

2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

Introduction	<p>Historically, in cooperation with OCLC advisory groups, OCLC established input standards for entering bibliographic data into WorldCat. Unless noted otherwise, these standards conform to national standards. For more information on these standards, see "National Level Record—Bibliographic Full Level & Minimal Level" at http://lcweb.loc.gov/marc/bibliographic/nlr/ >.</p> <p>In addition, OCLC adopted the core-level standard that was defined in 1994 by the Cooperative Cataloging Council (now known as the Program for Cooperative Cataloging). For more information on approved Core-level standards, see http://www.loc.gov/catdir/pcc/bibco/coreintro.html >.</p>
Full-level cataloging	<p>Records that meet the requirements of second-level description (AACR2, rule 1.0D2). Correspondence between data in Full-level records and data required for second-level description is not exact. Input full records whenever possible.</p>
Core-level cataloging	<p>Records that meet at least the requirements of first-level description (AACR2, rule 1.0D1) and meet some requirements of second-level description (AACR2, rule 1.0D2). The core standard is a less-than-full standard, but is more inclusive than Minimal-level. The standard is optional. Use it as appropriate.</p>
Minimal-level cataloging	<p>Records that meet the requirements of first-level description (AACR2, rule 1.0D1). Correspondence between data in Minimal-level records and data required for first-level description is not exact. Data required for online cataloging may not be required by cataloging rules. Input Minimal-level records when it is not possible or desirable to input Full- or Core-level.</p>
Abbreviated-level cataloging	<p>Brief records that do not meet the requirements of Minimal-level cataloging specifications (ELvI code 3). Fixed-field ELvI code 3 (Abbreviated-level) is defined for particular projects. It should not be used for input, except for Dublin Core records.</p>

Encoding level

Guidelines for Core-level

Because Abbreviated-level records may contain cataloging that does **not** meet Minimal-level standards, users with Full-level cataloging authorization or higher can upgrade these records. Depending on the authorization level, users may upgrade to *K*, *I*, *4* or *3*,

Presently, no standards for [ELvI](#) code 3 exist.

The code in *ELvI* identifies the standard to which a record conforms. Use code *I* in [ELvI](#) for Full-level, code *4* for Core-level and code *K* for Minimal-level.

When entering data in Core-level records, use the following guidelines:

Topic	Guideline
Notes	Include only those notes that support the identification of an item. Criteria for inclusion vary by form of material. In some cases, you may provide alternative justification of added entries through other data, for example, the tagging or the use of relators.
Assigned subject headings	If appropriate, assign from an established thesaurus or subject heading system recognized by MARC 21 at least one or two headings at the appropriate level of specificity. One heading is not the absolute upper limit. You need not decide between two equally appropriate headings, nor must you stop with two headings if the item calls for more.
Added entries	Use a complement of added entries that cover at least the primary relationships associated with a work (e.g., corporate bodies, joint authors).
Determining primary relationships	Determination of primary relationships and relative importance of title access information reflect either cataloger's judgment or institutional policy.

Series practice	<ul style="list-style-type: none"> ▪ Authenticated Core-Level Records (042 ‡a contains pcc). If a national authority record for a series already exists, follow the tracing practice recorded in that record. If one does not exist and you want to trace the series, you must create (or request creation of) an authority record. ▪ Non-Authenticated Core-Level Records (no 042 ‡a pcc). If a national authority record for a series already exists, follow the tracing practice recorded in that record. If an authority record does not exist and you want to trace the series, follow AACR2. <p>In either case, untraced series need not be supported by an authority record.</p>
Choice of main entry and bibliographic description	Practice is identical to Full-level for main entry choice and form, title page and series transcription and physical description of the item.
Form of heading	<ul style="list-style-type: none"> ▪ Authenticated Core-Level Records (042 ‡a contains pcc). All headings in Core-level records must be verified in the appropriate Authority File (Name, Series or Subject). If an authority record does not exist, you must create one in order to authenticate the Core-level record. If a heading is unverified, you cannot enter the record as an authenticated Core-level record. ▪ Non-Authenticated Core-Level Records (no 042 ‡a pcc). All headings in Core-level records must be verified in the appropriate Authority File (Name, Series or Subject). If a heading is unverified, you may still enter a Core-level record and the heading must be established according to AACR2.

Program for Cooperative Cataloging

Various programs (CONSER, BIBCO) support input of Core-level records. Cooperative program participants create Core-level records under the auspices of the Program for Cooperative Cataloging (PCC).

Program participants identify "Program-created Core-level records" by entering **pcc** in [field 042](#) (Authentication Code) and code 4 in [ELvl](#). They may also create Full-level records ([ELvl](#): blank) under the auspices of the Program. They enter **pcc** in [field 042](#).

Example of a Program-created Core-level record:

ELvl: 4

Srcce: c

040 System-supplied OCLC symbol.

042 pcc

Example of a Program-created Full-level record:

ELvl:

Srcce: c

040 System-supplied OCLC symbol.

042 pcc

Example of a Non-Program created Core-level record:

ELvl: 4

Srcce: d

040 System-supplied OCLC symbol.

[Omit field 042.]

Program participants must supply the applicable elements of the Core-level standard. They may supply additional elements, up to Full-level.

Minimal-level cataloging

If it is **not** possible or desirable to create a Full- or Core-level record, input records according to the Minimal-level standard. Use Minimal-level for materials that otherwise might **not** be cataloged. For example:

Constraints on resources, collection development policies and cataloging priority can also determine the kinds

Guidelines

of materials receiving Minimal-level treatment

Conversions of older cataloging records that do **not** contain full bibliographic data

Materials in foreign languages in which you lack expertise

Materials such as theses and dissertations, pamphlets, exhibition catalogs, analytics, audiovisual materials, technical reports and locally produced publications of little interest outside the issuing institution

The Minimal-level standard has the following characteristics:

Records must be identified as code *K* in [ELvI](#)

Represents the minimum data necessary to identify an item. Minimal-level does **not** prohibit the addition of data that you think is necessary

LC and CONSER have defined standards for Minimal-level cataloging. Those standards vary from K-level. If you are a member of such a cooperative project, use its standards.

Use the following guidelines for non-Dublin Core Minimal-level records. See the field descriptions in this manual for lists of I-level and K-level standards for the OCLC-MARC Format.

Element	Guideline
Fixed field	In most cases use default values.
4xx	<p>The Research Libraries Advisory Committee recommends that series statements be included if available on the piece. OCLC sets the K-level for field 490 as "Required" and sets K-level as "Optional" for field 440 and for fields 800–830.</p> <p>Enter series statements that appear on the piece. You are not required to do the authority work needed to trace the series. LC and NLM Minimal-level records include series information.</p>

Minimal-level upgrades Comparison

700–730	<p>For works having title main entry, you must include one added entry access point if applicable or available.</p> <p>For items entered under the name of a person or corporate body, no added entry access points are required. All headings included in Minimal-level records must be in AACR2 or AACR2-compatible form. Use the OCLC Authority File to verify forms of entry. (LC does not create authority records for headings that LC newly formulates for use in Minimal-level cataloging records.)</p>
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Users may upgrade Minimal-level records. See chapter 5, "[Quality Assurance](#)," for more information.

Use the following chart to compare Full- Core- and Minimal-level standards for key areas in records:

Element	Full-Level	Core-Level	Minimal-Level
Fixed field	Code fully on every record	Code fully on every record	Default values
020	Supply full available information	Field 020 subfield ‡a if present on item	Field 020 subfield ‡a if present on item
042	Include as program requires	Include if PCC participant	Omit
050, 082, 086, etc.	One number from a recognized scheme if available	One number from a recognized scheme	Optional
1xx	Include/establish if applicable	Include/establish if applicable	Include/establish if applicable

240	Include/establish if applicable	Include if known or readily inferred from item	Optional
245–300	Include all applicable elements	Include all applicable elements	Include all applicable elements
4xx	Transcribe series if present. Trace according to LC practice	Transcribe series if present. If traced, PCC participants should support with authority record	Transcribe if present
5xx	All applicable notes according to the latest revision of AACR2 and LCRIs	Enter the following notes if applicable: <ul style="list-style-type: none"> ▪ Field 500 ▪ Field 502 ▪ Field 505 ▪ Field 533 	Enter the following notes if applicable: <ul style="list-style-type: none"> ▪ Field 501 ▪ Field 502 ▪ Field 533
6xx	Subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	Optional
7xx	Full added entry coverage	Express primary added entry	Express primary added entry

		according to the latest revision of AACR2 and LCRIs	relationships and important title access information	relationships and important title access information
	8xx (Established form of series if different from that in field 490)	If series is traced, use as appropriate	If series is traced, use as appropriate	Optional