

3.4.1a: ENCODING LEVEL

Leader byte: 17

Input Standards: Mandatory, one-character code.

Definition: The degree of completeness of the machine-readable (MARC) record.

The Encoding level character position contains a one-character alphanumeric code that indicates the fullness of the bibliographic record.

The Catalog Department policy for the Encoding Level is as follows:

- We will catalog items (either originally or from copy) at either core or full level, with core level being the base.
- We reserve the option to selectively catalog some items at minimal level (e.g. certain retrospective collection, special projects agreed upon by subject catalogers and subject selectors, etc.)

Encoding Level	Definition* *a composite of descriptions found in the MARC 21 Format for Bibliographic Data and on the OCLC web page. RLIN uses the MARC 21 codes: <i>blank</i> through z. Codes <i>I,K,L,M,E, and J</i> are unique to OCLC and are listed after the MARC 21 codes.	Action In this policy PC = Paraprofessional Catalogers; SC = Subject Catalogers.
Blank	Full-level. The most complete MARC record. The information used in creating the record is derived from an inspection of the physical item. For serials, at least one issue of the serial is inspected. In RLIN, code <i>blank</i> is used by all participating libraries to denote Full-level. In OCLC, code <i>blank</i> is used only by authorized national agencies and by libraries participating in PCC (BIBCO and CONSER). Code <i>I</i> is used by all other OCLC participants cataloging at Full-level.	PC: Okay to catalog if the following conditions are met: DCF = a Contains a complete LC-based call number Contains at least 1-2 LC subject headings SC: Okay to catalog at Full or Core level
1	Full-level, material not examined. The next most complete MARC record after the Full level. The information used in creating the record is derived from an existing description of the item. (e.g. a printed card or a description in an institutional guide). All the information as found on the existing description is input. The physical item is not re-inspected. Code 1 is used primarily in retrospective conversion of records.	PC: Send to subject cataloger's problem shelf SC: Catalog the item at Full or Core level; or send to storage Note: This may be something a PC 4 will be able to do in the future after training. Original classification & subject analysis will continue to be done by the subject cataloger.
2	Less-than-full level, material not examined. A less	PC: Send to subject

	<p>than Full-level record. A record between Minimal-level and Full-level cataloging. Created from an existing description of the material (e.g. printed catalog card) The physical item is not re-inspected. All of the descriptive access points are transcribed. The authoritative headings may not be current.</p> <p>Code 2 is used only by the Library of Congress.</p>	<p>cataloger's problem shelf</p> <p>SC: Catalog the item at Full or Core level; or send to storage</p> <p>Note: This may be something a PC 4 will be able to do in the future after training. Original classification & subject analysis will continue to be done by the subject cataloger.</p>
3	<p>Abbreviated level. A brief record that does not meet Minimal-level cataloging specifications. Headings in the record may reflect established forms to the extent that such forms are available at the time the record was created. Code 3 is used for defined projects.</p>	<p>PC: Send to subject cataloger's problem shelf</p> <p>SC: Catalog the item at Full or Core level; or send to storage</p>
4	<p>Core-level. A record that is less-than-full, but greater-than-minimal-level cataloging and that meets core record standards for completeness. A Core-level record that is entered by a library participating in PCC through BIBCO or CONSER will contain an authentication code in field 042.</p>	<p>PC: Okay to catalog *</p> <p>SC: Okay to catalog at Core-level standards; or upgrade to Full-level</p> <p>*John will explain CIP cataloging, etc. ... from May 2003 BIBCO meeting.</p>
5	<p>Partial (preliminary) level. A record that is in the process of being created. Such a record is not considered a final record by the creating agency. No assumptions can be made as to whether headings in the record reflect established forms, nor whether the record meets any minimal level cataloging specifications.</p>	<p>PC: Send to subject cataloger problem shelf</p> <p>SC: Catalog the item at Full or Core level; or send to storage</p>
7	<p>Minimal-level. A record that meets the U.S. National Level Bibliographic Record minimal level cataloging specifications. The creating agency considers such a record final. Headings have been checked against an authority file and reflect established forms to the extent that such forms were available at the time the Minimal-level record was created. Code 7 is used in RLIN, whereas code K is used by OCLC participants cataloging online at Minimal-level.</p>	<p>PC: Send to subject cataloger's problem shelf</p> <p>SC: Catalog the item at Full or Core level; or send to storage</p>
8	<p>Prepublication level. A prepublication-level record. This includes records created through the Cataloging-In-Publication (CIP) program.</p>	<p>PC: Okay to catalog if the following conditions are met:</p>

		<p>DCF = a Contains a complete LC-based call number : Contains at least 1-2 LC subject hdgs. If not, send to SC If yes, change the encoding level to 4 Strip 263 field Finish 300 field SC: Catalog the item at Full or Core level; or send to storage</p>
u	<p>Unknown. Code u identifies a situation where an institution receiving or sending data having a local code in Leader/17 cannot adequately determine the appropriate descriptive cataloging form reflected in the record. The code thus replaced the local code. The code is not to be used in records being newly input or up-dated.</p>	<p>PC: Send to subject cataloger's problem shelf SC: Catalog the item at Full or Core level; or send to storage</p>
z	<p>Not applicable. Code z indicates that the concept of encoding level does not apply to the record.</p>	<p>PC: Send to subject cataloger's problem shelf SC: Catalog the item at Full or Core level; or send to storage</p>
I	<p>Full-level input by OCLC participants. A record that conforms to OCLC's level / input standard. The level / input standard represents full cataloging and is used by agencies that are not national libraries or libraries participating in PCC. Level / is used when transcribing LC or NLM copy.</p>	<p>PC: Okay to catalog if the following conditions are met: DCF = a Contains a complete LC-based call number Contains at least 1-2 LC subject headings Change the encoding level to blank SC: Okay to catalog at Full or Core level</p>
K	<p>Less-than-full input by OCLC participants. A record that conforms to OCLC's level K input standard. The level K input standard represents less-than-full cataloging. This code is equivalent to code 7 used by RLIN libraries.</p>	<p>PC: Send to subject cataloger's problem shelf SC: Catalog the item at Full or Core level; or send to storage</p>
L	<p>Full-level input added from a batch process. A</p>	<p>PC: Okay to catalog if the</p>

	full-level record batchloaded from an institution other than LC, NLM, BL, NLC or NLA.	<p>following conditions are met:</p> <p>DCF = a</p> <p>Contains a complete LC-based call number</p> <p>Contains at least 1-2 LC subject headings</p> <p>Change the encoding level to blank</p> <p>SC: Okay to catalog at Full or Core level; or send to storage</p>
M	Less-than-full added from a batch process. A less-than-full record batchloaded from institutions other than LC, NLM, BL, NLC, or NLA.	<p>PC: Send to subject cataloger's problem shelf</p> <p>SC: Catalog the item at Full or Core level; or send to storage</p>
E	System-identified MARC error in batchloaded record. The system assigns code <i>E</i> to indicate that a machine-detected MARC error(s) was found in the bibliographic record during the batchloading. These system-detected errors are often obvious (e.g., an illegal tag, invalid subfield codes, etc.). <i>E</i> -level records are used to Produce cards or Update holdings. However, <i>E</i> -level cannot be changed by a participating library. Any errors apparent in the record must be changed before using an <i>E</i> -level record. OCLC reviews and corrects these records. Corrected records have the appropriate ELvl.	PC: Give to Carla
J	Deleted record. The record has been deleted by the institution which created it. The code is used only for special cases of batchloaded records for selected files, such as national libraries (LC, NLM, BL, etc.) and some files loaded as resources for cataloging (NetFirst, Puvill, etc.)	PC: Give to Carla