

Fr: DALNET Database Standards Committee
Re: Minimal Level Bibliographic Records in DALNET databases.
Version: 2ND DRAFT
Date: 2/2/2000

1. The following provisions for minimal level cataloging (MLC) records are to be understood as a subset of the "DALNET Guidelines for Bibliographic and Authority Databases" [issued: date] and the practices described in that document should pertain to the creation of MLC records unless explicitly stated otherwise in the provisions below.
2. DALNET libraries may choose to make MLC Records when full level cataloging copy is not available via the bibliographic utilities or other DALNET libraries for specific titles and either of the following applies:
 - a. Minimal level cataloging is judged sufficient to make the title appropriately accessible based on criteria specific to the cataloging library;
 - b. The library lacks adequate resources to provide full-level cataloging.
3. Data Elements to be included in minimal level records will conform to the MLC Record Requirements specified in Appendix A of the *USMARC Bibliographic Format* (Washington, D.C. : Library of Congress, 1994) (*The Concise Bibliographic Formats* is available online on the LC MARC21 site at <http://www.lcweb.loc.gov/marc/bibliographic/nlr>)
 - a. Elements specified as optional by the national MLC Record Standard may be included at the discretion of individual DALNET cataloging libraries based on their specific needs.
 - b. If DALNET libraries choose to exceed the cataloging "floor" specified as mandatory by the MLC Standard, they should be aware of the intermediate specifications of the PCC Core Level Cataloging specification (CLC) , and assign an appropriate encoding level, etc. if they reach that specification level (see CLC specifications at <http://lcweb.loc.gov/catdir/pcc/bibco.html>)
4. Cataloging practice and formulation of the content of data elements will otherwise conform to the specifications of *Anglo American Cataloging Rules* (AACR2), rev. ed.
 - a. Access points will be verified by searching the national level authority file or DALNET surrogate for that file as it becomes available; if headings are not found, the heading will be used in the form found on the item-in-hand. (as per LC MLC cataloging practice, cf. *Cataloging Service Bulletin* (CSB) 42:65-66)
 - b. Series will be recorded as found in a 4XX field:
 1. If series authority records are found in the national authority file, prefer the tracing practice recorded there. If the individual DALNET cataloging agency chooses to deviate from that practice, they should observe the general DALNET bibliographic/authority standard which mandates that decisions differing from LC be recorded in the 6XX \$5 of the local version of the authority record.
 2. If series authority records are *not* found in the national authority file or its local surrogate, individual cataloging agencies may elect to record the series as found in a 490, leave it untraced and do no further authority work (as per Library of Congress MLC practice, cf. CSB 42:66). If the agency elects to trace, they must do full authority work as described by AACR2, rev. ed., and the most current version of the *Library of Congress Rule Interpretations*.
 3. If subject headings are included, they must be appropriately authorized and formulated as specified in the "DALNET Guidelines for Bibliographic and Authority Databases."
5. Copy holdings, volume holdings and item records will be created following standard Horizon practices.