

Variable Control Fields

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Variable Control Fields

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Leader

Type of record

Required

Codes:

a: Language material

Instructions:

For most websites a will be the appropriate choice. Use another record type and 008 if non-textual content predominates.

Bibliographic level

Required

Codes:

i: Integrating resource

Instructions:

Use *i*, assuming that all websites are updated over time.

Type of control

Required

Codes:

_ No specified type of control

Instructions:

The value will always be No specified type of control.

Encoding level

Required

Codes:

_ Full level

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Instructions:

The value will always be full level cataloging.

Cataloging form

Required

Codes:

i: ISBD punctuation

Instructions:

The value will always be ISBD punctuation.

008

The following subfields are for Record Type a, Language material.

Publication status (Type of Date)

Required

Codes:

i: Inclusive dates of collection

Instructions:

Use subfield i.

Date 1 and Date 2

Required

Codes:

Date 1 = first date of capture

Date 2 = last date of capture, or 9999 if open

Instructions:

Use date span in 264 Ꞥa.

Place of publication

Required

Codes:

[single code] One place

vp Multiples places, with codes in 044

xx Unidentified

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Instructions:

Use code for place in 264 4c.

Form of Item

Required

Codes:

o Online

Instructions:

See note under 006 below.

Language

Required

Codes:

___ Data not yet supplied (choose from menu)

See the USMARC Code List for Languages on Cataloger's Desktop or on the [Library of Congress website](#) [1].

Instructions:

The languages listed here should match the rest of the description in 546 [\(Language note\)](#) [2].

Example:

Language eng : English

Cataloging Source

Required

Codes:

d Other sources (includes original record keyed by inputting library)

Instructions:

Always use d for original cataloging.

Other fields

Use default.

006 Additional Materials Characteristics

Computer file/Electronic resource

Required

Codes:

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m: Computer file

Form of item = o: Online

Type of file differs, but usually d: Document (unless representational, bibliographic, numerical)

007 Physical Description

Computer file

Required

Codes:

Specific material designation: r

Other subfields: not applicable or unknown

Dimension = n: Not applicable

Source URL: <https://web.library.yale.edu/metadata-guidelines-archived-websites/variable-control-fields>

Links

[1] <http://www.loc.gov/marc/languages/> [2] <http://web.library.yale.edu/cataloging/manuscript/5xx#546>