

## DALNET DATABASE STANDARDS COMMITTEE

### MINIMAL LEVEL BIBLIOGRAPHIC RECORD STANDARDS

1. While complete cataloging is the most desirable and recommended, it is acknowledged that this is not always possible.
2. DALNET member libraries may use minimal level records for those items which they feel should not receive full cataloging or for which they are unable to do full cataloging. Minimal level records would not normally be created for those items for which copy is available on OCLC. Minimal level records should not be created if another DALNET library has already created a full bibliographic record for the same item on NOTIS.
3. Records created solely for the purpose of ordering and/or receiving materials should be provisional records rather than minimal records.
4. The minimal data elements required by the NOTIS system are selected fixed fields (format dependent) and the title. Default values are permissible in those fixed fields not mandated by the system.
5. The descriptive portion of the bibliographic record must follow the latest version of the Anglo-American Cataloguing Rules, second edition (AACR2), level 1 requirements: title proper, statement of responsibility, edition, place, publisher, date, and extent. The GMD (general material designation) should be added for non-print materials. Standard number fields shall be included on the record, e.g. ISBN, ISSN, LCCN, etc. Additional information may be added at the discretion of the DALNET library creating the record.
6. AACR2 rules for choice and form of the main entry will be followed. Each minimal record must include at least one access point by author, personal or corporate, if known. Additional access points are optional.
7. The series statement and tracing is optional and may be included at the discretion of the cataloger. If series are included, they should be verified in the NOTIS authority file and the established decision followed.
8. Subject analysis is encouraged, but is not mandatory.
9. Minimal level records may be upgraded at any time to full cataloging records.

10. Authority work will be done for all name, series and subject access points present on a minimal level record.

11. Copy holdings, volume holdings and item records will be created following normal practice.

12. For non-book formats the minimal record will include any data elements necessary for the correct bibliographic identification of items in that format.

Approved by the Database  
Standards Committee for  
submission to the DALNET  
Board 6/9/89

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