Variable Field Editing Policy

Summary of variable fields that are OK to delete from imported member/vendor records

Delete: 011, 012, 029, 039, 045 (books only), 049, 069, 072,092, 096, 098, 653, 654, 656, 657, 658

Delete: 600, 610, 611, 630, 650, 651 indicator 3-7, 653, 654, 656, 657, 658

Use Judgement: 035 (See 035 Field Summary Document [1])

Use Judgement: 090: retag if LC class; otherwise delete. 099 retain if Yale class; otherwise delete

Use Judgement: delete 69x if not Yale; retain if Yale record

Delete all 9xx EXCEPT: 927, 928, 946 [2], 948, 987

Delete/Retain Tag Table				BFS=OCLC Bibliographic Formats & Standards
Tag	Description	Delete	Retain	Comments
010	LCCN		+	
011	LC linking control no.	X		OBSOLETE
012	Terminal display	X		BFS: users may delete or discard
013	Patent control info		+	Probably will never encounter
015	National Bib no.		+	BFS: Use if you are transcribing LC copy with national bibliography numbers for British Library cataloging or if you are transcribing British Library copy or National Library of Canada copy.
016	National Bib Agency no.		+	Used for the NLC control no.
017	Copyright reg. no.		+	
018	Copyright article-fee code		+	
019	OCLC control no. cross ref		+	Represents OCLC no. of deleted record
020	ISBN		+	
022	ISSN		+	
024	Other standard no.		+	
025	Overseas acq. no.		+	
027	Standard tech. rpt. no.		+	
028	Publisher no.		+	Important retrieval

				field for music and video
029	Other System Control no.	X		Used for internal OCLC tracking
030	CODEN designation		+	
032	Postal registration no.		+	Used for serials
033	Date/time & place of event		+	Used primarily with sound recordings
034	Coded cartographic data		+	Used in map cat. In conj. w/255
035	System control no.			SEE 035 Field Summary document
036	Data file id number		+	
037	Source of acquisitions		+	
039	Core record designator	X		OBSOLETE
040	Cataloging source		+	
041	Language code		+	
043	Geographic area code		+	
044	Country of publ. code		+	
045	Time period of contents	X (see note)		Delete for books; retain for scores/recordings.
				Assigned by vendors; no way to check accuracy
046	Special coded dates		+	Delete if on vendor record
047	Form of musical comp.		+	Important retrieval field for music
048	No. of musical instruments		+	Important retrieval field for music
049	OCLC loc code	X		
050	LC call no.		+	
051	LC copy, issue statement		+	
052	Geographic classification		+	Primarily on map records?
055	NLC call number		+	
060	NLM call number		+	
061	NLM copy statement		+	
066	Character sets present		+	Nonroman records
069	Other System Control no.	X		OBSOLETE
070	NAL call number		+	
071	NAL copy statement		+	
072	Subject category	X		These appear to be

	code			assigned by vendors and are generally not in synch with the actual classification
074	GPO item no.		+	Government documents
080	Universal decimal call no.		+	Delete if assigned by vendor
082	Dewey decimal call no.		+	
084	Other call no.		+	Used for nonlocal classification schemes that do not have a specific tag
086	Government doc class no.		+	
088	Report number		+	
090	Locally assigned LC-type		RETAG	If the call no. is LC classification, re-tag to 050 _4; otherwise delete
092	Locally assigned Dewey no.	X		Since we are not able to verify, better to delete
096	Locally assigned NLM	X		Since we are not able to verify, better to delete
098	Other classification schemes	X		Since we are not able to verify, better to delete
099	Local free text call no.	See Note		Delete only if not a local Yale number
600 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
600 2nd indicator 3-7	nonLC/MeSH	X		
610 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
610 2nd indicator 3-7	nonLC/MeSH	X		
611 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
611 2nd indicator 3-7	nonLC/MeSH	X		
630 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
630 2nd indicator 3-7	nonLC/MeSH	X		
650 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
650 2nd indicator 3-7	nonLC/MeSH	X		
651 2nd indicator 0, 1, or 2	LC, LC childrens, MeSH		+	
651 2nd indicator 3-7	nonLC/MeSH	X		

653	Uncontrolled index term	X		
654	Subject added entry facetted	X		
655	Index term genre/form		+	Video cataloging is already starting to use this although not LC policy yet
656	Index term occupation	X		
657	Index term function	X		
658	Index term curriculum objective	X		
69X	Local subject	SEE NOTE		Retain on records cataloged by Yale; delete from member records
880	Alternate graphic representation		+	Used for nonroman fields
927	Yale bib processing data		+	
928	Yale authority processing data		+	
948	Local Yale processing info		+	
987	Local romanization data		+	
DELETE ALL OTHER 9xx FIELDS				

Source URL:https://web.library.yale.edu/cataloging/variable-fields-deletion-table

Links
[1] https://web.library.yale.edu/cataloging/editing/035-keep-delete [2]
https://web.library.yale.edu/Cataloging/Voyager-946