

## Fixed Fields

### Leader:

Type of record/Bibliographic Level. In current cataloging, these fields are coded for the content (e.g. a/m for a textual monograph; a/s for a textual serial) not the physical carrier (the CD-ROM or the floppy disc). Examples:

- Shakespeare's plays on CD-ROM: a/m
- an atlas on diskette: e/m
- Bach's cantatas (the music scores) on CD-ROM: c/m
- Biological abstracts on compact disc: a/s
- a master's thesis on CD-ROM: t/m
- a "database" of 18 th century digitized prints: k/m

Prior to 1998 MARC standards required all CD-ROMs & other direct access electronic resources to be **Type of Record m (computer data file)**. Currently, **Type of Record m** should be used for:

- computer software (Microsoft Office on CD-ROM),
- numeric databases (e.g., census results),
- computer oriented multimedia (e.g. video games, virtual art exhibition tours),
- online systems or services (e.g. AOL on CD-ROM).

**COPY CATALOGING POLICY: Accept the leader coding as given in the cataloging copy. The Type of Record/Bibliographic codes should not be updated. When searching, prefer a record with the type of record code used in current cataloging, all things being equal.**

### 008 Form if Item and Original Item

Form of Item = **q: Direct Electronic** (note: older records used **s: Electronic**)

For serials, **Original Item** fixed fields should be **s: Electronic**.

### 007 Physical Characteristics

**MANDATORY. A 007 field should be created if it is not present in the cataloging copy.** Click the 007 button to open the window, click to select the appropriate format tab, and click the NEW button at the bottom of the window. After the appropriate fixed fields have been selected, click Apply. When all necessary 007 fields have been created, click CLOSE at the bottom of the window.

If the content is primarily textual, select Computer File and follow the 007 guidelines for Computer Files below.

If the content is non-textual, create two 007s. For the first 007, select the appropriate format tab, e.g. for a score on CD-ROM, select Notated Music; for an atlas on CD-ROM, select Map. If you don't normally work with scores or atlases, consult with your supervisor for the correct values for 007. For the second 007, select Computer File. (Click NEW and select) and follow the 007 guidelines for Computer Files below.

### 01 Specific Material Designation:

1. Use: **o: Optical disc** for CD-ROMs, photo CDs, DVD-ROMs, CD-R, CD-RW, DVD-R, DVD-RW, DVD+R, DVD+RW.\*
2. Use **j: Magnetic disc** for floppy discs

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### 04 Dimension.

1. Use **a: 3 1/2** for floppy disks
2. Use **g: 4 3/4** for CD-ROMs (and CD-R/Ws)
3. Use **o: 5 1/4** for floppy disks

### 06-08 Image bit depth.

1. Use **nnn: Not applicable** if there are no images;
2. Use **---** : **Unknown** (three dashes) if there are images.

### 09 File Format. Use u: Unknown

### 10 Quality Assurance Target. Use u:Unknown.

### 11 Antecedent/Source. Use u: Unknown

### 12 Level of Compression. Use u:Unknown

### 13 Reformatting Quality. Use u:Unknown

### 006 Additional Material Characteristics

**MANDATORY: Create a 006 even though a 007 has been created for Computer File.** Click 006 to open. Select Computer File and click NEW at the bottom of the window. (The 006 is needed for limiting searches on Orbis.) When the appropriate values have been selected, click the APPLY button and click the CLOSE button.

There are only 3 fields in 006.

**Target audience:** Value depends on the item in hand, but is generally blank.

**Type of File** value is derived from the **Type of Record** code in the Leader, but the available code values may not be intuitive. Use these guidelines:

Resource	LDR	006
Art Image	k	c
Game	m	g
Interactive Multimedia	m	i
Map	e	c
Music	c	c
Numeric Data	m	a
Photograph	k	c
Text	a	d

When in doubt, use u=Unknown

For more detail, refer to Cataloging Electronic Resources: [OCLC-MARC Coding Guideline, Field 006, "Type" and "File" Coding](#) [1]

Government Publication: same coding used for books.

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**Source URL:** <https://web.library.yale.edu/cataloging/cd-roms/copy/fixedfields>

### Links

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[1] <http://www.oclc.org/support/services/worldcat/documentation/cataloging/electronicresources.en.html#4>