered as they appear on the title page (in case of multiple authors, see explanations in 100 FIELD). As much information as possible is included in the statement of responsibility reproducing accurately the source of information.

1st indicator 1
2nd indicator 0-9 number of nonfiling characters (If the title does not begin with an article, enter 0. If the title begins with an article, enter the number equivalent to the number of characters in the article, plus the spaces, the punctuation, and the diacriticals which precede the first significant word. See annex).

Subfields used:

- \$a title
- \$b subtitle, parallel title(s) (only use one subfield b)
- \$c statement of responsibility
- \$h medium (can be written in the language of the document if it is in one of the ILO official languages, English, French, Spanish): CD ROM, electronic resource, resource électronique, recurso electrónico videocassette, vidéocassette, DVD)
- \$n number of part/section
- \$p title of part/section

Examples:

1.

245 13 \$a Le travail dans le monde.

245 12 \$a L'espace...

245 10 \$a Credit schemes for the rural poor : \$b some conclusions and lessons from practice / \$c S. Tilakaratna.

245 10 \$a Decentralisation and poverty in developing countries \$h [electronic resource] : \$b exploring the impact / \$c by Johannes Jütting ... [et al.].

2. Parallel titles

245 10 \$a Title : \$b subtitle / \$c Author(s) = Title : subtitle / Author(s)

245 10 \$a Title = \$b Title / \$c Author(s)

245 10 \$a Tekstiiliteollisuuden vuosikirja = \$b The textile industry yearbook.

245 10 \$a Proceedings : \$b 28th General Assembly / \$c International Social Security Association = Comptes rendus : 28e Assemblée générale / Organisation internationale de la sécurité sociale = Actas : 28a Asamblea General / Organización Internacional de la Seguridad Social = Protokoll : 28. Generalversammlung / Internationale Vereinigung für Soziale Sicherheit.

3. Title with a title of part/section

245 10 \$a Title. \$n Number of part, \$p Title of part.

245 10 \$a Polymer science. \$n Part A, \$p General papers.

4. Title with the "General material designation"

245 10 \$a Economically active population, 1950-2010 \$h [CD ROM] / \$c Bureau of Statistics, International Labour Office.

5. Analytics, special topic

245 10 \$a International financial flows and development [special topic] / \$c edited by Maxwell J. Fry and Victor Murinde.

245 10 \$a Prevention of occupational dermatoses. \$p [Special topic :] Occupational allergies / \$c Edward A. Emmett.

For more information see the chapter on “Examples of Entire Records”, “Specifications for cataloguing analytics: special topic”.

6. Two titles without a collective title

245 10 \$aDel Art. 539 del Código de Trabajo ;\$bDel Presidente de la Corte de Trabajo como Juez de Referimientos / \$cLupo Hernandez Rueda.

246 VARYING FORM OF TITLE

Required when varying forms of the title appear on the document BKS SER
Repeatable

Initial articles are generally not recorded in field 246.
For any form of the title different from that entered in field 245, and for parallel titles.

1st indicator 1
 3 if 2nd indicator is a blank

2nd indicator (indicates type of title)

*	no information
0	portion of title (use when the variant title is only a part of the whole title, or is an alternative title)
1	parallel title (use when the title in field 245 is followed by a parallel title)
2	distinctive title (use for yearbooks when the individual volume is likely to be known by its special title)
3	other title
4	cover title
5	added title page title (generally in another language)
6	caption title (title at top of first page of text)
7	running title (title at top or bottom of each page)
8	spine title

Subfields used:

\$a title or short title (without introductory articles)
\$b remainder of title (subtitle)
\$n number of part/section
\$p name of part/section

Examples:

Book with a cover title different from title on title page

245 10 \$a Travail et lien social.

246 14 \$a Travail et non-travail dans la société demain : \$b réflexion prospective.

Parallel titles

245 10 \$a ILO Thesaurus : \$b labour, employment and training terminology / \$c International Labour Office, Central Library and Documentation Bureau = Thesaurus BIT : terminologie du travail, de l'emploi et de la formation / Bureau international du Travail, Bureau central de biblioth  que et de documentation = Tesauro OIT : terminolog  a de trabajo, empleo y formaci  n / Oficina Internacional del Trabajo, Oficina Central de Biblioteca y Documentaci  n = IAA Thesaurus : Terminologie der Arbeit, Besch  ftigung und Ausbildung / Internationales Arbeitsamt, Abteilung Zentrale Bibliothek und Dokumentation.

246 11 \$a Thesaurus BIT : \$b terminologie du travail, de l'emploi et de la formation.

246 11 \$a Tesauro OIT : \$b terminolog  a de trabajo, empleo y formaci  n.

246 11 \$a IAA Thesaurus : \$b Terminologie der Arbeit, Besch  ftigung und Ausbildung.

245 12 \$a A load too heavy : \$b children in mining and quarrying / \$c International Labour Office = Un fardeau trop lourd : les enfants qui travaillent dans les mines et l'extraction mini  re / Bureau international du Travail = Una carga demasiado pesada : ni  os que trabajan en minas y canteras / Oficina internacional del Trabajo.

246 11 \$a Fardeau trop lourd : les enfants qui travaillent dans les mines et l'extraction mini  re.

246 11 \$a Carga demasiado pesada : ni  os que trabajan en minas y canteras.

Part/section of a title

245 10 \$a Labour Code. \$n Volume IV, \$p Law no. 99/2003, August

246 10 \$a Law no. 99/2003, August

247 FORMER TITLE OR TITLE VARIATIONS

SER

Repeatable

If separate records are not created when there is a change in a serial title add the latest title in 245 and the former title in 247.

1st indicator 1

2nd indicator 0

Subfields used:

\$a title

\$x ISSN

Examples:

245 \$a Country report. \$p Barbados, British Virgin Islands, Cayman Islands, Netherlands Antilles, Aruba.

247 \$a Country report. \$p Bahamas, Barbados, Bermuda, British Virgin Islands, Netherlands Antilles, Aruba, Turks and Caicos Islands \$x 1351-8674

250 EDITION STATEMENT

Required if document is not a first edition BKS SER
Not repeatable

Transcribe in the language of the document.

Source of information: title page, preface, colophon (printer's statement on last page of document), imprint.

Indicators none

Subfields used:

\$a edition statement

\$b remainder of edition statement

Examples:

250 \$a 3rd ed.

250 \$a 2nd ed. / \$b edited by Larry C. Lewis

250 \$a 1995 ed.

250 \$a 2. Aufl.

250 \$a 2e éd., rev. et corr.

260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

Mandatory BKS SER ANA

Transcribe in the language of the document.

Source of information: title page, preface, colophon (printer's statement on last page of document), imprint.

If the publisher's name appears in any other field fully written, then use the publisher's acronym in this field. But for short acronym names with less than three letters such as: United Nations (UN) or World Bank (WB), use the full name.

Make and added entry (710) for publishers if the responsibility of the work extends beyond that of merely publishing the item catalogued.

Indicators none

Subfields used:

- \$a place of publication (can be repeated)
- \$b publisher's name (can be repeated)
- \$c date of publication (can be repeated)

Examples BKS

- 260 \$a Geneva : \$b ILO, \$c 1995.
- 260 \$a New York ; \$a London : \$b Oxford University Press, \$c 1994.
- 260 \$a Nairobi : \$b Habitat ; \$a Geneva : \$b ILO, \$c 1995.

Example of a document published by a personal author

- 245 10 \$a Environnement et emploi : \$b experiences francaises / \$c Jean-Berneard Célestin.
- 260 \$a Paris : \$b J.B. Célestin, \$c 1996.

Examples SER

- 260 \$a Geneva : \$b ISSA, \$c 1947-

- 2XX Fields -

3XX FIELDS

- 3XX Fields -

3XX FIELDS (Collation, Frequency, Numbering)

The 3xx fields can be written in the language of the document if it is in one of the ILO official languages (English, French, Spanish)

300 PHYSICAL DESCRIPTION

Mandatory BKS SER ANA
Repeatable

Indicators none

Subfields used:

\$a collation; (disregard unnumbered sequences, unless such sequence constitutes the whole or a substantial part. When recording the number of unnumbered pages, either give the estimated number preceded by “ca.” (circa), without square brackets, or enclose the exact number in square brackets; if the volume has complicated paging, then enter “1 v.”)

\$b other elements of the collation: ill., statistics, statistiques or estadísticas (in the language of the document if it is English, French or Spanish and in English for documents in other languages)

\$c dimensions (not required)

\$e accompanying materials

Examples:

- 300 \$a 327 p.
- 300 \$a xviii, 323 p.
- 300 \$a xviii, 273, xviii, 276 p.
- 300 \$a 3 v.
- 300 \$a ca. 300 p.
- 300 \$a [93] p.
- 300 \$a 1 v.
- 300 \$a iii, 39 p., [23] leaves
- 300 \$a 1 portfolio (29 booklets)
- 300 \$a 1 brochure
- 300 \$a 1 folleto
- 300 \$a1 loose-leaf
- 300 \$a 1 carpeta
- 300 \$a 245 p. : \$b ill.
- 300 \$a 340 p. : \$b statistics
- 300 \$a 387 p. : \$b ill. ; + \$e CD ROM

- 300 \$a 1 videocassette (VHS) (52 min.) : \$b sd. col.
- 300 \$a 1 CD ROM
- 300 \$a 1 DVD

Examples of periodicals

300 \$a 103 v.

300 \$a v.

Example of articles:

300 \$a p. 35-42 : \$b ill.

310 CURRENT PUBLICATION FREQUENCY

Required SER
Not repeatable

Indicators none

Subfields used:

\$a current publication frequency (always in English)

\$b date of current publication frequency: use when the beginning date of the current frequency is not the same as the beginning date of publication

Example:

310 \$a Monthly

321 FORMER PUBLICATION FREQUENCY

Required if the periodical has changed frequency SER
Repeatable

When a periodical has changed frequency several times, enter the new frequency in field 321 and add a note explaining former frequency changes.

Indicators none

Subfields used:

\$a former frequency

\$b dates of former frequency

Example:

310 \$a Monthly, \$b 1990-1996

321 \$a Five issues yearly, \$b 1986-1989

362 DATES OF PUBLICATION AND/OR VOLUME DESIGNATION

Required when cataloguing the first issue of a periodical SER
Repeatable

1st indicator 0 if date is numeric and expressed as in AACR2
 1 if date is explained in the form of a note
2nd indicator none

Subfields used:

\$a dates of publication and numbering (use standard abbreviations and Arabic numerals,
 leave four spaces after the dash)

Examples:

362 0 \$a Vol. 1, no. 1 (Jan./Mar. 1974)-

If the periodical is closed, enter the numbering of the first and last issues:

362 0 \$a Vol. 1, no.1 (Sept./Oct. 1980)-v. 2, no. 3 (Jan./Feb. 1982)

For successive numbering:

362 0 \$a Vol. 1, no. 1 (Nov. 1973)-v. 10, no. 12 (June 1983) ; no. 1 (July 1990)-

4XX FIELDS

- 4XX Fields -

4XX FIELDS (Collections and Series)

Introduction:

Fields 4XX reproduce exactly the information found on the information source of the catalogued document. There are three different possibilities:

1. **Use 440 field:** if the series title given in the document matches the series title form traced for the series authority (established in the Authority Database), use field 440 for the series statement.
2. **Use 490, first indicator 1, and 830 field:** if the series title given in the document differs from the series title form traced for the series authority use field 490 for reproducing the series title given in the document and field 830 for the established form of the series.
3. **Use 490, first indicator 0:** if the series is not traced (for example when there is just one number of the series in the collection, etc., a series authority is not created).

440 SERIES STATEMENT/ADDED ENTRY-TITLE

BKS required for monographs in a collection
SER use when item catalogued is in fact a sub-series
Repeatable (a document may belong to several collections)

1st indicator none

2nd indicator 0-9 number of nonfiling characters (If the title does not begin with an article, enter 0. If the title begins with an article, enter the number equivalent to number of characters in the article, plus the spaces, the punctuation, and the diacriticals which precede the first significant word. See annex.)

Subfields used:

\$a title of collection
\$n number of sub-collection
\$p title of sub-collection
\$v number of this volume in the collection (use Arabic numerals)
\$x ISSN

Examples:

440 \$a Title of the collection : subtitle, \$x ISSN ; \$v Number in the collection. \$n Number of the sub-collection, \$p Title of the sub-collection ; \$v Number of this volume
440 0 \$a Development co-operation review series ; \$v no. 8

490 SERIES STATEMENT

BKS Required for monographs in a collection
SER use when item catalogued is in fact a sub-series
Repeatable (a document may belong to several collections)

1st indicator 0 series not traced
 1 series traced differently

2nd indicator none

Subfields used

\$a collection/series statement: title of the collection, parallel title of the collection,
 subtitle, responsibility for the collection

\$v volume number

\$x ISSN

See examples in 830.

830 SERIES ADDED ENTRY - UNIFORM TITLE

BKS SER

1st indicator none

2nd indicator 0-9 number of nonfiling characters (If the title does not begin with
 an article, enter 0. If the title begins with an article, enter the
 number of characters in the article, plus the spaces, the
 punctuation, and the diacriticals which precede the first
 significant word. See annex.)

Subfields used:

\$a title of collection

\$n number of sub-collection

\$p title of sub-collection

\$v number of this volume in the collection (use Arabic numerals)

Punctuation:

830 0 \$a Title of the collection : subtitle ; \$v Number in the collection. \$n Number of the
sub-collection, \$p Title of the sub-collection ; \$v Number of this volume.

Examples:

1.

490 1 \$a Working paper ; \$v WP.1/1997

830 0 \$a Working paper (International Labour Office. Working Conditions and Environment Dept. Conditions of Work and Welfare Facilities Branch) ; \$v WP.1/1997.

2.

490 1 \$a Policy research working paper ; \$v 1906

830 0 \$a Policy research working papers ; \$v 1906

3.

490 1 \$a Discussion paper, \$x 1012-6511 ; \$v DP 98

830 0 \$a Discussion paper (United Nations Research Institute for Social Development) ; \$v 98

4. A series which has an established name in English but which publishes volumes in French

490 1 \$a Thème 3 Population et conditions sociales. Séries C Comptes, enquêtes et statistiques

830 0 \$a Theme 3--Population and social conditions. \$n Series C, \$p Accounts, surveys, and statistics.

5. In the same document we can find two cases

440 0 \$a Theme 0--Miscellaneous. \$n Series D, \$p Studies and research

490 1 \$a Statistical document

830 0 \$a Statistical document (Statistical Office of the European Communities)

6. When there are parallel titles

490 1 \$a Theme 3 Population and social conditions. Series C Accounts, surveys and statistics = \$a Thème 3 Population et conditions sociales. Séries C Comptes, enquêtes et statistiques

830 0 \$a Theme 3--Population and social conditions. \$n Series C, \$p Accounts, surveys, and statistics.

5XX FIELDS

- 5XX Fields -

5XX FIELDS (Notes Fields)

The notes fields can be written in the language of the document if it is in one of the ILO official languages (English, French, Spanish)

500 GENERAL NOTE

BKS SER

Repeatable field

Use this field for bibliographic information which does not appear elsewhere in the record.

Indicators none

Subfields used:

\$a general note

Examples:

500 \$a Previous study: "World agriculture : towards 2000 : an FAO study", London, Belhaven Press, 1988.

500 \$a Also published by the ILO, Budapest, 1994, ISBN 92-2-109676-9.

500 \$a Issued as a complementary report to the report to the Government of Fiji on reform of the Fiji national provident fund pension scheme, presented by the ILO in 1993.

500 \$a Also published in the International Encyclopaedia for Labour Law and Industrial Relations, vol. 1.

500 \$a Offprint from "Europe-Asia studies", Vol. 50, No. 8, 1998, p 1413-1446.

500 \$a Printed from website.

500 \$a Programme d'appui aux structures mutualistes ou coopératives d'épargne et de crédit.

500 \$a ILO/DANIDA Programme on Cooperative Development in Rural Areas.

500 \$a Discarded

(for journals not longer received)

500 \$a Originally presented as a thesis, Université Laval, 1994, under the title: L'emploi de la preuve extrinsèque en arbitrage des griefs au Québec.

500 \$a Inside title page: "Copyright [by the] International Labour Organization".

500 \$a Also held on CD-ROM.

500 \$a Also held on CD-ROM (1999-).

For CIPs (Cataloguing In Publication):

500 \$a Description based on the manuscript for publication.

For electronic documents, WWW access only:

500 \$a Mode of access : World Wide Web (available in electronic format only).

500 \$a Description based on the Internet version.

502 DISSERTATION NOTE

Optional BKS
Repeatable field

Use for theses, but if *Based on, First published as, Also published as a thesis* appear on the document, use field 500 instead.

Indicators none

Subfields used:
\$a thesis note

Example:

502 \$a Thesis (M.A.)--Université de Genève, 1993.
(M.A.) = masters degree, in French: maîtrise
(Ph.D.) = doctoral degree, in French: doctorat.

504 BIBLIOGRAPHY, ETC. NOTE

Optional BKS SER ANA

Indicators none

Subfields used:
\$a bibliography note (in the language of the document)

Example:

504 \$a References.
504 \$a Referencias.

505 FORMATTED CONTENTS NOTE

BKS SER

Required for all ILO documents and for compilations

Titles of different parts of the document. May include statements of responsibility and volume numbers. For informal notes, use field 500.

1st indicator	0	contents
	1	incomplete contents (use if the entire item is not on hand and the note describes only what is available)
	2	partial contents (use if one or more parts or chapters are of particular interest)
2nd indicator	*	basic level

Subfields used:

\$a formatted contents note

Examples:

505 0 \$a v.1. National and international dimensions on debt and adjustment in developing countries -- v.2. Impact of debt and adjustment at the household level in developing countries.

505 0 \$a Chapter 1. Changing patterns in the world of work -- Chapter 2. The transformation of world employment -- Chapter 3. Convergence or divergence in conditions of work worldwide? -- Chapter 4. Trends and issues in the governance of the world of work..

505 0 \$a The International Labour Organization -- Context -- The International Programme on the Elimination of Child Labour (IPEC) -- The IPEC approach -- Child labour and international standards -- IPEC target groups -- Child labour in India -- Response at the national level -- ILO in India -- Evolution of IPEC in India -- IPEC-funded interventions -- IPEC's target groups in India -- IPEC in India from 1992 to 1999 -- Direct action with children -- Family-support intervention --...

505 0 \$a Ethnicity, language and workplace: evidence from a new matched employee-employer data set / David Neumark, Judith Hellerstein -- Endogenous discrimination, migration and the protection of ethnic minorities / Hillel Rapoport -- Immigrants' language skills: the Australian experience in a longitudinal survey / Barry Chiswick, Yew Lee, Paul W. Miller.

506 RESTRICTIONS ON ACCESS NOTE

Required for confidential documents BKS SER ANA
Repeatable field.

Indicators none

Subfields used:

\$a restrictions on access (copy the restriction indication on the document)

Example:

506 \$a Confidential.

506 \$a Confidential.

506 \$a Confidencial.

520 SUMMARY, ABSTRACT, ETC. NOTE

Optional BKS ANA
Repeatable field

Used by indexers.

1st indicator 8

2nd indicator none

Subfields used

\$a summary note

Example:

520 8 \$a Based on a survey of seven industries in the private sector and two public services. Covers the characteristics of pay structure, the use of job evaluation and the make-up of total earnings.

525 SUPPLEMENT NOTE

SER
Repeatable field

Use to highlight a special issue or supplement that is not catalogued separately.

Indicators none

Subfields used:

\$a supplement note

Example:

The journal L'Expansion includes supplements which are published irregularly:

525 \$a Supplements accompany some issues.

538 SYSTEM DETAILS NOTE (FOR COMPUTER REQUIREMENTS)

BKS,SER

Repeatable field

Indicators none

Subfields used:

\$a Requirements

Example:

538 \$a Requirements : Microsoft Windows Windows NT4 or Windows XP, 20 Mbyte hard disk space, CD-ROM drive Microsoft, compatible mouse, VGA display - 640 x 480 minimum. Incompatible with Citrix servers.

546 LANGUAGE NOTE

BKS SER ANA

Repeatable field

Use for notes concerning the languages of the text. Associate this note with codes in the fixed-field element Lang and the **041 field**.

Indicators none

Subfields used:

\$a language note

See examples in 041 field.

590 LOCAL NOTE

Optional BKS SER

Repeatable field

Indicators none

Subfields used:

\$a local note

6XX FIELDS

- 6XX Fields -

6XX FIELDS

650 TOPICAL TERM - SUBJECT ADDED ENTRY

BKS SER ANA

1st indicator 1 (primary descriptors)
 2 (secondary descriptors)
2nd indicator 7 (present if source of code is given in subfield \$2)

Subfields used:

\$a descriptor from ILO Thesaurus

\$2 source of code:

 ilot = ILO Thesaurus, for descriptors in English

 tbit = Thesaurus BIT, for descriptors in French

 toit = Tesauro OIT for descriptors in Spanish

Example:

650 17 \$a child labour \$2 ilot

650 27 \$a employment promotion \$2 ilot

655 INDEX TERM - GENRE FORM

BKS SER ANA

1st indicator none
2nd indicator 7 (present if source of code is given in subfield \$2)

Subfields used:

\$a descriptor from ILO Thesaurus

\$2 source of code:

 ilot = ILO Thesaurus, for descriptors in English

 tbit = Thesaurus BIT, for descriptors in French

 toit = Tesauro OIT for descriptors in Spanish

Example:

655 7 \$a ILO pub \$2 ilot

7XX FIELDS

- 7XX Fields -

7XX FIELDS (Added entries)

If the reason for an added entry is not apparent from the body of the description, for example, the person or organization named in the added entry is not named in the statement of responsibility or elsewhere, then the cataloguer should provide a note explaining it.

700 ADDED ENTRY - PERSONAL NAME

BKS ANA
Repeatable field

See 1XX Fields and field 100 for more details and examples.

710 ADDED ENTRY - CORPORATE NAME

BKS SER ANA
Repeatable field

See explanations and examples for 1XX Fields and for field 110.

Make an added entry (710) for publishers if the responsibility of the work extends beyond that of merely publishing the item catalogued.

711 ADDED ENTRY - MEETING NAME

BKS SER ANA
Repeatable field

See explanations and examples for 1XX Fields and for field 111.

773 HOST ITEM ENTRY

Mandatory ANA
Repeatable field

Identifies the whole document, for an analytic which is contained in a longer document, such as a journal.

1st indicator 0
2nd indicator none

Subfields used:

\$d place: publisher, date of publication

\$g relationship information: Vol., no., (year), p. (use arabic numerals, substitute roman numerals)

\$t title of the related document (for analytics without subtitle/s)

\$x ISSN of the related document

Example analytic from a periodical publication

773 0 \$t Title of the periodical. \$d Place of publication : Publisher. \$g Vol., no. (year) \$x ISSN

773 0 \$t International Labour Review. \$d Geneva : International Labour Office. \$g Vol. 134, No. 4-5 (1995) \$x 0020-7780

775 OTHER EDITION ENTRY

BKS ANA SER

Enter only the documents of the other language versions catalogued in the Library.

1st indicator 0
2nd indicator none

Subfields used:

~~\$t title of the related document~~ (no longer added because it appears automatically in the OPAC as a result of the information entered in \$w)

\$e language of the related document (MARC codes)

\$w control number of the related document (bibid)

Example:

775 0 \$e eng \$w 309384

780 PRECEDING ENTRY

SER

Repeatable field

When there is a change in a serial title and a new record is created for the new title, the old title is recorded in a 780.

1st indicator 0
2nd indicator 0 continues
 1 continues in part
 3 supersedes in part
 4 formed by the union of -- and --
 5 absorbed

6	absorbed in part
7	separated from

Subfields used:

\$t title of the related journal
\$x ISSN of the related document

Example:

245 10 \$a Lettre hebdomadaire de la FIDHS
780 00 \$t La lettre de la F.I.D.H.

785 SUCCEEDING ENTRY

SER

Repeatable field

When there is a change in a serial title and a new record is created for the new title, the old record is closed and a 785 is added with the new title.

1st indicator	0	
2nd indicator	0	continued by
	1	continued in part by
	3	superseded in part by
	4	absorbed by
	5	absorbed in part by
	6	split into -- and --
	7	merged with -- to form --

Subfields used:

\$t title of the related journal
\$x ISSN of the related document

Example:

245 13 \$a La lettre de la F.I.D.H.
785 00 \$t Lettre hebdomadaire de la FIDHS

8XX FIELDS

- 8XX Fields -

8XX FIELDS

830 SERIES ADDED ENTRY - UNIFORM TITLE

See 4XX fields.

852 LOCATION/CALL NUMBER/BRNUM

BKS SER

Used for ILO Library's "Browsing collection number" (BRNUM)
(ILO Library's call number is in field 099)

856 ELECTRONIC LOCATION ACCESS

Required if document has an URL, BKS SER ANA COM
Repeatable

1 st indicator	*	no information
	4	HTTP
2 nd indicator	*	no information
	0	resource
	1	version of resource
	2	related resource

Subfields used:

\$3 identifying part/aspects :

- Full text
- Full text, last number
- Full text, some issues
- Abstract
- Executive summary
- Tables of contents
- Tables of contents and abstracts
- Selected text
- Related data

\$z any other notes or instructions :

- Password available from INFORM
- Access limited to ILO staff
- Access limited to ILO Geneva-based staff
- Password required, access limited to ILO staff
- Password required

\$u Uniform Resource Locator (URL)

\$q electronic format type: use in the case where a particular resource is in an unusual format

Examples:

856 41 \$3 Full text \$u <http://www.oecd.org/dev/publication/tp1a.htm>

856 41 \$3 Full text \$u <http://www.nber.org/papers>

856 40 \$3 Full text: \$u <http://www.imf.org/external/pubs/ft/weo/1999/01/index.htm> \$q
Adobe PDF files

856 42 \$3 Related data \$u
<http://ilo.org/public/english/bureau/stat/techmeet/16thicls/repconf.htm>

856 41 \$3 Tables of contents \$u <http://www.journals.tandf.co.uk/>

856 41\$3 Full text \$z Password available from INFORM \$u <http://www.eiu.com/>

856 41\$3 Full text, from Vol. 15, no. 1 (1995) \$u
<http://www.sciencedirect.com/science/journal/02684012>

856 41 \$3 Full text on Ebsco \$z Access limited to ILO staff \$u
<http://www.ilo.org/intracgi/oneclick.pl?Epub=102369>

856 41 \$3 Full text from World Bank \$u
<http://www.ilo.org/intracgi/oneclick.pl?Wdid=0000949460009270532320>

9XX FIELDS

- 9XX Fields -

9XX FIELDS (Local Processing Information)

920 STATUS

Indicators none

Subfields BKS ANA SER:

\$a atran: waiting for revision
 btran: indexed waiting for biblio
 biblio: final status
 copy: waiting for copying descriptors from bibid record indicated in 923 field
\$d Date: yyyy-mm-dd

Example:

920 \$a btran \$d 2005-06-01

923 FORMER PROISN

Indicators none

Subfields BKS ANA SER:

\$a \$a bibid of the record from which we want to copy the indexing fields

Example:

923 \$a 345678

925 ABTRACTOR ID

Indicators none

Subfields BKS ANA SER:

\$a \$a indexer's identity

Example:

925 \$a aa

946 CATALOGUER ID

Indicators none

Subfields BKS ANA SER:

\$a cataloguer's identity:

- for original cataloguing enter cataloguer's initials.

- for imported cataloguing enter cataloguer's initials and the number 1.

Example:

946 \$a aa

946 \$a aa1

947 LOCAL PROCESSING INFO/COLLECTION

Indicators none

Subfields BKS SER ANA:

\$b revisor's identity

Subfields BKS:

\$c collection source

949 LOCAL PROCESSING INFORMATION/CONTROL

By adding the "xx" to the 949\$a subfield, we select books (articles) for the New Library Acquisitions list which appears every two weeks on the library website.

Indicators none

Subfields:

\$a [reserved for free text]

\$f collection management note

Example:

949 \$a xx

949 \$f Illegible card

HOLDINGS RECORDS

- Holdings records -

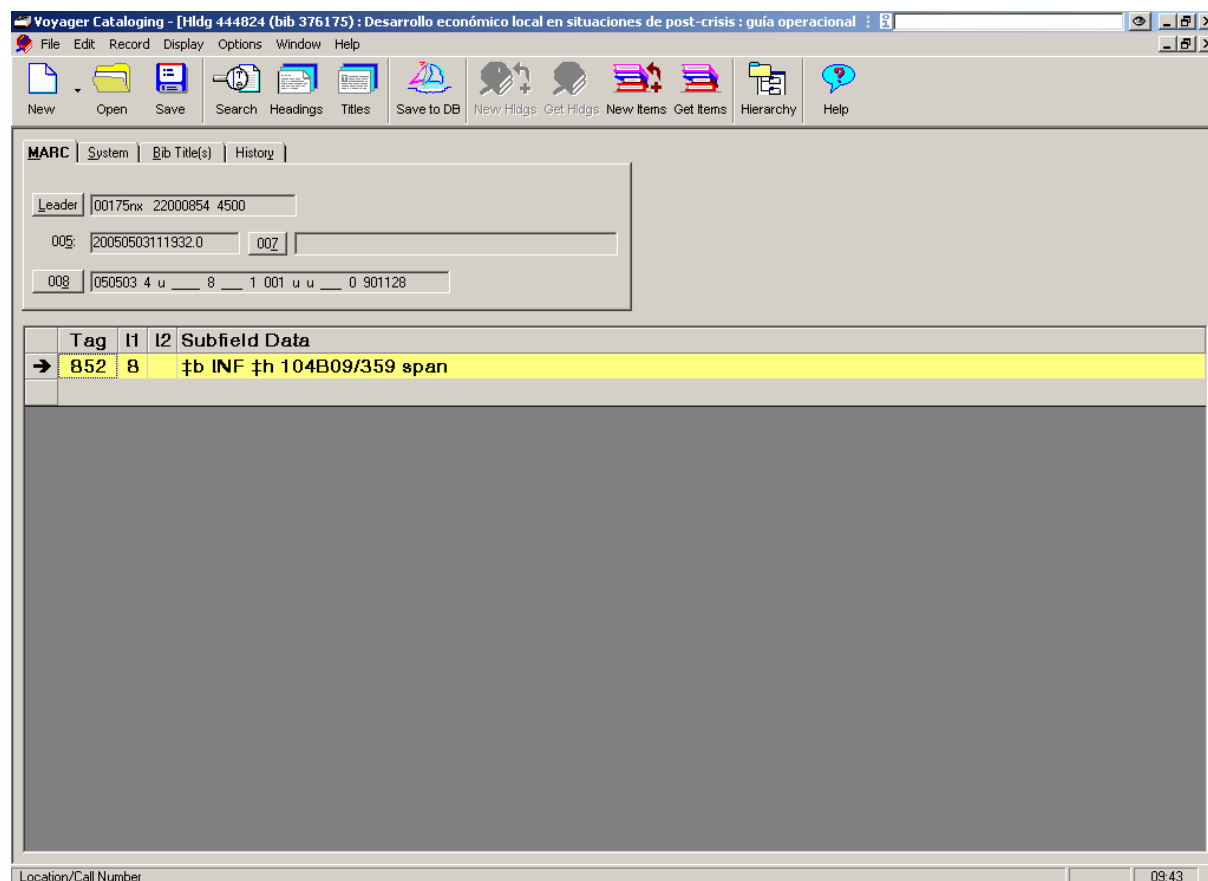
HOLDINGS RECORDS (MFHD)

See section “Adding the mfhd records” in the chapter on Original cataloguing in Voyager.

Holdings records in Voyager follow the:

MARC FORMAT FOR HOLDINGS RECORDS(MFHD).

They are very similar in appearance to bibliographic records.



852 LOCATION/CALL NUMBER

Mandatory

Contains the call number of the document.

1st indicator 8

2nd indicator none

Subfields used :

\$b location (INF, e-doc, e-ser, etc., see location list)

\$h callno (105b0912, WWW ACCESS ONLY, etc.)

\$t copy number

Examples :

852 8 \$b INF \$h 105A315 \$t Copy 1
852 8 \$b e-doc \$h WWW ACCESS ONLY

856 ELECTRONIC LOCATION ACCESS

See 8XX fields

866 TEXTUAL HOLDINGS-GENERAL INFORMATION

Mandatory SER
Repeatable field

Contains a textual description of the holdings of a basic bibliographic unit in the collections of the reporting organization.

1st indicator none
2nd indicator 0

Subfields used :
\$a holdings
\$z kept and public notes

Examples :

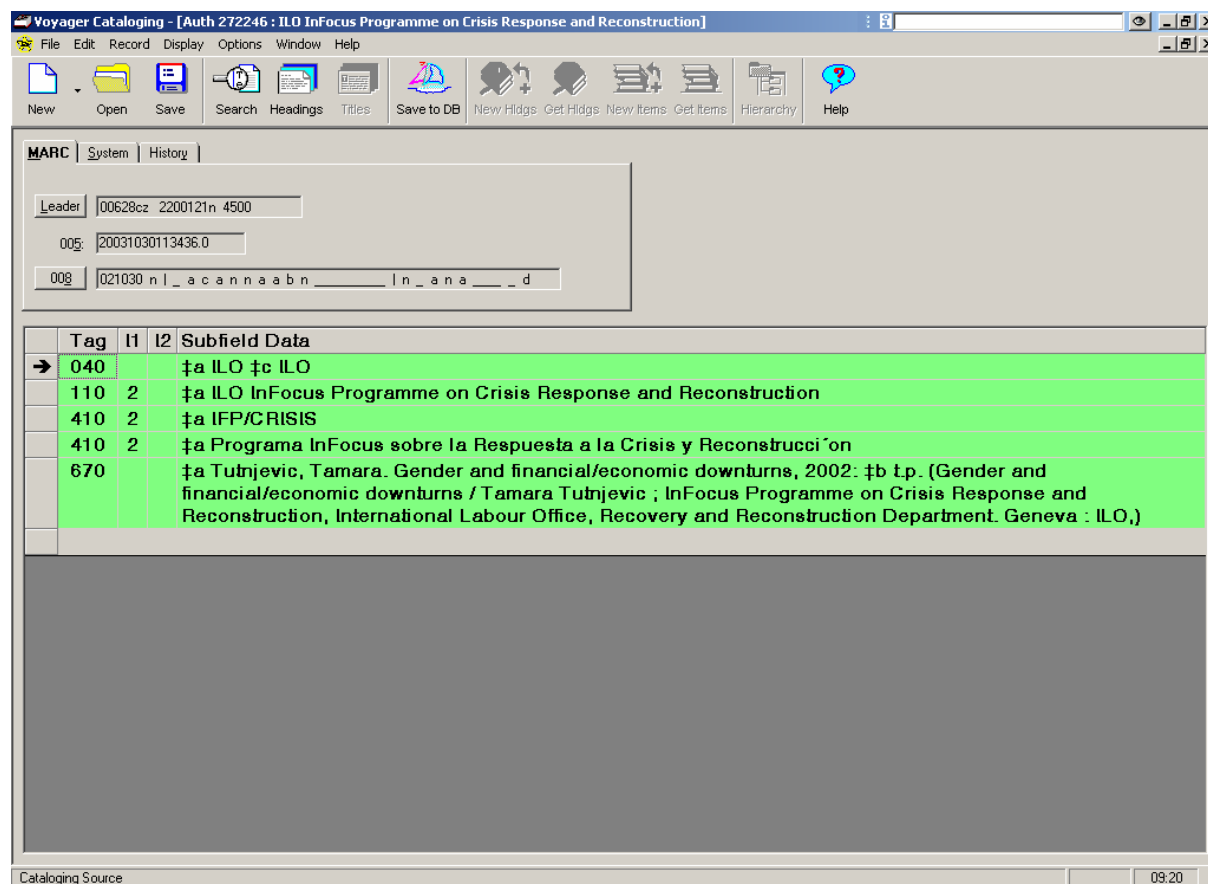
866 0 \$a v. 10- (2002-) \$z Kept 5 years
866 0 \$a 2002- \$z Kept 2 years
866 0 \$a v. 5:no. 3-v. 17:no. 4 (1976-1988)
866 0 \$a 1998:no. 1-
866 0 \$a 1999:Oct.-
866 0 \$a 1968-
866 0 \$a v. 36-49 (1961-1974)
866 0 \$a 1960-1975,1979-1990
866 0 \$a v. 36- (1984-) \$z Published on CD-ROM : v.51(1999)
866 0 \$a 1975:Jan. 15- \$z Printed version up to 1999:Feb. 20 ; check online version for subsequent holdings
866 0 \$z Connect to online version for holdings information
866 0 \$z Latest issue online

AUTHORITY RECORDS

- Authority records -

AUTHORITY RECORDS

Authority records in Voyager are standard MARC records. They are very similar in appearance to bibliographic records.



FIELDS:

040 CATALOGUING SOURCE

1st indicator none

2nd indicator none

Subfields used :

\$a ILO

\$c ILO

Example :

040 \$a ILO \$c ILO

100 HEADING – PERSONAL NAME

1st indicator: 1
2nd indicator: none

Subfields used:

\$a name (surname and forename)
\$b numeration
\$c titles and other words associated with a name
\$d dates associated with a name
\$e relator term

Examples:

100 1 \$aMárquez Garmendia, Martha

110 HEADING – CORPORATE NAME

1st indicator: 1 government and public administration
2 all other corporate bodies
2nd indicator: none

Subfields used:

\$a corporate name
\$b subordinate unit
\$c conference place
\$d conference date
\$n session number of conference

Examples:

110 2 \$a International Labour Office
110 1 \$a Mexico. \$b Dirección General de Conciliación
110 2 \$a International Labour Organisation. \$b European Regional Conference \$n (2nd
:\$d1968 :\$cGeneva, Switzerland)

111 HEADING – MEETING NAME

1st indicator: 2
2nd indicator: none

Subfields used:

\$a name of the conference
\$c place of the conference
\$d date of the conference
\$n number of session

Example:

111 2 \$a International Labour Conference \$n (93rd : \$d 2005 : \$c Geneva, Switzerland)

130 HEADING – UNIFORM TITLE

1st indicator: none

2nd indicator: 0-9 number of nonfiling characters (if the title does not begin with an article, enter 0; if the title begins with an article, enter the number equivalent to the number of characters in the article, plus the spaces, the punctuation, and the diacriticals which precede the first significant word.)

Subfields used:

\$a uniform title

Examples:

130 0 \$a Policy research working papers

TRACINGS AND REFERENCES

A cross reference leads from one heading to another heading.

Tracing fields lead directly from one heading to a single other heading.

A 4XX **See From-Tracing field** leads from an unauthorized heading to an authorized heading.

A 5XX **See Also From Tracing field** leads from one authorized heading to another authorized heading.

Tracing subfields used:

\$w control subfield, character positions:

\$a earlier heading

\$b later heading

400 SEE FROM TRACING – PERSONAL NAME

Indicators and subfields, see Heading-Personal Name and Tracings subfields.

410 SEE FROM TRACING – CORPORATE NAME

Indicators and subfields, see Heading Corporate Name and Tracings subfields.

411 SEE FROM TRACING – MEETING NAME

Indicators and subfields, see Heading Meeting Name and Tracings subfields.

430 SEE FROM TRACING – UNIFORM TITLE

Indicators and subfields, see Heading Uniform Title and Tracings subfields.

500 SEE ALSO FROM TRACING – PERSONAL NAME

Indicators and subfields, see Heading Personal Name and Tracings subfields.

510 SEE ALSO FROM TRACING – CORPORATE NAME

Indicators and subfields, see Heading Corporate Name and Tracings subfields.

511 SEE ALSO FROM TRACING – MEETING NAME

Indicators and subfields, see Heading Meeting Name and Tracings subfields.

530 SEE ALSO FROM TRACING – UNIFORM TITLE

Indicators and subfields, see Heading Uniform Title and Tracings subfields.

670 SOURCE DATA FOUND

Each source citation is contained in a separate F700 field.

indicators: none

Subfields used:

\$a source citation
\$b information found

Example:

110 2 \$a World Bank

670 \$a Its Annual Report, 1981 : \$b p. 3 (The World Bank is a group of three institutitons, the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), and the International Finance Corporation (IFC))

EXAMPLES

- Examples -

MONOGRAPH-1st EXAMPLE

A load too heavy : children in mining and quarrying / International Labour...

008 050621s2005 sz a i000 0 eng d

040__ |a ILO |c ILO

072_7 |a |2 ilot

099_9 |a 105B09/123 e,f,s

24512 |a A load too heavy : |b children in mining and quarrying / |c International Labour Office
= Un fardeau trop lourd : les enfants qui travaillent dans les mines et l'extraction minière /
Bureau international du Travail = Una carga demasiado pesada : niños que trabajan en minas
y canteras / Oficina internacional del Trabajo.

24611 |a Fardeau trop lourd : les enfants qui travaillent dans les mines et l'extraction minière.

24611 |a Carga demasiado pesada : niños que trabajan en minas y canteras.

260__ |a Geneva : |b ILO, |c [2005].

300__ |a 1 brochure

5208_ |a Abstract

65017 |a |2 ilot

65027 |a |2 ilot

655_7 |a ILO pub |2 ilot

7102_ |a International Labour Office.

7750_ |e ita |w 377204

920__ |a Status |d Date

925__ |a Indexer

946__ |a aa |d 2005-06-21

MONOGRAPH-2nd EXAMPLE

The same document in English, French and Spanish.

Women's employment : global trends and ILO responses : ILO contribution,...

008 050622s2005 sz d b i000 0 eng d

020__ |a 9221174441

040__ |a ILO |c ILO

072_7 |a |2 ilot

099_9 |a 105B09/140 engl

24510 |a Women's employment : |b global trends and ILO responses : ILO contribution, 49th Session of the Commission on the Status of Women, United Nations, New York, 28 February-11 March / |c International Labour Office, Bureau for Gender Equality.

260__ |a Geneva : |b ILO, |c 2005.

300__ |a v, 17 p. : |b statistics

504__ |a References.

5050_ |a 1. Introduction -- 2. Overview of labour force participation: Globalisation and the labour force, Changing nature of the labour force, Gender gap persists, Characteristics of female work, Women and care work -- 3. Global employment trends, gender differentials: Unemployment trends, employment by status, Employment by sector, Wages and earnings, Breaking through the glass ceiling, Employment in the informal economy, Women migrant workers -- 4. The ILO commitment to gender equality: ILO action, International Labour Standards (Conventions), Countering the decent work deficit, A tripartite commitment to the eradication of poverty.

5208_ |a Abstract

65017 |a |2 ilot

65027 |a |2 ilot

655_7 |a ILO pub |2 ilot

7102_ |a International Labour Office. |b Bureau for Gender Equality.

7102_ |a United Nations Commission on the Status of Women |n (49th session : |d 2005 : |c New York, United States)

7750_ |e fre |w 377265

7750_ |e spa |w 377286

920__ |a Status |d Date

925__ |a Indexer

946__ |a aa |d 2005-06-22

L'emploi des femmes : tendances mondiales et réponses de l'OIT :...

008 050622s2005 sz d b i000 0 fre d

020__ |a 9222174445

040__ |a ILO |c ILO

099_9 |a 105B09/140 engl

24512 |a L'emploi des femmes : |b tendances mondiales et réponses de l'OIT : contribution de l'OIT à la 49ème Session de la Commission sur le statut de la femme, Nations Unies, New York, 28 février-11 mars 2005 / |c Bureau international du Travail, Bureau pour l'égalité entre hommes et femmes.

260__ |a Genève : |b BIT, |c 2005.

300__ |a v, 25 p. : |b statistiques

504__ |a References.

5050_ |a 1. Introduction -- 2. Vue d'ensemble du taux d'activité: Mondialisation et main-d'oeuvre, Evolution de la nature de la main-d'oeuvre, Persistance de l'écart entre les sexes, Caractéristiques du travail féminin, Les femmes et les activités de soins -- 3. Les tendances de l'emploi dans le monde, les disparités fondées sur le sexe: Les tendances du chômage, L'emploi selon le statut, L'emploi par secteur, Salaires et gains, Briser le plafond de verre, L'emploi dans l'économie informelle, Les travailleuses migrantes -- 4. L'engagement de l'OIT pour l'égalité entre les sexes: L'action de l'OIT, Les normes internationales du travail (conventions), S'attaquer au déficit en matière de travail décent, Un engagement tripartite pour l'éradication de la pauvreté.

655_7 |a ILO pub |2 ilot

7102_ |a International Labour Office. |b Bureau for Gender Equality.

7102_ |a United Nations Commission on the Status of Women |n (49th session : |d 2005 : |c New York, United States)

7750_ |e eng |w 377257

7750_ |e spa |w 377286

920__ |a copy |d 2005-06-22

923__ |a 377257

946__ |a aa |d 2005-06-22

El empleo femenino : tendencias mundiales y acciones de la OIT : ponencia...

008 050624s2005 sz b i000 0 spa d

020_ |a 9223174449

040_ |a ILO |c ILO

099_9 |a 105B09/140 span

24513 |a El empleo femenino : |b tendencias mundiales y acciones de la OIT : ponencia de la OIT, 49a. sesión de la Comisión sobre la Condición de la Mujer, Naciones Unidas, Nueva York, 28 de febrero-11 de marzo de 2005 / |c Oficina para la Igualdad de Género, Oficina Internacional del Trabajo.

260_ |a Ginebra : |b OIT, |c 2005.

300_ |a v, 23 p. : |b estadísticas

504_ |a References.

5050_ |a 1. Introducción -- 2. Aspectos generales del mercado de trabajo: Globalización y empleo, Mutaciones en la población activa, Persistencia de la brecha entre hombres y mujeres, Características del empleo femenino, Las mujeres y el trabajo asistencial -- 3. Tendencias mundiales del empleo, las diferencias entre los sexos: Evolución del desempleo, El empleo, clasificado según su situación, El empleo por sector, Salarios y remuneraciones, Romper el techo de cristal, El empleo en la economía informal, Las trabajadoras migrantes -- 4. El compromiso de la OIT con la igualdad de género: La acción de la OIT, Las normas internacionales del trabajo (convenios), Remediar el déficit de trabajo decente, Un compromiso tripartito hacia la eliminación de la pobreza.

7102_ |a International Labour Office.

7102_ |a International Labour Office. |b Bureau for Gender Equality.

7102_ |a United Nations Commission on the Status of Women |n (49th session : |d 2005 : |c New York, United States)

7750_ |e eng |w 377257

7750_ |e fre |w 377265

920_ |a copy |d 2005-06-22

923_ |a 377257

946_ |a aa |d 2005-06-24

ANALYTICS

First global analysis : HIV/AIDS to have major impact on world of work.

008 050610s2004 sz b i000 0 eng d

035__ |a 377008

040__ |a ILO |c ILO

072_7 |a 15.04.2 |2 ilot

099_9 |a 09521(2004-52)13-16

24510 |a First global analysis : |b HIV/AIDS to have major impact on world of work.

300__ |a p. 13-16

504__ |a References.

5208_ |a Comments on an ILO report entitled "HIV/AIDS and work : global estimates, impact and response" (ILO, 2004).

65017 |a HIV/AIDS |2 ilot

65017 |a labour force |2 ilot

65017 |a economic implication |2 ilot

65017 |a social implication |2 ilot

65017 |a developed countries |2 ilot

65017 |a developing countries |2 ilot

655_7 |a ILO pub |2 ilot

7730_ |t World of work : the magazine of the ILO. |d Geneva : ILO. |g No. 52 (Nov. 2004) |x 1020-0010

85641 |3 Full text |u <http://www.ilo.org/public/english/bureau/inf/magazine/52/hiv aids.htm>

920__ |a biblio |d 2005-06-24

925__ |a aa

946__ |a aa |d 2005-06-10

Specifications for analytics cataloguing: “Special topic”

- Use “special topic”, “thème spécial”, “tema especial”
- Pay attention to the “comme un tout”: add the contents (titles and authors) in a “Contents note”.

See examples:

Example 1: cataloguing of a special issue as a whole.

Example 2: cataloguing of an article in a special issue.

Example 1: cataloguing of a special issue as a whole. Used for cataloguing a special issue of a journal which is published with a collective title. The individual articles are not catalogued separately:

245 10 Title of the special issue [special topic].

505 0 Title / author(s) -- Title / author(s).

(Do not enter 700 fields for the authors mentioned in 505).

Parental leave, early maternal employment and child outcomes

008 050420s2005 xxkd b 0 eng d

040__ |a ILO |c ILO

072_7 |a |2 ilot

099_9 |a 40203(2005-501)1-80

24510 |a Parental leave, early maternal employment and child outcomes [special topic].

300__ |a p. 1-80 : |b statistics

504__ |a References.

5050_ |a Symposium on parental leave, early maternal employment and child outcomes: introduction / Paul Gregg and Jane Waldfogel ---Parental leave and child health across OECD countries / Sakiko Tanaka -- Maternity leave, early maternal employment and child health and development in the US / Lawrence M. Berger, Jennifer Hill and Jane Waldfogel -- The effects of a mother's return to work decision on child development in the UK / Paul Gregg...[et al.].

5208_ |a Abstract

65017 |a |2 ilot

65027 |a |2 ilot

655_7 |a |2 ilot

7730_ |t The economic journal : the journal of the Royal Economic Society. |d Oxford : Blackwell Publishers. |g Vol. 115, no. 501 (Feb. 2005) |x 0013-0133

85641 |3 Full text/table of contents on Ebsco |z Access limited to ILO Geneva-based staff |u <http://www.ilo.org/intracgi/oneclick.pl?Epub=100833>

920__ |a Status |d Date

925__ |a aa

946__ |a aa |d 2005-04-20

Example 2: cataloguing of an article in a special issue:

245 10 Title of the article. \$p [Special topic :] Title of the special issue.

Globalization, production, employment and poverty : debates and evidence....

008 040331s2004 d b 0 eng d

035__ |a 367078

040__ |a ILO |c ILO

072_7 |a 03.03.6 |2 ilot

0410_ |a eng b eng

099_9 |a 354628

1001_ |a Jenkins, Rhys.

24510 |a Globalization, production, employment and poverty : |b debates and evidence. |p
[Special topic :] Globalization, production, employment and poverty / |c Rhys Jenkins.

300__ |a p. 1-12 : |b ill.

504__ |a References.

5208_ |a Reviews studies concerning the impact of economic globalization on poverty and
employment in developing countries.

65017 |a |2 ilot

65027 |a |2 ilot

655_7 |a |2 ilot

7730_ |t Journal of international development. |d Chichester : Wiley. |g Vol. 16, no. 1 (Jan.
2004) |x 0954-1748

85641 |3 Full text on Ebsco |z Access limited to ILO Geneva-based staff |u
<http://www.ilo.org/intracgi/oneclick.pl?Epub=102369>

920__ |a Status |d Date

925__ |a aa

946__ |a aa |d 2004-03-31

SERIAL

Global employment trends for youth / International Labour Office.

008 040819 2004 sz ar s i0 eng d
035__ |a 370193
040__ |a ILO |c ILO
041__ |a eng
072_7 |a 13.01.3 |2 ilot
099_9 |a P09316
24510 |a Global employment trends for youth / |c International Labour Office.
260__ |a Geneva : |b ILO, |c 2004-
300__ |a v. : |b statistics
310__ |a Annual
3620_ |a (2004)-
65017 |a youth employment |2 ilot
65017 |a youth unemployment |2 ilot
65017 |a developed country |2 ilot
65017 |a developing country |2 ilot
655_7 |a ILO pub |2 ilot
7102_ |a International Labour Office.
7750_ |e fre |w 370200
7750_ |e spa |w 370204
85641 |3 Full text |u <http://www.ilo.org/public/english/employment/strat/global.htm>
920__ |a biblio |d 2005-04-29
925__ |a aa
946__ |a aa |d 2005-01-14

VIDEORECORDING

Rising from the ashes ILO/IFP-Crisis.

008 030617s2003 sz 022 i vleng d

035__ |a 361220

040__ |a ILO |c ILO

072_7 |a 13.01.3 |2 ilot

099_9 |a 103V1 engl

24510 |a Rising from the ashes |h [videocassette] / |c ILO/IFP-Crisis.

260__ |a Geneva : |b ILO, |c 2003.

300__ |a 1 videocassette (PAL) (22 min.) : |b sd., col.

5208_ |a From natural disasters in India or El Salvador, to the war in Croatia, to the economic collapse of Argentina, this film shows how the "InFocus Programme on Crisis Response and Reconstruction" succeeds in restoring the dignity of survivors by creating a new life for them with decent work.

65017 |a promotion of employment |2 ilot

65017 |a livelihoods |2 ilot

65017 |a economic reconstruction |2 ilot

65017 |a role of ILO |2 ilot

65017 |a natural disaster |2 ilot

65017 |a civil war |2 ilot

65017 |a economic recession |2 ilot

65017 |a Argentina |2 ilot

65017 |a Croatia |2 ilot

65017 |a El Salvador |2 ilot

65017 |a India |2 ilot

655_7 |a ILO pub |2 ilot

7102_ |a ILO InFocus Programme on Crisis Response and Reconstruction.

7102_ |a International Labour Office.

7750_ |e fre |w 361235

7750_ |e spa |w 361236

85641 |3 Abstract |u <http://www.ilo.org/public/english/support/publ/xttextem.htm#b240x>

920__ |a biblio |d 2003-06-17

925__ |a aa

946__ |a aa |d 2003-06-17

CD-ROM

MATCOM Cooperative management training = Formación en gestión de...

007 co cv-----

008030221s2002 sz u i eng d

035__ |a (OCoLC)ocm51718516

035__ |a 358290

040__ |a IL# |c IL#

0410_ |a engfrespapor

072_7 |a |2 ilot

099_9 |a 102B09/370 E,F,S

24510 |a MATCOM |h [CD ROM] : |b Cooperative management training = Formación en gestión de cooperativas = Formation en gestion de coopératives = Formação en gestão de cooperativas / |c Cooperative Branch, International Labour Office.

24610 |a Cooperative management training

24611 |a Formación en gestión de cooperativas

24611 |a Formation en gestion de coopératives

24611 |a Formação en gestão de cooperativas

260__ |a [Geneva] : |b ILO, |c [2002].

300__ |a 1 computer laser optical disc

538__ |a Requirements : Windows XX or NT and 32 MB RAM, Pentium I processor, Monitor resolution 800x600 pixels.

546__ |a Text in English, French, Spanish and Portuguese.

65017 |a |2 ilot

65027 |a |2 toit

7102_ |a International Labour Office. |b Cooperative Branch.

920__ |a Status |d Date

925__ |a Indexer

946__ |a xx |d 2003-02-21

WWW DOCUMENT-MONOGRAPH

Changing patterns in the world of work consultation draft / ILO.

008 050620s2005 sz sb i0 eng d

040__ |a ILO |c ILO

072_7 |a 13.01.1 |2 ilot

099_9 |a WWW ACCESS ONLY

24510 |a Changing patterns in the world of work |h [electronic resource] : |b consultation draft / |c ILO.

260__ |a [Geneva : |b ILO, |c 2005].

300__ |a 81 p.

500__ |a Mode of access : World Wide Web (available in electronic format only).

500__ |a Description based on the Internet version on the World Wide Web.

504__ |a References.

5050_ |a Chapter 1. Changing patterns in the world of work -- Chapter 2. The transformation of world employment -- Chapter 3. Convergence or divergence in conditions of work worldwide? -- Chapter 4. Trends and issues in the governance of the world of work.

5208_ |a Analyses the emerging contours of a global labour market and looks at what this means for working women and men and their families. Discusses how labour law, government services, employers' organizations, unions, collective bargaining and tripartism are responding to globalization.

65017 |a work |2 ilot

65017 |a future of work |2 ilot

65017 |a employment |2 ilot

65017 |a working conditions |2 ilot

65017 |a labour relations |2 ilot

65017 |a developed countries |2 ilot

65017 |a developing countries |2 ilot

65027 |a preliminary report |2 ilot

65027 |a draft |2 ilot

65027 |a decent work |2 ilot

65027 |a informal employment |2 ilot

65027 |a workers rights |2 ilot

65027 |a tripartism |2 ilot

65027 |a social dialogue |2 ilot

65027 |a labour law |2 ilot

65027 |a law reform |2 ilot

655_7 |a ILO pub |2 ilot

7102_ |a International Labour Office.

7750_ |e fre |w 377182

7750_ |e spa |w 377183

85640 |3 Full text |u http://www.ilo.org/intranet/english/bureau/dgo/patterns/depts_2005_en.pdf

920__ |a btran |d 2005-06-20

925__ |a aa

946__ |a aa |d 2005-06-20

NOTE : If we receive the physical copy of the document, some changes will be necessary:

- Examples -

- Replace the callno WWW ACCESS ONLY by the new callno
- Delete : “\$h [electronic resource]”,
- Delete gnote : “Mode of access...”
- Add other changes as applicable.

WWW DOCUMENT-SERIAL

ILO Subregional Office for Central and Eastern Europe Virtual Newsletter

030923c2003 hu | pss eng d

008

035__ |a 362909

040__ |a ILO |c ILO

072_7 |a |2 ilot

099_9 |a WWW ACCESS ONLY

24510 |a ILO Subregional Office for Central and Eastern Europe Virtual Newsletter |h
[electronic resource].

260__ |a Budapest : |b ILO, |c 2003-

3620_ |a No. 1 (2003)-

500__ |a Mode of access : World Wide Web (available in electronic format only).

500__ |a Description based on the Internet version on the World Wide Web.

65017 |a |2 ilot

655 7 |a ILO pub |2 ilot

7102_ |a ILO Subregional Office for Central and Eastern Europe.

85640 |3 Full text |u <http://www.ilo-ceet.hu/index.htm>

920__ |a Status |d Date

925__ |a Indexer

946__ |a aa |d 2003-09-23

EXAMPLE CIP (CATALOGUING IN PUBLICATION DATA)

ILO documents can appear in Labordoc before publication.

The draft document is sent to the unit in charge of cataloguing (INFORM in the case of Geneva) and a record is created in Labordoc with some specific information:

- NYP as callno in field 099 (=Not Yet Published)
- A note in field 500: "Description based on the manuscript for publication"
- Status "atran" in field 920a

The cataloguing data is transcribed in a sheet and will be introduced in the document with the mention "ILO cataloguing in publication data".

Once the document published and received in the Library or Documentation Center some changes will be necessary:

- Replace the callno NYP with the new callno
- Delete the note: "Description based..."
- Add other changes as applicable (for example check the number of pages in field 300)
- Replace the status atran with btran and change the status date.

Vocational education and training institution : a management handbook and...

008 050304s2005 sz b i000 0 eng d

020__ |a 9221171043

040__ |a ILO |c ILO

072_7 |a 06.02 |2 ilot

099_9 |a NYP

24510 |a Vocational education and training institution : |b a management handbook and CDROM
/ |c designed and edited by Vladimir Gasskov ; principle contributors Peter Noonan, Anne
Deschepper, George Preddey, Beryl Pratley ; International Labour Office.

260__ |a Geneva : |b ILO, |c 2005.

300__ |a 1 v. + |e 1 computer laser optical disc

500__ |a Description based on the manuscript for publication.

5208_ |a Abstract.

65017 |a |2 ilot

65027 |a |2 ilot

655_7 |a |2 ilot

7001_ |a Gasskov, Vladimir.

7001_ |a Noonan, Peter.

7001_ |a Deschepper, Anne.

7001_ |a Preddey, George.

7001_ |a Pratley, Beryl.

7102_ |a International Labour Office.

920__ |a atran |d Date

925__ |a Indexer

946__ |a aa |d 2005-03-04

HELP SHEETS

- Help sheets -

Cataloguing Help Sheets

FIXED FIELDS

Publication Status s

Date 1 200X

Place of Publication Select the country of publication from the grid

Illustration 1

- no illustrations
- a for illustrations in general
- d for statistics: graphs, tables, etc.

Form of Item

- none of the following (by default)
- s for electronic documents (e-doc, e-ser)

Contents 1

- no specified nature of contents
- b if the document contains bibliographic references

Govt. Publication

- not a government publication
- i for international or intergovernmental organisations documents
- f for federal or national institutions documents

Language Select the language of the document from the grid

Cataloguing source always select d

Special fields to enter for serials

Frequency Select the frequency of the serial from the grid

Regularity Select the regularity of the serial from the grid

Type of Serial p periodical

Special fields to enter for videocassettes

Type of material

- v videorecording
- z other type of material (DVD)

Technique I life action

VARIABLE FIELDS: Monographs

020		ISBN [without -]
040		ILO \$c ILO [entered automatically]
041		engfreger [only if more than one language]
088		Report number
099	9	97B09/ engl
100	1	Surname, Name. [1st author, authority]
245	1?	Title : \$b subtitle / \$c authors. [elements entered exactly as they appear on the title page]
260		Place : \$b publisher, \$c date.
300		245 p. : \$b statistics 2 v.
440	0	Collection, \$x ISSN ; \$v No. xx
or		
490	?	Collection, \$x ISSN ; \$v No. xx
500		General note.
504		References.
505	0	Chapter 1. Title / Author(s) – Chapter 2. Title.
700	1	Surname, Name. [2d author, authority]
710	?	Corporate name. [corporate name authority]
711	2	Conference \$n (No. : \$d date : \$c place, country) [conference authority]
775	0	\$e Language xxx \$w bib id
830	?	Collection ; \$v No. xx [add if 490 is present and a traced authority form exists for the series]
856	41	\$3 Full text \$u http...
946		ab

VARIABLE FIELDS: Analytics

040		ILO \$c ILO [entered automatically]
041		engfreger [only if more than one language]
049		IL#O
099	9	XXXXXX(20XX-X)pp-pp
100	1	Surname, Name. [1st author, authority]
245		1? Title of article : \$b subtitle / \$c authors. [elements entered exactly as they appear on the title page]
300		p. xxx-xxx : \$b ill., statistics
500		General note.
504		References.
505	0	Chapter 1. Title / Author(s) – Chapter 2. Title.
700	1	Surname, Name. [2d author, authority]
710	?	Corporate name. [corporate name authority]
773	0	\$t Name of periodical. \$d place : publisher. \$g Vol., no., (xxx 199x) \$x ISSN
775	0	\$e Language xxx \$w bib id
856	41	\$3 Full text \$u http...
946		ab

VARIABLE FIELDS: Serials

022		ISSN
040		ILO \$c ILO [entered automatically]
041		engfreger [only if more than one language]
099	9	PXXXX
245	1?	Title : \$b subtitle / \$c authors. [elements entered exactly as they appear on the title page]
260		Place : \$b publisher, \$c date-
300		v.
310		Monthly
362	0	No. 1 (1995) -
500		General note.
504		References.
710	?	Corporate name.
775	0	\$e Language xxx \$w bib id
780	00	\$t Preceding title.
785	00	\$t Succeeding title.
856	41	\$3 Full text \$u http...
946		aa

ANNEXES

Annex 1 : Cataloguing Toolbar



This button is used to create a new record from a template. If a path is set for bibliographic records in *Folders/Files* in the Preferences, clicking *New*, by going to the Record menu and selecting New followed by Bibliographic, or typing *ALT-R + N + B* leads directly to the bibliographic record template. If not, you can find it by double-clicking **Catalog** in the Open dialog box, and then **Templates**. You can also use *ALT-R + N + A* to use the authority record template in the same manner.

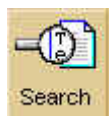
An alternative method is available through the down arrow beside the *New* button. Clicking on this arrow gives a choice of *Authority* or *Bibliographic*. Selecting from these choices works in the same manner and selecting the choice from the Record menu.



The *Open* and *Save* buttons are used for saving record(s) to a file on your computer, without saving it to the database, and then opening the file again. The use of these buttons also requires some setup in the *Folders/Files* section of the Preferences. It is unlikely we will use these features.



The setup requires creating a **Work** directory on your computer, and assigning the path in the box labelled *Folders Work* and in all three boxes under *Work Files*. Once that is done, the first time you save any record to **Work** you must go to the File menu, select *Save As*, and give the file a name. After that, you can save further changes simply by clicking on *Save*. Bibliographic and Holdings Records must be saved separately, and Item records cannot be saved.



To perform a search, click on the Search button, or type *ALT-R + S*.



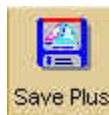
You can return to the Browse search result by clicking on the **Headings List** button. You can also type in *ALT-D + H*.



At any point in your session, you may return to your previous search result window by clicking on the **Titles** button, or by typing *ALT-D + T*. You may also go to the **Display** menu, and select **Title index**.



Clicking on the sailboat (or typing *CTRL-B*) saves the information to the database. (Typing *CTRL-Z* saves and closes the record). It is most important to save before you close any record you have worked on, or you will lose your work. (Sometimes the system will warn you that a record has been changed if you try to close it; sometimes it may not.



The *Save Plus* button will save the current record to the database *and* to your work file on your computer. This button only appears on the toolbar if you have filled in the **Save to Local File** box in the *Folders/Files* tab in your Preferences.



Clicking on this icon brings up the Holdings Template (if you have the path set in *Folders/Files* in Preferences), with an [852](#) field that reflects your default settings in the *General* tab of your Preferences.

You may also select *Create Holdings* from the Record menu, or type *ALT-R + E*.



The *Get Holdings* button will bring up an existing Holdings record, or a list of Holdings record, if there is more than one.

You may also select *Retrieve Holdings* from the Record menu, or type *ALT-R + H*



This icon brings up an Item screen. If you select this while displaying a bibliographic record, *Voyager* first asks you **Link item to existing Holding?** If you say **Yes** it gives a list of holdings records from which to choose.

You may also select *Create Items* from the Record menu, or type *ALT-R + T*



The *Get Items* button will bring up an existing Item record, a list of Holdings records linked to the bibliographic record, if there is more than one, or a list of item records attached to the holdings record.

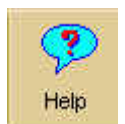
You may also select *Retrieve Items* from the Record menu, or type *ALT-R + M*



This button brings up a dialog box showing the bibliographic record ID and each MFHD ("muffhead", i.e. MARC Format Holdings Data) ID. Clicking on the + sign in front of a MFHD ID brings up a list of item IDs.

With bibliographic, holdings and item records all up, you can use the Cascade or Tile command from the Windows menu to view these records all at once. Note that the record numbers are all different, and that the Holdings record refers to the bibliographic record number, and the item of its holding, but the bibliographic and item records do not contain such references.

You may also select *Show Associated Records* from the Record menu, or type *ALT-R + W*



The *Help* icon brings up the general *Voyager* help file, with Contents, Index and Find tabs. You can also get Help at any point by pressing the **F1** key; this Help will be relevant to where you are in the program.

Annex 2: Articles in different languages considered as nonfiling characters (field 245, etc.)

Arabic (article added as suffix)

Bulgarian	none
Czech	none
Danish	Den, Det, De, En, Et
Dutch	De, Een, Eene, Het, 'n, 't
English	A, An, The
French	L', La, Le, Les, Un, Une, Des (unless it is the contraction of "de les")
German	Der, Die, Das, Ein, Eine
Greek	E, O, To
Hebrew	ha-, he- (when joined to initial word of title)
Hungarian	A, Az
Icelandic	Hin, Hinn, Hio, Hindir, Hinar (no indefinite article)
Italian	I, Il, L', La, Le, Lo, Gli, Un, Una, Uno, Un'
Japanese	none
Norwegian	Den, Det, De, Dei, En, Ein, Ei, Et, Eit
Polish	none
Portuguese	A (if it is an article), As, O, Os, Um, Uma
Rumanian	(definite article added as a suffix) Un, Una, O
Russian	none
Slovak	none
Spanish	El (except in case of El Salvador), La, Las, Los, Un, Una, Unos, Unas
Swedish	Den, Det, De, En, Ett
Turkish	(no definite article) Bir

Annex 3: Transliteration Sheet

Please :

1. Fill in the requested data appearing in the publication.
2. Transcribe in Latin characters reproducing exactly the source of information.
3. When possible, translate into English the transcribed data.

TITLE and subtitles :

AUTHORS, name surname(s) :

- 1.
- 2.
- 3.
- 4.

EDITION (second, third, ...) :

PUBLICATION :

Place of publication :

Publisher :

Date of publication :

PAGES :

SERIES, COLLECTION AND VOLUME OR NUMBER IN THE SERIES :

Are there any BIBLIOGRAPHICAL REFERENCES? (yes or not) :

NAMES OF ORGANISATIONS and function in the publication, and NAMES OF MEETINGS, CONFERENCES, etc. :

- 1.
- 2.
- 3.

Annex 4: New system of call numbers for scanned documents

(in use since 4 May 2004).

Fill in, for each scanned article:

the call number of the periodical (do not include “P”): e.g. 41438;

the publication year of the periodical followed by the issue number, in brackets. If there is no issue number, the month or season should be indicated, e.g. (2004-6), (2004-June), (2004-Fall);

the first and last page numbers of the article: e.g. 34-79. For articles catalogued under a collective title, only indicate the number of pages: only: e.g. 239

Example of full call number: 41438(2004-6)34-79

If the periodical is a double issue or covers several months, it should be indicated as follows: 09602(2004-2-3)24-89 or 40023(2004-Jun-Dec)80-198.

NB: you should only indicate the month or the season if there is no issue number for the periodical.

The call number will be included as the file number in the server and will appear as follows: 09628(2004-3)28-50.pdf

It is important that each call number be completed accurately so that the article can be located in the database of the server.

The scanned articles will be stocked in the C drive. The files will be copied on to a server for internal web access only: only ILO staff and interns will have access to these files.

All scanned articles should be printed at the end of each day. To print, each file should be highlighted and the article printed. For articles catalogued under a collective title, only the first page is printed (provided it includes all the necessary information, i.e. date, issue no. The call number of each article should be clearly indicated on the photocopy, so that cataloguer can enter this code correctly in Labordoc.

Annex 5: Voyager client software installation instructions

1 Introduction

You are being given access to the Voyager system as part of the ILO library. This enclosed CD-ROM and instructions are, and remain the property of the International Labour Office. The programs on this CD-ROM are protected by international copyright.

By accepting this CD-ROM, you agree to keep the information contained on the CD-ROM and these instructions confidential and, at the end of your contract, to (a) return the CD-ROM and this documentation to the ILO and (b) to remove from all computers and computer media any and all of these programs and associated files.

2 Requirements

For the current requirements for using Voyager, please see the document entitled External Access to Voyager.

3 Installation of the Voyager client

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Open Windows Explorer and navigate to your CD-ROM drive.
3. There are three executable files on the CD-ROM in \Voyager 2001 Clients\

VoyagerConfig.exe
VoyagerPrograms.exe
VoyagerSystem.exe

The files must be executed in this order

4. From Windows Explorer, double click on the VoyagerConfig.exe file.
5. At the Welcome to Voyager Programs window, click the Next button
6. At the Select Destination Directory window, click Next to accept the default directory (c:\voyager).
7. At the Ready to Install window, click the Next button.
8. At the Installation Completed window, click Finish.

9. From Windows Explorer, double click the VoyagerPrograms.exe file.
10. At the Welcome to Voyager Programs window, click the Next button
11. At the Select Destination Directory, click Next to accept the default c:\voyager directory.
12. If the message “That directory already exists, would you like to install anyway?” displays, click Yes.
13. Click the Next button.
14. At the Select Components window, check that the box for Cataloging is checked (this is the only module you would need to start with). Ensure that all other boxes are unchecked.
15. Click the Next button.
16. At the Ready to Install window, click the Next button
17. At the Installation Completed window, click the Finish button.
18. From the Windows Explorer window, double click the VoyagerSystem.exe file
19. At the Welcome to Voyager Programs window, click the Next button.
20. At the Ready to Install window, click the Next button.
21. At the Installation Completed window, click the Finish button.

4 Configuration of the Voyager clients

Before you can begin to use the Voyager cataloguing client, you must configure the software. We have provided a set of already completed configuration files. You need to copy these configuration files onto your c:\Voyager directory.

1. From Windows Explorer, highlight voyager.ini in \Voyager 2001 Clients\ on the CD-ROM. (Note: Depending on the options you have specified for Windows, you may not see the extension of this file displayed:)

voyager.ini

2. Copy the file to the c:\Voyager directory. When prompted to replace the existing voyager.ini file with the new one, click Yes.

3. In Windows Explorer, click once on the voyager.ini file in the c:\Voyager directory to highlight the file name. Right click the mouse button to display a popup menu. From the menu, select Properties. At the Properties window, unselect the Read-only and Archive boxes if checked.
4. Copy \Catalog folder on the CD-ROM to c:\Voyager. When prompted to replace the existing folder with the new one, click Yes to All.

5 Manual configuration of the Voyager clients

At some point in the future the address of the server on which Voyager runs may change. You will be informed when the change will take place and what changes it will be necessary to make. Make the changes following these procedures.

1. Using WordPad, open the file voyager.ini in the c:\voyager directory.
2. Make the changes as indicated by ILO HQ Library staff.
3. Save the voyager.ini file and exit Wordpad.

6 Testing

To test your installation, connect your PC to the Internet through the connection established by your Internet Service Provider (ISP).

1. From the Start Menu, select Programs | Voyager | Cataloging.
2. When you are prompted for your user name and password, you are connected to the Voyager server. Enter your user name and password and click OK.
3. You should now set Defaults and Preferences before you start cataloguing and/or indexing in Labordoc.

7 Setting defaults and preferences

1. In the Cataloging client, select Option | Preferences from the main menu at the top of the window.
2. On the General tab, set the preferences as follows

Holdings/Item default location:	
Select your library location e.g. ILO-Lima	
Call Number Hierarchies	ILO Call number
Bibliographic Import/Replace Profile	ILO Cataloguing
Authority Import/Replace Profile	ILO Authority Work

- Delete records from work file...
- Delete records from import file...
- Add a subfield 'a' ...
- Display MARC views maximized.

3. Select the Validation tab. On this tab, set the preferences as follows:

- Cataloging formats Marc21
- Bypass Authority Control Validation
- Display all the headings
- Bypass MARC validation
- List all the errors
- Show errors one at a time
- Heading types
- Name
- Title
- Name/Title
- Subject
- Subdivision

Leave the other values on the Validation tab (URN: , DOI: Image Server.) blank.

4. On the Work Flow tab set the preferences as follows:

- Retain last search
- Automatic truncation for non-keyword searches
- Display bibliographic record directory if search results in only one title
- Always create a holding when adding holdings to bib
- Display item record directly if item retrieve results in only one item
- Sequence new items at top
- Check for Duplicate Item Barcodes
- Suppress confirmation message upon successful save

5. On the Item Defaults tab, set the preferences as follows:

- Item type: Book/article
- Status: In Process
- Stat category: A
- Copy 1
- Pieces 1

Leave all other values on the Item Defaults tab blank

6. On the Folders/Files tab, set the following preferences:

- Templates:
- Bib Blank

- Annexes -

Hold c:\voyager\catalog\template\default\hold.tem

Auth Blank

Work Files: Do NOT use [...] icon for browsing the folder. TYPE the following.

Bib c:\voyager\catalog\voyework

Hold c:\voyager\catalog\voyehold

Auth c:\voyager\catalog\voyeauth

Folders

Work c:\voyager\catalog

Template: c:\voyager\catalog

Import : c:

Leave all other values blank on the Folders/Files tab

7. On the Mapping tab, set the following preferences:

Expected Character Set

Local import: OCLC

Z39.50 import MARC21

MARC mapping for OCR Data

Tag: 500

Indicator 1 [blank]

Indicator 2 [blank]

Subfield a

8. On the Colors/Fonts tab,

MARC view

Set Bibliographic back colour to white (default)

Set Holdings back colour to yellow

Set Authority back colour to green

Record hierarchy

Set Bibliographic back colour to white (default)

Set Holdings back colour to white (default)

Set Item back colour to white (default)

Set Bound with back colour to white (default)

Font

Name Voyager Diacritics

Size 12

[] Bold

Global Heading Change Hierarchy

Level 1: Old Heading back colour to white (default)

Level 2: New Heading back colour to white (default)

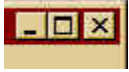
Level 3: Auth Heading back colour to white (default)

Row Marker Symbol ->

Annex 6: Windows in Voyager

For the most part, *Voyager* follows the standard *Windows* conventions.

Both the *Voyager* cataloguing module window, and the individual record windows within the module, have the standard controls in the upper right hand corner:



Using these three boxes, you can Minimize (shrink the display), Maximize (enlarge the display to fill the screen) or Close the window.