

2 DEFINITIONS

The terms defined below are those used in special sense in UNIMARC/Authorities format; terms used in their normal bibliographic sense are not defined. A more complete listing of definitions relating to parts of an authority record are contained in Guidelines for Authority and Reference Records (GARR), Guidelines for Subject Authority and Reference Entries (GSARE), Functional Requirements for Authority Data (FRAD), IFLA Library Reference Model (IFLA LRM) and Statement of International Cataloguing Principles (ICP).

2.1 Record Types

Authority record: A machine-readable record for which the initial element is the authorized access point for a person, corporate body, work, trademark, printer/publisher device, topical subject, place access or form genre or physical characteristics, as established by the cataloguing agency responsible. In addition to the authorized access point, the record contains, as applicable: information notes; a record of all variant and related access points from which references have been made; authorized access points in other language and/or script; classification and entity history information; notes recording sources consulted, etc.; an identification of the cataloguing agency responsible for the entry; persistent record identifier and international standard identifiers for entities described in the record.

General explanatory record: A machine-readable record for which the initial element normally consists of a truncated or otherwise stylized or exemplary form, from which the user is directed to a general class or defined category of access points. It serves to inform the user of the list, catalogue, bibliography, etc., of a convention that applies either generally or to a defined category of access points, and to provide guidance in locating such access points.

Reference record: A machine-readable record for which the initial element is either a variant access point or an authorized access point, and which is designed to direct the user of the list, catalogue, bibliography, etc., either from the variant access point to the appropriate authorized access point (i.e., a “see” reference), or from the authorized access point to related access points (i.e., a “see also” reference). Reference records are defined only for variant access points.

2.2 Access Point Types

Access point:

The initial element of an entry used as the principal filing element when the entry is arranged in an alphabetical listing. See also authorized access point, reference access point, and general explanatory access point.

The word access point may also be used in terms such as “authorized access point”, “variant access point”, etc., to refer to the status of an element as it relates to other similar elements, and in those cases is used independently of its function within the authority or reference record. See also authorized access point, authorized access point in other language and/or script, related access point, variant access point, and alternative script access point.

Terms such as “corporate name access point” and “personal name access point” and “title access point” may be used to designate the type of access point by reference to the type of name or title on which the access point is based, without regard to its function or relationship to other access points.

Base access point: The base access point is that part of the access point that identifies the name of the entity, excluding any qualifying data. For example, in the access point 200#1\$aNicolini da Sabbio\$bDomenico\$f15-- to 160-?\$cimprimeur-libraire, the base access point is “\$aNicolini da Sabbio\$bDomenico”, and the language of this base access point is Italian. The language of cataloguing being French, the qualifiers are expressed in French, i.e., “\$cimprimeur-libraire”.

Controlled access point: An access point recorded in an authority record. Controlled access points include authorized forms of names as well as those designated as variant forms.

2.3 Access Points Categorized by Function Within a Record

Authorized access point: The access point for an authority record.

Reference access point: The access point for a reference record.

General explanatory access point: The access point for a general explanatory record.

2.4 Access Points Categorized by Relationship to Other Access Points

Authorized access point: An access point constructed using the preferred name as the basis of the form to be followed without variation.

Authorized access point in other language and/or script: An alternative form of the authorized access point based on another language and/or script form of the name, title or subject.

Related access point: One of two or more authorized access points for the name of the same or related entities, each of which is bibliographically related to the other(s).

Variant access point: An access point in a form other than that established as the authorized access point for the name of the same entity. Generally, such an access point is either based on a variant name sometimes used by the person, corporate body or family itself, or sometimes used by others to identify the person, corporate body, trademark, family, printer/publisher device or work; or constructed on a pattern different from that used to establish the authorized access point. It may be an authorized subject access point that is not the entry element part.

Alternative script access point: An authorized access point represented in another script.

2.5 Record Components

Tracing: The identification within an authority record of all access points other than authorized access point from which a reference is to be made directing the user of the list, catalogue, bibliography, etc., to and from the authorized access point which serves as the access point for the authority record. The tracing is designed to provide for the generation of references and assist the cataloguer in readily determining what references have been made.

Information note: A note of the type that is generally given in catalogues, bibliographies, etc., under a authorized access point, a reference access point, or a general explanatory access point for the purpose of explaining the relationship between that access point and other access points that are referenced from it.

Primary entity: The entity, named in the 2-- block of the record, for which the record was created. Data in the 1-- block generally pertain to characteristics of the primary entity.

2.6 Technical Elements of Records

Content designator: Codes identifying data elements and/or providing additional information about a data element. Content designators consist of tags, indicators and subfield identifiers.

Control subfield: A subfield, defined similarly in many fields throughout the format, used to provide specific identifiers, relationships, and sources of terms and codes. Among its uses are also to provide links to both authority and bibliographic records, to specific institutions, and to other fields within a single record.

Data element: The smallest unit of information that is explicitly identified. Within a variable field, a data element is identified by a subfield identifier and it forms a subfield. Within the record label, directory, and fixed length subfields, the data elements are identified by their character positions.

Data element identifier: *See* Subfield identifier.

End of record mark: A control character used at the end of each record to separate it from the next. Also known as the Record terminator.

Field: A defined character string, identified by a tag, which contains data.

Field separator: A control character used at the end of each variable field to separate it from the next field (control function 1/14 of ISO 646).

Fill character: A character used in specified character positions to indicate that no data is available to supply the appropriate value in that position, although that character position is applicable.

Fixed length subfield: A subfield whose length is invariant, being determined for all occurrences by provision of this format. A fixed-length subfield may be defined to contain one or more data elements identified by relative character position. Fixed-length subfields may occur in both Variable data field with fixed-length.

Indicator: A character (numeric or alphabetic) associated with a field which supplies additional information about the contents of the field, about the relationship between the field and other fields in the record, or about the action required in certain data manipulation processes.

IFLA LRM Data elements: Data elements that should be formulated to the provisions of IFLA LRM (formerly FRBR) based cataloguing practices and rules.

Record terminator: The final character in each record (control function 1/13 from ISO 646).

Source format: The data format in which a machine-readable record already existed before being converted into UNIMARC.

Subfield: A defined unit of information within a field (*see also* Data element).

Subfield identifier: A code consisting of two characters to identify individual subfields within a field. The first character is always control function 1/15 from ISO 646 and the second character is either numeric or alphabetic. Subfield identifiers are synonymous with data element identifiers.

Tag: A series of three characters used to specify the name or label of an associated field.

Variable control field: A field that is identified by a field tag (00x tags) but that do not contain either indicator position or subfield codes.

Variable data field: A field in which the length may vary from one occurrence to the next. A variable data field may contain one or more data elements or subfields. The length of the fields in characters includes the number of characters required for the textual data, indicators, subfield identifiers and the field separator.

Variable fields: Fields identified by a three character numeric tag that is stored in the Directory entry for the field. Each field ends with a field terminator character. There are two types of variable fields, Variable Control field and Variable data field.

2.7 Status of Content Designators and Data Elements

Deleted: Designator or element determined with near certainty to have never been used and therefore available for redefinition in a format.

Obsolete: Designator or element may have been used in records and may continue to appear in records created prior to the date the content designator or data element was made obsolete. Obsolete elements are not to be used in new records.

Provisional: Designator or element established for the time being but subject to further refinement.

Reserved: Designator or element defined for future or local use.

History

1994	Text errata.
2009	Changes in terminology: Record Types.
2009	Changes in terminology: Access Point Types: change for Heading throughout the Manual.
2009	Updated paragraphs: introductory paragraph.
2018	Added paragraphs: Status of Content Designators and Data Elements.
2019	Added new definition: Control Subfield.

DEFINITIONS

2024	Alignment of definitions in 2.6. with UNIMARC/Bibliographic format.
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