3 GUIDELINES FOR FORMAT DESIGN

UNIMARC is designed according to an agreed set of principles. These have been adopted for UNIMARC/Authorities format.

1) Tags should identify a field in two respects: i) the type of character string (e.g., a personal name) and ii) the function the character string performs in the record (e.g., tracing). These aspects will be shown by assigning specific values to the character positions of the tags. Tags may be both numeric and alphabetic. First assignment will be numeric values, expanded to alphabetic values (lower case preferred) when required.

2) Indicators should be tag dependent but used as consistently as possible across all fields. Indicators may be both numeric and alphabetic. First assignment will be numeric values, expanded to alphabetic values (lower case preferred) when required.

3) Subfield identifiers will be tag dependent, but, as far as possible, common data elements will be identified by the same subfield identifiers across fields. Subfield identifiers may be both numeric and alphabetic. First assignment will be alphabetic values (lower case preferred), expanded to numeric values when required. Subfield identifiers will be given values for identification rather than for file arrangement. There will be no specified order for subfield identifiers, as order is determined by the data. (see section 5.4)

4) The fields on an authority record have been regarded as relating primarily to broad categories of information such as "Authorized Access Point", "Related Access Point" etc. In a machine-readable record the primary grouping of fields will be according to these fundamental categories.

5) Descriptive information carried in notes is not intended for use as access points.

History

2021	Errata/text edit.
2024	Errata/text edit.