

APPENDIX I

PRELIMINARY GUIDELINES FOR THE IMPLEMENTATION OF THE PROPOSED AMERICAN STANDARD FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE

This Appendix is not part of the proposed Standard but is included to illustrate its application in one environment and recommended application in another. Part A of the Appendix contains general guidelines which apply to both Parts B and C. Part B contains the preliminary guidelines for the Library of Congress, National Library of Medicine, and National Agricultural Library implementation of the standard. Part C contains the proposed preliminary Committee on Scientific and Technical Information (COSATI) guidelines for the implementation of the standard.

A. GENERAL

1. *Labels*

Volume header and file header labels are required and will conform to USAS Proposed Standard X.3/552 Magnetic Tape Labels and File Structure.

2. *Character Codes*

A code for a diacritical will always be recorded before the code for the alphabetic character which it modifies.

2.1 *Character Definitions*

2.1.1 *Delimiter*. The delimiter will consist of the "unit separator" (ASCII character 1/15).

2.1.2 *Field Terminator*. The field terminator will consist of the "record separator" (ASCII character 1/14).

2.1.3 *Record Terminator*. The record terminator will consist of the "group separator" (ASCII character 1/13).

2.1.4 *Padding Character*. The padding character will consist of the "space" (ASCII character 2/0).

2.2 *Basic Character Set*

The basic character set will consist of the characters in columns 2, 3, 6 and 7 of the Standard Code as defined in USAS X3.4-1967 Code for Information Interchange, p. 6. This basic character set is included as part of the illustration on p. 82 of this Appendix, columns 2, 3, 6 and 7.

3. *Type-of-Record Symbols*

The following table indicates the type-of-record symbols that have been assigned at this time:

<i>Symbol</i>	<i>Meaning</i>
a	Printed text
b	Manuscript text
c	Printed music
d	Manuscript music
e	Printed maps
f	Manuscript maps
g	Motion pictures; films
h	Microform publications
i	Recorded sound (language)
j	Recorded sound (music)
k	Pictures
l	Digital media
x	Authority data — names
y	Authority data — subjects

4. *Bibliographic Level Symbols*

The following table indicates the bibliographic level symbols that have been assigned at this time:

<i>Symbol</i>	<i>Meaning</i>
a	Analytical (a bibliographic unit generally not published separately but part of a larger bibliographic entity)
m	Monographic publication
s	Serial publication (a bibliographic unit issued in successive parts, usually dated or numbered, intended to be continued indefinitely)
c	Collective (a made-up collection which is gathered together and cataloged as a unit)
∅	Indicates that this data element is not used.

5. *Status Symbols*

The following table indicates the status symbols that have been assigned at this time. The meaning of the symbols is relative to the transmitting source.

<i>Symbol</i>	<i>Meaning</i>
n	New record
c	Changed or corrected record (complete record to be substituted for one previously transmitted)
d	Deleted record

B. PRELIMINARY GUIDELINES FOR THE LIBRARY OF CONGRESS, NATIONAL LIBRARY OF MEDICINE, AND NATIONAL AGRICULTURAL LIBRARY IMPLEMENTATION OF THE PROPOSED AMERICAN STANDARD FOR A FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE AS APPLIED TO RECORDS REPRESENTING MONOGRAPHIC MATERIALS IN TEXTUAL PRINTED FORM (BOOKS)

1. *Labels*

1.1 *Header Labels*

The following table indicates the data elements of the volume and file labels and their permissible values.

1.1.1 *Volume Header*

<i>Data Element Name</i>	<i>Length</i>	<i>Contents</i>
Label Identifier	3	"vol"
Label Number	1	"1"
Volume Serial Number	6	reserved for user
Accessibility	1	b
Unused	26	reserved for user
Format Description	28	usasz39.2-1969biblbfmtbbsbbs
Label Standard Level	1	

1.1.2 *File Header*

<i>Data Element Name</i>	<i>Length</i>	<i>Contents</i>
Label Identifier	3	"hdr"
Label Number	1	"1"
File Identifier	17	mixedbibliobdata
Set Identifier	6	march2
File Section Number	4	"0001"
File Sequence Number	4	"0001"
Unused	6	blanks
Creation Date	6	"byydd"
Expiration Date	6	"byydd" or blanks
Accessibility	1	b
Block Count	6	"000000"
System Code	13	reserved for user
Unused	7	blanks

1.2 *End of File*

<i>Data Element Name</i>	<i>Length</i>	<i>Contents</i>
Label Identifier	3	"eof"
Label Number	1	"1"
		The next 50 characters correspond to those in the same positions in the header label.
Block Count	6	nnnnnn
		The next 20 characters correspond to those in the same positions in the header label.
		b = blank
		n = decimal digit
		yy = last two digits of year
		ddd = day number in Julian calendar

2. *Delimiter and Data Element Identifier*

The delimiter will consist of the unit separator. The data element identifier will consist of one basic character. A delimiter will precede each data element identifier which in turn precedes each data element that it identifies. The first data element in each variable field will always be preceded by a delimiter and a data element identifier (even though there is only one data element in the field).

3. *Indicator*

Two indicators will be used as the first two data elements in each variable data field. Each indicator will consist of one basic character. If an indicator is not used, it will be set to blank (ASCII character 2/0). No indicators are used in the control fields.

4. *Leader*

The following table indicates the data elements in the leader and their permissible values and formats.

Record Length	Decimal digits, right justified, with leading zeros.
Status	As defined in paragraph A.5 of this Appendix.
Type-of-Record	"a"
Bibliographic Level	"m"
Indicator Count	"2"
Delimiter Count	"2"
Base Address of Data	Decimal digits, right justified, leading zeros.
Entry Map	"4500"

5. *Directory*

Each directory entry consists of the following data elements:

Tag	3 decimal digits
Length of field	4 decimal digits, right justified, leading zeros.
Starting Character Position	5 decimal digits, right justified, leading zeros.

The directory ends with a field terminator.

6. *Control Fields*

Tag

001	Control Number
008	Fixed Length Data
	Character Positions
0-5	Date entered on file
6	Type of publication
7-10	Date of publication 1
11-14	Date of publication 2
15-17	Country of publication code
18-21	Illustration codes
22	Intellectual level code
23	Form of reproduction code
24-27	Form of contents codes
28	Government publication indicator
29	Conference proceedings indicator
30	Festschrift indicator
31	Index indicator
32	Main entry in body of entry indicator
33	Fiction indicator
34	Biography code
35-37	Language code
38	Modified record indicator
39	Cataloging source code

7. *Variable Field Data Elements*

<i>Tag</i>	<i>Indicator</i>	<i>Data Element</i>	<i>Name</i>
	1	2 Identifier Preceded by a "Unit Separator."	
010		a	Library of Congress card number Library of Congress card number

011		Linking Library of Congress card number
	a	Linking Library of Congress card number
015		National bibliography number
	a	National bibliography number
016		Linking national bibliography number
	a	Linking national bibliography number
020		Standard book number
	a	Standard book number
021		Linking standard book number
	a	Linking standard book number
025		Overseas acquisition number
	a	Overseas acquisition number
026		Linking OAN number
	a	Linking OAN number
035		Local system number
	a	Local system number
036		Linking local system number
	a	Linking local system number
040		Cataloging source
	a	Cataloging source
041		Language(s)
	0	Work contains more than one language
	1	Work is a translation
	a	Group of 3-character language codes needed to describe languages of the text or its translation
	b	Languages of summaries
042		Search code
	a	Search code
050		Library of Congress call number
	0	Book is in Library of Congress
	1	Book is not in Library of Congress
	a	Library of Congress classification number
	b	Book number
051		Copy, issue, offprint statement
	a	Library of Congress classification number
	b	Book number
	c	Copy information

060		National Library of Medicine call number
	0	Book is in National Library of Medicine
	1	Book is not in National Library of Medicine
		a National Library of Medicine classification number
		b Book number
070		National Agricultural Library call number
	0	Book is in National Agricultural Library
	1	Book is not in National Agricultural Library
		a National Agricultural Library classification number
		b Book number
071		National Agricultural Library subject category
		a National Agricultural Library subject category
080		Universal Decimal classification number
		a UDC number
081		British National Bibliography classification number
		a BNB classification number
082		Dewey Decimal classification number
		a DDC number
086		Supt. of Documents classification number
		a Supt. of Documents classification number
090		Local call number
100		Personal name as main entry (Names may be established in conformity with the ALA or Anglo-American rules.)
	0	Forename only
	1	Single surname
	2	Multiple surname
	3	Name of family
	0	Main entry is not subject

		1	Main entry is subject
		a	Name
		b	Numeration
		c	Titles and other words associated with name
		d	Dates
		e	Relator
		k	Form subheading
		t	Title (of book)
110			Corporate name as main entry
	0		Surname (inverted)
	1		Place or place and name
	2		Name (direct order)
		0	Main entry is not subject
		1	Main entry is subject
		a	Name
		b	Each subordinate unit
		e	Relator
		k	Form subheading
		t	Title (of book)
111			Conference or meeting as main entry
	0		Surname (inverted)
	1		Place and name
	2		Name (direct order)
		0	Main entry is not subject
		1	Main entry is subject
		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
130			Uniform title heading as main entry
	b		Null condition in first indicator
		0	Main entry is not subject
		1	Main entry is subject
		a	Uniform title heading
		t	Title (of a book)
240			Uniform title
	0		Not printed on LC card
	1		Printed on LC card
		a	Uniform title

241			Romanized title
	0		Does not receive title added entry
	1		Receives title added entry
		a	Romanized title
242			Translated title
		a	Translated title
245			Title statement
	0		No title added entry in this form
	1		Title added entry in this form
		a	Short title
		b	Remainder of title
		c	Transcription of remainder of title page up to next field
250			Edition statement
		a	Edition
		b	Additional information
260			Imprint
	0		Publisher is not main entry
	1		Publisher is main entry
		a	Place
		b	Publisher
		c	Date
300			Collation
		a	Pagination or volumes
		b	Illustration(s)
		c	Height
350			Bibliographic price
		a	Bibliographic price
360			Converted price
		a	Converted price
400*			Series note—personal name
	0		Forename only
	1		Single surname
	2		Multiple surname
	3		Name of family
		0	Author of series is not main entry
		1	Author of series is main entry
		a	Name
		b	Numeration
		c	Titles, other name-associated words
		d	Dates
		e	Relator
		k	Form subheading
		t	Title (of series)
		v	Volume or number

*Used only when series is traced in the same form.

410*			Series note—corporate name
	0		Surname (inverted)
	1		Place or place and name
	2		Name (direct order)
		0	Author of series is not main entry
		1	Author of series is main entry
		a	Name
		b	Each subordinate unit
		e	Relator
		k	Form subheading
		t	Title (of series)
		v	Volume or number
411*			Series note—conference
	0		Surname (inverted)
	1		Place and name
	2		Name (direct order)
		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
		v	Volume or number
440*			Title
		a	Title
		v	Volume or number
490			Series untraced or traced differently
	0		Series not traced
	1		Series traced differently
		a	Series statement
500			General note
		a	General note
501			“Bound with” note
		a	“Bound with” note
502			Dissertation note
		a	Dissertation note
503			Bibliographic history note
		a	Bibliographic history note
504			Bibliography note
		a	Bibliography note
505			Formatted contents note
	0		“Complete” contents
	1		“Incomplete” contents

*Used only when series is traced in the same form.

	2		Partial contents
		a	Contents note
506			"Limited use" note
		a	"Limited use" note
520			Abstract or annotation
		a	Abstract or annotation
600			Personal name as subject added entry
	0		Forename only
	1		Single surname
	2		Multiple surname
	3		Name of family
	0		LC subject heading
	1		Subj. heading assigned for use in children's catalog
	2		NLM subject heading
	3		NAL subject heading
		a	Name
		b	Numeration
		c	Titles, other name-associated words
		d	Dates
		e	Relator
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
610			Corporate name as subject added entry
	0		Surname (inverted)
	1		Place or place and name
	2		Name (direct order)
	0		LC subject heading
	1		Subj. heading assigned for use in children's catalog
	2		NLM subject heading
	3		NAL subject heading
		a	Name
		b	Each subordinate unit
		e	Relator
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision

611			Conference as subject added entry
	0		Surname (inverted)
	1		Place and name
	2		Name (direct order)
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
630			Uniform title heading as subject added entry
	b		Null condition in first indicator
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Uniform title heading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
650			Topical subject added entry
	0		Not entered under place
	1		Entered under place
		0	LC subject heading
		1	Subj. heading, children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Topical subject heading
		b	Name following place entry element
		x	General subdivision
		y	Period subdivision
		z	Place subdivision

651			Geographic name (not capable of authorship) as subject added entry
	0		Not entered under place
	1		Entered under place
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
			a Geographic name
			b Geographic name following place entry element
			x General subdivision
			y Period subdivision
			z Place subdivision
652			Political jurisdiction as subject added entry
	b		Null condition in first indicator
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
			a Political jurisdiction
			x General subdivision
			y Period subdivision
			z Place subdivision
690			Local subject headings
	b		Reserved for user
		b	Reserved for user
			a Subject heading
			x General subdivision
			y Period subdivision
			z Place subdivision
700			Personal name as added entry
	0		Forename only
	1		Single surname
	2		Multiple surname
	3		Name of family
		0	Alternative entry
		1	Secondary entry
		2	Analytical entry
			a Name
			b Numeration
			c Titles, other name-associated words

			d	Dates
			e	Relator
			k	Form subheading
			t	Title (of book)
			u	Non-printing filing information
710				Corporate name as added entry
	0			Surname (inverted)
	1			Place or place and name
	2			Name (direct order)
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry
			a	Name
			b	Each subordinate unit
			e	Relator
			k	Form subheading
			t	Title (of book)
			u	Non-printing filing information
711				Conference as added entry
	0			Surname (inverted)
	1			Place and name
	2			Name (direct order)
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry
			a	Name
			b	Number
			c	Place
			d	Date
			e	Subordinate unit in name
			g	Other information
			k	Form subheading
			t	Title (of book)
			u	Non-printing filing information
730				Uniform title heading as added entry
	b			Null condition in first indicator
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry
			a	Uniform title heading
			t	Title
			u	Non-printing filing information
740				Title traced differently from short title
	b			Null condition in first indicator

	0	Alternative entry
	1	Secondary entry
	2	Analytical entry
	a	Title traced differently from short title
750		Name not capable of authorship
	0	Not entered under place
	1	Entered under place
	0	Alternative entry
	1	Secondary entry
	2	Analytical entry
	a	Name or place entry element
	b	Name following place entry element
800*		Personal name-title series added entry
810*		Corporate name-title series added entry
811*		Conference-title series added entry
840*		Title series added entry
900		Block of 100 numbers for local use

8. *Extended ASCII Character Set for Roman Alphabet and Romanized Non-Roman Alphabets*

8.1 *Scope*

A library character set for the roman alphabet and romanized non-roman alphabets necessitates a larger number of characters than are provided for in the 7-bit American Standard Code for Information Interchange (ASCII). In addition, many libraries only have a 6-bit capability. Therefore, it was necessary to develop a character set which would meet all of the following requirements:

- (a) leave the 7-bit standard (ASCII) intact,
- (b) expand the 7-bit standard to include an 8th bit to provide additional characters,
- (c) provide a shift mechanism which would make it possible to use all of the characters defined in the 8-bit set in the 6-bit environment.

This section describes such a character set.

8.2 *Criteria Governing Selection of Characters*

8.2.1 Frequency of occurrence of character

8.2.2 Degree of necessity in expressing character when it occurred

8.2.3 Possibility of substituting one character for another or of expressing a character by writing it out

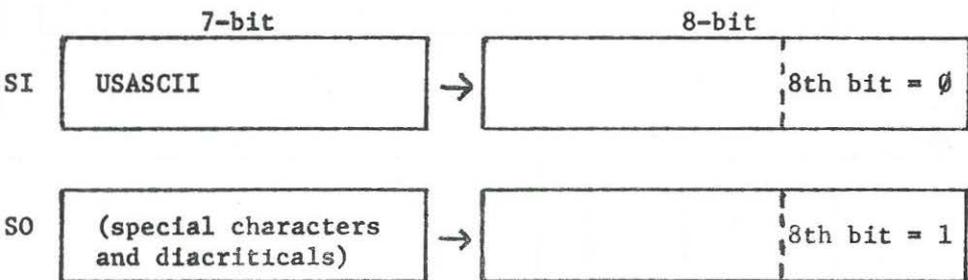
*Tags in the 800's are used for series added entries traced differently from the series statement. With the exception that no second indicators are used in the 800's, the indicators and data element identifiers are the same as those used with the 400's.

8.3 *Digital Codes*

The correlation of the character set to digital form code is based upon the ASCII (American Standard Code for Information Interchange) Standard. In conformance with the design considerations of ASCII (7-bit code), the character set is also correlated to an 8-bit code and a 6-bit code. The basic digital form code for the character set is the 8-bit code (see Figure 1).

8.3.1 *The 8-bit code* is an extended form of the standard 7-bit ASCII. Some of the standard ASCII characters such as the braces or the backwards slash are not proposed for the character set. However, no characters will be substituted for these code positions. Other characters such as diacritical marks will be left in their standard position (unused) and duplicated in another portion of the code set reserved for special characters and diacriticals.

8.3.2 *The 7-bit code* will be derived from the 8-bit code by removing the 8th bit. Those characters which previously had a 0 in the 8th bit will be considered part of the standard 7-bit ASCII set. Those with a 1 in the 8th bit will be considered part of the non-standard set. A SO (shift out) control character will be used to go from the standard set to the non-standard. The code will stay in the non-standard mode until a SI (shift in) control character is reached.



8.3.3 *The 6-bit code* will be derived by removing the 6th bit and the 8th bit. The 8-bit code set will be divided into 4 sets as follows:

Columns 2, 3, 6 & 7 = Standard Set (referred to as the "basic set" in the Proposed Standard for a Format for Bibliographic Information Interchange, p. 56 and in paragraph A.2 of this Appendix)

Fig. 1. Proposed Extended ASCII Character Set

_____ Standard 6-bit set
 - - - - - Non-standard set 1
 Non-standard set 2

		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	8 B
0 0 0 0	0	NUL	DLE	SP	0	@	P	\,	p				'			?	,	7 I
0 0 0 1	1	SOH	DC1	!	1	A	Q	a	q			£	£			~	~	6 T
0 0 1 0	2	STX	DC2	"	2	B	R	b	r			ø	ø			^	.	5 S
0 0 1 1	3	ETX	DC3	#	3	C	S	c	s			Ð	d			~	..	
0 1 0 0	4	EOT	DC4	\$	4	D	T	d	t			b	f			~	.	
0 1 0 1	5	ENQ	NAK	%	5	E	U	e	u			Æ	æ			-	=	
0 1 1 0	6	ACK	SYN	&	6	F	V	f	v			œ	œ			~	-	
0 1 1 1	7	BEL	ETB	'	7	G	W	g	w			/	//			.	~	
1 0 0 0	8	BS	CAN	(8	H	X	h	x			.	l			"	~	
1 0 0 1	9	HT	EM)	9	I	Y	i	y			þ	£			~	~	
1 0 1 0	10	LF	SUB	*	:	J	Z	j	z			®				.	~	
1 0 1 1	11	VT	ESC	+	;	K	C	k	{3			±				~	~	
1 1 0 0	12	FF	FS	,	<	L	\	l				o	o			~		
1 1 0 1	13	CR	GS ₂	-	=	M]	m	}3			U	u			'		
1 1 1 0	14	SO	RS ₂	.	>	N	^	n	~			'				"	'	
1 1 1 1	15	SI	US ₂	/	?	O	_	o	DEL							~		

_____ 4 3 2 1
 _____ B I T S

Key: (1) Redefined elsewhere in the set.
 (2) To be used as terminators or delimiters.
 (3) To be used as shift codes for 6-bit set (non-locking).

Columns 0, 1, 4 & 5 = Non-standard set (1)
 Columns 10, 11, 14 & 15 = Non-standard set (2)
 Character 7B in the standard set will be used as a non-locking shift code to reach non-standard set (1); character 7/11 (column 7, row 11 of Figure 1) will shift to non-standard set (2). The presence of one of these codes will indicate that the next character is in one of the appropriate non-standard set. The code will then be automatically shifted back to the standard set.

C. PROPOSED PRELIMINARY COSATI GUIDELINES FOR THE IMPLEMENTATION OF THE PROPOSED AMERICAN STANDARD FOR A FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE

(This implementation guide, prepared by a panel of the Committee on Science and Technical Information, should be regarded as a Committee working paper until approval by the Federal Council for Science and Technology, to which it is in process of being presented.)

1. LABELS

1.1 HEADER LABELS

1.1.1 VOLUME HEADER

As specified in paragraph B.1.1.1 of this Appendix.

1.1.2 FILE HEADER

As specified in paragraph B.1.1.2 of this Appendix, except that the Set Identifier (Field 4) shall contain the characters "COSATI."

2. DELIMITER

The delimiter shall consist of the "unit separator" (ASCII character 1/15).

3. INDICATOR

The indicator is a two-character code consisting of basic characters specifying the origin or authority for the data in each variable field. The codes as presently assigned are as follows:

<i>Federal Agency</i>	<i>Code</i>
<i>Legislative Branch</i>	
General Accounting Office	GG
Government Printing Office	GP
Library of Congress	LI
<i>Judicial Branch</i>	
Administrative Office of the U.S. Courts	AO
The Supreme Court of the U.S.	SI

Executive Branch

American Battle Monuments Commission	AC
Appalachian Regional Commission	AR
Atomic Energy Commission	AI
Bureau of the Budget	BO
Canal Zone Government	CV
Central Intelligence Agency	CL
Civil Aeronautics Board	CC
Commission of Fine Arts	CI
Council of Economic Advisers	CF
Delaware River Basin Commission	EE
Department of Agriculture	AL
Department of Commerce	CO
Department of Defense	
Office, Secretary of Defense (includes Defense Agencies not indicated below)	DD
Department of Army	DA
Department of Navy	DN
Department of Air Force	DF
Defense Supply Agency	DS
Defense Atomic Support Agency	DH
Defense Communications Agency	DK
Department of Health, Education, & Welfare	HH
Department of Housing and Urban Development	HU
Department of Interior	IN
Department of Justice	JU
Department of Labor	LA
Department of State	SU
Agency for International Development	SV
Peace Corps	SW
Department of Transportation	TO
Department of Treasury	TR
District of Columbia Government	CZ
Export-Import Bank of Washington	EI
Farm Credit Administration	FC
Federal Aviation Agency	FA
Federal Coal Mine Safety Board	FG
Federal Communications Commission	FE
Federal Deposit Insurance Corporation	FK
Federal Home Loan Bank Board	FM
Federal Maritime Commission	FO
Federal Mediation and Conciliation Service	FQ
Federal Power Commission	FS
Federal Reserve System	FU
Federal Trade Commission	FW

Foreign Claims Settlement Commission	FI
General Services Administration	GS
Indian Claims Commission	IK
Interstate Commerce Commission	IC
National Aeronautics and Space Administration	NC
National Aeronautics and Space Council	NF
National Capital Housing Authority	NH
National Foundation on Arts and Humanities	AU
National Labor Relations Board	NI
National Mediation Board	NM
National Security Council	NO
National Science Foundation	NS
Office of Economic Opportunity	OE
Office of Emergency Planning	OH
Office of Science and Technology	OS
Office of Special Representative for Trade Negotiations	TU
Panama Canal Company	PC
Post Office Department	PO
Railroad Retirement Board	RR
Renegotiation Board	RE
Saint Lawrence Seaway Development Corporation	SX
Securities and Exchange Commission	SL
Selective Service System	SR
Small Business Administration	SF
Smithsonian Institution	SO
Subversive Activities Control Board	SC
Tax Court of the United States	TC
Tennessee Valley Authority	TX
U.S. Arms Control and Disarmament Agency	AF
U.S. Civil Service Commission	CR
U.S. Information Agency	US
U.S. Tariff Commission	UW
Veterans Administration	VA
Virgin Island Corporation	VI

4. LEADER

The following table indicates the data elements in the leader and their permissible values and formats.

Record Length	Decimal digits, right justified, with leading zeros
Status	As defined in paragraph A.5 of this Appendix
Type-of-Record	"a"
Bibliographic Level	As defined in paragraph A.4 of this Appendix

Indicator Count	"2"
Delimiter Count	"1"
Base Address of Data	Decimal digits, right justified, with leading zeros
Entry Map	"4500"

5. DIRECTORY

Each directory entry consists of the following data elements:

Tag	3 decimal digits
Length	4 decimal digits, right justified, leading zeros
Starting Character Position	5 decimal digits, right justified, leading zeros

The directory ends with a field terminator.

The entries in the directory shall be sequenced in ascending numeric order by the tag.

6. CONTROL FIELD

TAG	: 001
DESIGNATION:	Record Identification Number
CONTENT	: An identification number is assigned for purposes of file control by the specific organization which is distributing the tape. The number may be newly assigned, may be the accession number assigned by a documentation center, or may be the report number assigned either by the originating organization or the monitoring organization, depending on the practice of the organization which writes the tape. Examples might be: AD-635 050, PB-170 275, UCRL-1376.

7. VARIABLE FIELD DATA ELEMENTS

TAG	: 100
DESIGNATION:	Type of Item
CONTENT	: This defines whether the item is cataloged as a monograph, serial title, journal article, patent, technical report, audio-visual material, etc.

TAG	: 110
DESIGNATION:	Security Classification of Item
CONTENT	: This is the alphabetic code which properly specifies the security classification of the item. The codes available include:
	U unclassified
	C confidential
	S secret

- TAG : 120
DESIGNATION: Downgrading Authority Code
CONTENT : Codes should be taken from DoD Industrial Security Manual, App. 2, Automatic Downgrading and Declassification System.
- TAG : 130
DESIGNATION: Distribution Limitation Statements
CONTENT : These are limitations (other than security classification) on the availability of the item to the public. These limitations might include: not reproducible; only available on loan; only available to certain recipients.
- TAG : 140
DESIGNATION: Distribution Limitation Codes
CONTENT : Codes corresponding to information in field 130.
- TAG : 150
DESIGNATION: Cataloging Organization
CONTENT : Acronym or name of cataloging organization.
- TAG : 160
DESIGNATION: Announcement Journal Reference
CONTENT : This designates the specific issue of the announcement journal in which this record is published.
- TAG : 170
DESIGNATION: Source Report Numbers
CONTENT : These report numbers are the numbers assigned to the report by the originating organization. Examples might be:
UCRL-1035
RM-4244-PR
TM/ADC/820/03
- TAG : 180
DESIGNATION: Monitoring Organization Report Numbers
CONTENT : These are the report numbers assigned by the monitoring or sponsoring organizations. Examples might be:
NASA-CR-263
ASD-TDR-63-24
- TAG : 190
DESIGNATION: Other Report Identification Numbers
CONTENT : These are other identification numbers such as other organization identification numbers which do not fall into the other categories.

- TAG : 200
 DESIGNATION: Project Numbers
 CONTENT : Included here are the project numbers under which the work was performed. A project is a grouping of tasks or efforts directed toward a single end result. The project is the basic building-block used in planning, reviewing, and reporting of performance of research and developing programs.
- TAG : 230
 DESIGNATION: Security Classification of Title
 CONTENT : This is the classification of the content of data element 240. Use codes shown in data element 110.
- TAG : 240
 DESIGNATION: Classified Title
 CONTENT : This is the classified title in the vernacular, transliterated if necessary. This title is integral to the work.
- TAG : 250
 DESIGNATION: Unclassified Translated Title
 CONTENT : This title is supplied by the cataloger if not on the document.
- TAG : 260
 DESIGNATION: Alternate Title Entry
 CONTENT : This is an alternate title derived from the secondary part of the title as given on the title pages or a catchword title or subtitle.
- TAG : 270
 DESIGNATION: Index Annotation
 CONTENT : This is an edited or supplied version of the title that more accurately reflects subject content of the work than the original title.
- TAG : 280
 DESIGNATION: Personal Names
 CONTENT : These are the names of people associated with the responsibility for the intellectual content of the item. This might include authors, compilers, illustrators, translators, etc., but it excludes personal names used as subjects. Data will be entered in the form Last Name, Initial. Initial. Examples might be:
- Smith, J. R.
 Roberts, A. B.

- TAG : 290
 DESIGNATION: Personal Name Affiliation
 CONTENT : This is the affiliation of each name in data element 280 if that affiliation is different from the Corporate Author.
- TAG : 300
 DESIGNATION: Corporate Authors
 CONTENT : These are the names of the organizations associated with the intellectual content of the work. They do not include the publisher or personal affiliation or sponsor except where they are also the Corporate Author.
- TAG : 310
 DESIGNATION: Corporate Author Codes
 CONTENT : These are the codes which correspond to the content of data element 300 (if present).
- TAG : 320
 DESIGNATION: Contract Numbers
 CONTENT : The contract number is an alphanumeric identifier of the contract cited in the report which designates the financial support of the report. Some examples might be:
 AF 33(657)-8146
 DAO36-039-sc-87274
- TAG : 330
 DESIGNATION: Grant Numbers
 CONTENT : The grant number is an alphanumeric identifier of the grant cited in the report which designates the financial support of the report. Some examples might be:
 NIH-5R01-CA-03157-02
 NSF-GP-2528
- TAG : 340
 DESIGNATION: Sponsoring Organizations
 CONTENT : Sponsors include any and all of the following: true sponsors, who furnished financial support and issued the contracts; monitors, who supervised compliance with the contract; and beneficiaries, for whose benefit the work was done and the report written.
- TAG : 350
 DESIGNATION: COSATI Subject Category Codes
 CONTENT : These are alphanumeric codes used to group subject terms according to broad subject areas established by COSATI.

- TAG : 360
DESIGNATION: Other Subject Heading Codes
CONTENT : These are alphanumeric codes used to group subject terms according to broad subject areas which have been established by organizations other than COSATI.
- TAG : 370
DESIGNATION: Primary Subject Term Security Classification
CONTENT : This is the classification code of the subject term in data element 380 which has the highest classification. Use codes shown in data element 110.
- TAG : 380
DESIGNATION: Controlled Primary Subject Terms
CONTENT : This consists of vocabulary taken from the controlled list of subject terms which describes the prime subject content and appears as a heading in the bibliography.
- TAG : 390
DESIGNATION: Secondary Subject Term Security Classification Content
CONTENT : This is the classification code of the subject term in data element 400 which has the highest classification. Use codes shown in data element 110.
- TAG : 400
DESIGNATION: Controlled Secondary Subject Terms
CONTENT : This consists of vocabulary taken from the controlled list of subject terms which describes the subject content and is available in the system of the organization but does not appear in the bibliography.
- TAG : 410
DESIGNATION: Security Classification of Provisional Subject Terms
CONTENT : This is the classification code of the provisional subject term in data element 420 which has the highest classification. Use codes shown in data element 110.
- TAG : 420
DESIGNATION: Provisional Subject Terms
CONTENT : These are terms which may be applied to subject-classify the content of the work but

are usually taken from the work itself and not from any authorized listing or thesaurus. They may be terms which will eventually be classified as controlled vocabulary depending on their frequency and consistency of use or importance as a retrieval tag, or they may stay in the uncontrolled vocabulary group indefinitely.

- TAG : 430
 DESIGNATION: Security Classification of Special Retrieval Terms
 CONTENT : This is the classification code of the special retrieval term in data element 440 which has the highest classification. Use codes shown in data element 110.
- TAG : 440
 DESIGNATION: Special Retrieval Terms
 CONTENT : These are terms which designate project names, equipment nomenclature, trade names, catch words.
- TAG : 450
 DESIGNATION: Source Journal Citation
 CONTENT : This contains the source journal title, the volume and issue number, the pages on which the article appears, and the date of the journal issue. Definition is provided as to whether the item is a reprint or if the source journal is in another language.
- TAG : 460
 DESIGNATION: Original Language of Item
 CONTENT : This is the language (or languages) in which the item originally appeared if different from data element number 470.
- TAG : 470
 DESIGNATION: Present Language of Item
 CONTENT : This is the language (or languages) in which the item appears at present. It may be the original language, or it may be the result of translation.
- TAG : 480
 DESIGNATION: Imprint Date of Item
 CONTENT : This is the date of current publication of the item. This would include new imprints, translation dates, date of revision, etc.

- TAG : 490
 DESIGNATION: Original Date of Item
 CONTENT : This contains the date of the original completion or publication of the item only when different from the date of imprint.
- TAG : 500
 DESIGNATION: Place of Publication
 CONTENT : This is the city of publication and includes state or country when necessary for identification.
- TAG : 510
 DESIGNATION: Country of Origin of the Intellectual Effort
 CONTENT : This is the country where the original work was done and is not necessarily the country where the publication or translation occurred.
- TAG : 520
 DESIGNATION: Number of Pages
 CONTENT : This is the number of pages and/or volumes as determined by current cataloging procedures.
- TAG : 530
 DESIGNATION: Availability and Price
 CONTENT : This is the acronym or name of the specific organization, if any, from which the document is available, the hardcopy price, and the microform price.
- TAG : 540
 DESIGNATION: Descriptive Note
 CONTENT : This is a title without subject content which describes the type of item, such as Final Report, Progress Report for the Period . . . , Quarterly Technical Status Report, etc.
- TAG : 550
 DESIGNATION: Bibliography Note
 CONTENT : This is a note which indicates the presence of bibliographic information as part of the contents of the work.
- TAG : 560
 DESIGNATION: Dissertation Note
 CONTENT : This is a note which identifies the work as an academic dissertation presented in partial fulfillment of requirements for a degree. It usually names the institution or faculty to which the dissertation was presented and

- the degree for which the author was a candidate.
- TAG : 570
DESIGNATION: Contents Note
CONTENT : This is a note which lists either all or part of the contents of a work, such as authors and titles, in order to bring out important parts of the work not mentioned in the main title.
- TAG : 580
DESIGNATION: Notes, General
CONTENT : These are notes not covered elsewhere.
- TAG : 590
DESIGNATION: Owner or Assignee
CONTENT : These are the names of owners or assignees of the patent.
- TAG : 600
DESIGNATION: Security Classification of Abstract
CONTENT : Use the codes shown in data element 110.
- TAG : 610
DESIGNATION: Languages of Abstracts or Summaries, if different from data element 470.
- TAG : 620
DESIGNATION: Abstract
CONTENT : This is free form as it occurs in the file of the organization writing the tape, in which the source of the abstract is identified as author of the item or the organization generating the abstract. For contents notes see data element 390.