

Guidelines for Creating Provisional Records for Public Display

DALNET Database Standards Committee

**Submission for approval to the DALNET Project Managers
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Provisional records are brief records to support acquisitions activities and to control temporary collections. Provisional records should not be confused with minimal-level bibliographic records, which are permanent.

1. Provisional records shall be upgraded to full level cataloging or deleted, as appropriate.
2. Provisional records must use the Horizon/MARC workform appropriate for the format being added to the collection. The workforms identified will be Archival/Manuscript, Book, Computer File, Map, Music, Serials, or Visual Materials.
3. All provisional records must have a leader and 008 field.
4. Variable fields will need to be completed on the workform. The 02X, 245, 250 (if available), and 260 fields are required. The author, if appropriate, will be listed in |c of the 245 field.
5. Within the variable fields, the 300 and 505 fields are optional.
6. If initial articles are used, use appropriate non-filing indicators following MARC format.
7. Provisional records should have properly coded copy and summary holdings records attached if there are multiple parts or volumes.
8. Item, copy and summary of holdings records may be attached to provisional records.