**Cataloging Records**

**Leader Field Components to include for Government Items**

**Rec\_Type= Record Type**- Defines various types of content and material- See handout with definition table.

**Bib\_Lvl= Bibliographic Level**

a=Monographic component part

b=Serial component part

c= Collection

m= Monograph/Item- Most common that you will use.

s= Serial

**Cont= Nature of Contents**- Helps define the types of materials-You can use up to four codes to describe the material if it does not fit into one specific category

Listed are the most common codes that you will probably use:

e=Encyclopedias

i- Indexes

l=Legislation – contains full or partial texts of enactments of legislative bodies, either as statutes or in code form, also includes rules and regulations issued by executive or administrative agencies

r= Directories- contains directory or register of persons or corporate bodies

s= Statistics- collection of statistical data on subject

t= Technical Reports- contains technical report material, result of scientific investigation or technical development, testing or evaluation

u= Standards/specifications- contains national, international, or industry standard or specifications of a process or service requirement

y= Yearbooks

**Indx= Index-** Include if the item has index or not. Has index= 1, No index= 0

**GovtPub= Government Publication**- this is where you’ll specify the content covered in the publication

Listed are the most common codes that you will probably use:

c= Multilocal- published or produced by or for a multilocal jurisdiction

f= Federal/National- published or produced by or for a federal or national government body

l= Local- published or produced by or for a local government jurisdiction such as a town, city, county, etc.

m= Multistate- published or produced by or for a regional combination of jurisdictions at the state, provincial, territorial, etc. level

o=Government publication-level undeteremined

s= State, provinicial, territorial dependent, etc. – published or produced by or for a government body at the state, provincial, territorial, or other dependent jurisdictional level

u= Unknown if item is government publication.

Z= Other- published or produced by or for a government agency at a level other than that specified by one of the other defined codes

**Illus= Illustrations**- illustration terms used in the physical description in field 300

a= illustrations

b= maps

c= portraits

d= charts

e= plans

f= plates

j= genealogical tables

o= photographs