

DALNET DATABASE STANDARDS COMMITTEE

MINIMAL LEVEL BIBLIOGRAPHIC RECORD STANDARDS

This document represents specific policies and procedures relating to minimal level records, as such it is a supplement to the DALNET Bibliographic and Authority Database Standards.

1. While the latest edition of the Anglo-American Cataloguing Rules (AACR2), level two or higher (OCLC, Inc. level I) cataloging is the most desirable and recommended, minimal level cataloging may be necessary.
2. DALNET member libraries may use minimal level records for those items which they determine should not receive AACR2 level two cataloging or for which they are unable to do such cataloging. Minimal level records would not normally be created for those items for which copy is accessible. Minimal level records should not be created if another DALNET library has already created a full bibliographic record for the same item on NOTIS.
3. Records created solely for the purpose of ordering and/or receiving materials should be provisional records rather than minimal records. Provisional records may also be used for backlog or in-process control.
4. The minimal data elements required by the NOTIS system are selected fixed fields (format dependent) and the title. Default values are permissible in those fixed fields not mandated by the system.
5. The descriptive portion of the minimal level bibliographic record must follow the latest version of the Anglo-American Cataloguing Rules, level 1 requirements: title proper, statement of responsibility, edition, place, publisher, date, and extent. The GMD (general material designation) should be added for non-print materials. Standard number fields shall be included on the record, e.g. ISBN, ISSN, LCCN. Additional information may be added at the discretion of the DALNET library creating the record.
6. AACR2 rules for choice and form of the main entry will be followed. Each minimal record must include at least one personal or corporate author access point, if known. Additional access points are desirable but optional.
7. The series statement and tracing is desirable but optional and may be included at the discretion of the institution. If series are included, they should be

verified in the NOTIS authority file and the established decision followed.

8. Subject analysis is encouraged but is not mandated.

9. Minimal level records may be upgraded at any time to full cataloging records.

10. Authority work will be done by member institutions for all name, series and subject access points present on a minimal level record.

11. Copy holdings, volume holdings and item records will be created following normal practice.

12. For non-book formats the minimal record will include any additional data elements necessary for the correct bibliographic identification of items in that format.

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