PART 2 Guidelines for the Construction of MARC 583 Fields -- BY ACTION

Contents and Hyperlinks

$ a (Action) = acquired surrogate

Subfields Used in Conjunction with $a acquired surrogate

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 v. 5** $a acquired surrogate $c 20040915 $i microfilm use copy $2 pda $5 CSt

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $3 v. 5 $a acquired surrogate **$b SP2003-10** $c 20040915 $i microfilm use copy $2 pda $5 CSt

Subfield c (Time/date of Action) must be used to record the date of action (*acquired surrogate*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a acquired surrogate **$c 20041111** $i digital copy $2 pda $5 CSt

A digital surrogate of this item was acquired by Stanford University on November 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the type of surrogate acquired). Standardized terminology should be used in $i when the action in $a is acquired surrogate.

Standard $i terms used when $a = acquired surrogate	
Terms	**Definitions**
digital copy	Link established to a commercial database or other online resource.
facsimile publication	An exact reproduction of the original (e.g., Octavo)
microfilm use copy	Commercially produced microfilm or a use copy generated from a preservation master owned by another institution.
reprint	A commercial copy reissued by the publisher.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is acquired surrogate or will acquire surrogate. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the acquired surrogate.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database record number in $b.

Example:
583 0# $a acquired surrogate $c 20050311 $i microfilm use copy
$u **http://www.stanford.edu/pres/acq/r=aaa0123** $2 pda $5 CtY

Example:

583 0# $a acquired surrogate $b aaa0123 $c 20050311 $i microfilm use copy **$u http://www.stanford.edu/pres/acq/** $2 pda $5 CtY

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:

583 0# $a acquired surrogate $c 2004 **$x women's history project** $2 pda $5 CtY

In this case, the note describes a special project that exposed the need for this surrogate.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:

583 1# $a acquired surrogate $b 2004-J292 $c 20041103 **$z For further information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:

583 0# $a acquired surrogate $c 20041201 $i facsimile publication **$2 pda** $5 DLC

In this case a facsimile copy was donated to the library and added to the collection on December 1, 2004.

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:

583 0# $a acquired surrogate $c 20041221 $i microfilm use copy $2 pda **$5 CtY**

The item in this example was replaced by Yale University with a microfilm use copy.

$ a (Action) = condition reviewed

Subfields Used in Conjunction with $a condition reviewed

Mandatory subfields: $a, $c, $2, and $5.
Recommended subfields: $l (Status)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a condition reviewed $c 20040915 $l mutilated $2 pda $5 DLC

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
583 1# $a conserved **$b 04-074** $c 20041222 $z For treatment information, contact the Conservation Division $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.
Subfield c (Time/date of Action) must be used to record the date of the review (*condition reviewed*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a condition reviewed **$c 20040821** $2 pda $5 DLC

The condition of this item was reviewed on August 21, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is condition reviewed. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been undertaken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) contains the condition or state of the described materials, sometimes but not always resulting from an action. The standardized terminology listed below should be used. In general, $x or $z should be used when none of the standardized language fits the circumstances. Subfields x or z may also be used in addition to $l to provide greater detail.

Standard $l terms used when $a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged
flaked/cracked	rebacked	
foxed	redox	
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.		

Example:
583 0# $a condition reviewed $c 20041202 **$l oxidized** $x redox $2 pda
        $5 DLC

Example:
583 0# $a condition reviewed $c 20041002 **$l damaged** $z pressure-
        sensitive tape $2 pda $5 DLC

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Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's condition review record number in $b.

Example:
583 0# $a condition reviewed $c 20041011 **$u http://www.uflib.ufl.edu/ pres/repro/db/r=aaa0123** $2 pda $5 FU

Example:
583 0# $a condition reviewed $b aaa0123 $c 20041011 **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a condition reviewed $c 2004 $l defaced **$x faces in illustrations are blacked out** $2 pda $5 NIC

In this case, the note further describes the type of defacement but does not share this description with the public.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a condition reviewed $c 20050311 $l undamaged $2 pda $5 DLC
583 1# $3 maps $a condition reviewed $c 20050311 $l missing $2 pda $5 DLC **$z Missing maps**

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a condition reviewed $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at:
http://www.loc.gov/marc/bibliographic/ecbdorg.html

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<u>Example</u>:
583 0# $a condition reviewed $c 20050221 $l undamaged $2 pda **$5 FU**

Staff at the University of Florida (FU) reviewed the condition of the item in this example. On February 21, 2005 this item was in undamaged condition.

$ a (Action) = conserved *or* will conserve *or* will not conserve

<u>Subfields Used in Conjunction with $a conserved *or* will conserve *or* will not conserve</u>

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $x (Nonpublic Note) or $z (Public Note)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

<u>Example</u>:
583 1# **$3 plates** $a conserved $c 20050915 $2 pda $5 MUM
583 1# **$3 text** $a digitized $c 20050915 $2 pda $5 MUM

This example indicates that the plates were conserved while the text was digitized.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

<u>Example</u>:
583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
583 1# $a conserved **$b 04-074** $c 20041221 $z For treatment information, contact the Conservation Division $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of treatment (*conserved*) or the date of queuing for treatment (*will conserve*) or date of the decision *(will not conserve).* Generally, one does not use the 583 field to schedule treatment; this is usually done in separate tracking systems. Dates are always recorded

in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

> Example:
> 583 1# $a conserved **$c 20041011** $2 pda $5 DLC

The item described by this example received conservation treatment on October 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is conserved. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is conserved. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the conservation treatment.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's conservation treatment record number in $b.

> Example:
> 583 1# $a conserved $c 2004 **$u http://www.uflib.ufl.edu/**
> **pres/repro/db/r=aaa0123** $2 pda $5 FU

> Example:
> 583 1# $a conserved $b aaa0123 $c 2004
> **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database. But record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a conserved $c 2004 **$x treatment included washing, deacidification, page and spine repairs** $2 pda $5 NIC

In this case, the note further describes the type of conservation treatment but does not share the description with the public.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
583 1# $a conserved $b 04-074 $c 20041221 **$z For treatment information, contact the Conservation Division** $2 pda $5 DLC

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a conserved $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 1# $a conserved $c 20041121 $2 pda **$5 NN**

The New York Public Library (NN) conserved the item in this example.

$a (Action) = digitized *or* will digitize *or* will not digitize

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Subfields Used in Conjunction with $a digitize *or* will digitize *or* will not digitize

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 text** $a digitized $c 20040915 $2 pda $5 MUM

This example indicates that the text of an item was digitized.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a digitized **$b 2004-074** $c 20041104 $z Institute for Museum and Library Services grant $2 pda $5 DLC

This example provides the grant number for the digitization project grant awarded by the Institute for Museum and Library Services (IMLS).

Subfield c (Time/date of Action) must be used to record either the date of action (*digitized*) or the date of queuing for action (*will digitize*) or the date of the decision *(will not digitize)*. Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will digitize **$c 20050311** $2 pda $5 DLC

This item was queued for digitization on March 11, 2005. The institution has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is digitized or will digitize. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is digitized or will digitize. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the digitization process or project specifications.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

> Example:
> 583 1# $a digitized $c 20050311 **$u http://www.uflib.ufl.edu/pres/ repro/db/r=aaa0123** $2 pda $5 FU

> Example:
> 583 1# $a digitized $b aaa0123 $c 20050311
> **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database. But record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

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Example:
583 0# $a will digitize $c 2004 **$x NEH funding requested for Latin
    American collections** $2 pda $5 FU

In this case, the note further describes a source of funding they anticipate receiving to carry out this project.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a will not digitize $c 20041104 **$z Not in scope per Collection
Development Officer** $2 pda $5 DNLM

This example indicates that the title was reviewed but determined not to be in scope for the digitization project by the Collection Development Officer at the National Library of Medicine.

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a will digitize $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a digitized $c 20050221 $2 pda **$5 NIC**

Cornell University (NIC) digitized the item in this example.

$ a (Action) = housed

Subfields Used in Conjunction with $a housed

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a housed $c 20040915 $I encapsulation $2 pda $5 CtY

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a housed **$b 04-074** $c 20040904 $x For further information, contact the Conservation Division $2 pda $5 NN

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date an item is housed (*housed*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a housed **$c 20040730** $i box $2 pda $5 MdU

The University of Maryland library housed this item on July 30, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the manner of housing). Standardized terminology should be used in $i when the action in $a is housed.

Standard $i terms used when $a = housed	
Terms	**Definitions**
box	Custom-fitted board stock enclosure, preservation quality materials & construction, often used for rare book collections. May be cloth-covered.
encapsulation	Custom-fitted polyester enclosure, preservation quality materials & construction, often used for maps
envelope/sleeve	Non-custom paper or Tyvek enclosure, preservation quality materials & construction, often used for pamphlet collections
folder/container	Non-custom enclosure, card stock/board stock, preservation quality materials & construction, often used for manuscript collections
jacket	Custom-fitted paper enclosure, preservation quality materials & construction, often used for microfiche and photonegative collections
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is housed. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a housed $c 20041111 $i encapsulation
$u **http://www.emory.edu/pres/hous/r =aaa0123** $2 pda $5 GEU

Example:
583 0# $a housed **$b aaa0123** $c 20041111 $i encapsulation
$u **http://www.emory.edu/pres/hous/** $2 pda $5 GEU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a housed $c 2004 **$x project done to compare commercially produced vs. in-house boxes** $2 pda $5 NN

In this case, the note further describes a special project that this work was part of.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a housed $b 04-074 $c 20040904 **$z For further information, contact the Conservation Division** $2 pda $5 NN

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a housed $c 20041201 $ i box **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 0# $a housed $c 20041221 $i box $2 pda **$5 InU**

The item in this example was re-housed into a custom box by Indiana University (InU).

$ a (Action) = mass deacidified *or* will mass deacidify *or* will not mass deacidify

Subfields Used in Conjunction with $a mass deacidified *or* will mass deacidify *or* will not mass deacidify

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 plates** $a mass deacidified $c 20040915 $i DEZ $2 pda $5 MiEM

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 1# $a mass deacidified **$b 04-0045** $c 20040915 $i MMMC $z For treatment information, contact the Preservation Division $2 pda $5 MiEM

This example provides the item record number for a local database, but the user would have to contact Michigan State University for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of treatment (*mass deacidified*) or the date of queuing for treatment (*will mass deacidify*) or the date of decision *(will not mass deacidify)*. Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

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> Example:
> 583 1# $a will mass deacidify **$c 20040729** $i MMMC $2 pda $5 MdU

This item was queued for mass deacidification on July 29, 2004. The University of Maryland has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the type of deacidification process used). Standardized terminology should be used in $i when the action in $a is mass deacidify or will mass deacidify.

Standard $i terms used when $a = mass deacidified or will mass deacidify	
Terms	**Definitions**
DEZ	Diethyl zinc
Mg3/MBG	Magnesium dibutoxytriethylene glycoate/Magnesium butyl glycoate (e.g., FMC)
METE	Magnesium ethoxide & titanium ethoxide (e.g., Battelle)
MgO	Magnesium oxide (e.g., Bookkeeper)
MMMC	Methoxy magnesium methylcarbonate (e.g., Wei T'o)
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is mass deacidified or will mass deacidify. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

MARC 583 $2 Preservation and Digitization Actions

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action record number in $b.

Example:
583 1# $a mass deacidified $c 20041111 $i MgO **$u http://www.nyu.edu/ pres/md/r=aaa0123** $2 pda $5 NNU

Example:
583 1# $a mass deacidified $b aaa0123 $c 20041111 $i MgO **$u http://www.nyu.edu/pres/md/** $2 pda $5 NNU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not mass deacidify $c 2004 **$x condition reviewed – heavily coated paper** $2 pda $5 NN

In this case, the note describes the reason for not including the title in the mass deacidification project.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a mass deacidified $b 04-0045 $c 20040915 $i MMMC **$z For treatment information, contact the Preservation Division** $2 pda $5 MiEM

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a mass deacidified $c 20041201 $i MgO **$2 pda** $5 NNU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc /bibliographic/ecbdorg.html.

Example:
583 1# $a mass deacidified $c 20041221 $i MgO $2 pda **$5 NNU**

In this example, an item from New York University (NNU) was mass deacidified using the Bookkeeper process.

$ a (Action) = microfilmed *or* will microfilm *or* will not microfilm

Subfields Used in Conjunction with $a microfilmed or will microfilm or will not microfilm

Mandatory subfields: **$a, $c, $2, and $5.**
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 text** $a microfilmed $c 20040915 $2 pda $5 ICU
583 0# **$3 plates** $a housed $c 20040915 $i box $2 pda $5 ICU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a microfilmed **$b 2004-J292** $c 20041103 $z For ordering information, contact the Preservation Department $2 pda $5 ICU

This example provides the item record number for the local file at the University of Chicago, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local file or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of micro-filming (microfilmed) or the date of queuing for microfilming (will microfilm) or the date of the decision (will not microfilm). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

MARC 583 $2 Preservation and Digitization Actions

<u>Example</u>:
583 1# $a will microfilm **$c 2004** $2 pda $5 ICU

This item was queued for microfilming in 2004. The institution has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., kind of treatment applied to microfilm). Standardized terminology should be used in $i when the action in $a is microfilmed or will microfilm.

Standard $i terms used when $a = microfilmed or will microfilm	
Terms	**Definitions**
polysulfide	Treatment for microfilm, which greatly retards damage from pollutants. Polysulfide treatment may be used during initial processing of film or for film already processed.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is microfilmed or will microfilm. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the microfilming project specifications or the process performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

MARC 583 $2 Preservation and Digitization Actions

Example:
583 1# $a microfilmed $c 20041111 **$u http://www.ohio.edu/pres /repro/r=aaa0123** $2 pda $5 OAU

Example:
583 1# $a microfilmed $b aaa0123 $c 20041111
$u http://www.ohio.edu/pres/repro/ $2 pda $5 OAU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a will not microfilm $c 2004 **$x Queued for filming by the Library of Congress** $2 pda $5 DNLM

In this case, the note explains the reason that the National Library of Medicine decided not to film this title.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a microfilmed $b 2004-J292 $c 20041103 **$z For ordering information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a microfilmed $c 20041201 **$2 pda** $5 OAU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/ marc/bibliographic/ecbdorg.html.

Example:
583 1# $a microfilmed $c 20041221 $2 pda **$5 MdU**

The University of Maryland (MdU) microfilmed this item on December 21, 2004.

$a (Action) = rebound

Subfields Used in Conjunction with $a rebound

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 v. 2** $a rebound $c 20040915 $2 pda $5 MdBJ

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 1# $a rebound **$b 04-B3998** $c 20050107 $z For treatment information, contact the Library Binding Section $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record the date of treatment (*rebound*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a rebound **$c 20041011** $2 pda $5 ViRCU

This item was rebound by Virginia Commonwealth University on October 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is rebound. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is rebound. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's record number from the department's preservation action database in $b.

> Example:
> 583 1# $a rebound $c 20041111 **$u http://www.loc.gov/pres/bind/r= 04-B3998** $2 pda $5 ViRCU

> Example:
> 583 1# $a rebound **$b 04-B3998** $c 20041111
>   **$u http://www.loc.gov/pres/bind/** $2 pda $5 ViRCU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

> Example:
> 583 1# $a rebound $b 04-B3998 $c 20050107 **$x For treatment information, contact the Library Binding Section** $2 pda $5 DLC

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a rebound $b 04-B3998 $c 20050107 **$z For treatment information, contact the Library Binding Section** $2 pda $5 DLC

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a rebound $c 20041201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 1# $a rebound $c 2004 $2 pda **$5 DLC**

The Library of Congress (DLC) rebound the item in this example in 2004.

$ a (Action) = repaired

Subfields Used in Conjunction with $a repaired

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a repaired $c 20040915 $2 pda $5 MdBJ

Subfield b may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 MdBJ
583 0# $a repaired **$b 04-074** $c 20041204 $z For treatment information, contact the Preservation Department $2 pda $5 MdBJ

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of treatment (*repaired*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a repaired **$c 20041211** $2 pda $5 MdBJ

This item was repaired on December 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is repaired. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is repaired. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the repair performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a repaired $c 20041211 **$u http://www.umd.edu/pres/ repair/r=aaa0123** $2 pda $5 MdBJ

Example:
583 0# $a repaired **$b aaa0123** $c 20041211
$u http://www.umd.edu/pres/repair/ $2 pda $5 MdBJ

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:.
583 1# $a repaired $b 04-B3998 $c 20050107 **$x For treatment information, contact the Collections Care Section** $2 pda $5 DLC

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a repaired $b 04-B3998 $c 20050107 **$z For treatment information, contact the Collections Care Section** $2 pda $5 DLC

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a repaired $c 20050201 **$2 pda** $5 MdBJ

Subfield 5 always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 0# $a repaired $c 20050221 $2 pda **$5 MdBJ**

Johns Hopkins University (MdBJ) repaired the item in this example on February 21, 2005.

$ a (Action) = reproduced in analog *or* will reproduce in analog or will not reproduce in analog

Subfields Used in Conjunction with $a reproduced in analog or will reproduce in analog or will not reproduce in analog

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	disc	pressed disc
material	frontispiece	reel
binding	illustration(s)	tape
copy [#]	plate(s)	v. [#]
cover(s)	pp. [#]	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 reel 2** $a reproduced in analog $c 20040915 $2 pda $5 NSyU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a reproduced in analog **$b FX-0370** $c 20041204 $z For more
        detailed information, contact the Recording Lab $2 pda $5 NSyU

This example provides the item record number for the Recording Lab database, but the user would have to contact Syracuse University for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u to provide a direct link to the Recording Lab database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*reproduced in analog*) or the date of queuing for action (*will reproduce in analog*) or the date of the decision *(will not reproduce in analog).* Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will reproduce in analog **$c 20040728** $2 pda $5 NSyU

This item was queued for analog reproduction on July 28, 2004. Syracuse University has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., type of reformatting). Standardized terminology should be used in $i when the action in $a is reproduced in analog or will reproduce in analog.

Standard $i terms used when $a = reproduced in analog or will reproduce in analog	
Terms	**Definitions**
film to film	Motion picture film to motion picture film
film to video	Motion picture film to standard video format
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is reproduced in analog or will reproduce in analog. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the preservation action performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a reproduced in analog $c 20041211 **$u http://www.library.
syr.edu/pres/anal/r=aaa0123** $2 pda $5 NSyU

Example:
583 1# $a reproduced in analog $b aaa0123 $c 20041211
$u http://www.library.syr.edu/pres/anal/ $2 pda $5 NSyU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not reproduce in analog $c 20041204 **$x Content reviewed
by curators** $2 pda $5 NSyU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.
Example:
583 1# $a reproduced in analog $b FX-0370 $c 20041204 **$z For more
detailed information, contact the Recording Lab** $2 pda $5 NSyU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a reproduced in analog $c 20050201 **$2 pda** $5 NSyU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 1# $3 reel 2 $a reproduced in analog $c 20050221 $2 pda **$5** NSyU

Reel 2 of the item in this example was reproduced in analog by Syracuse University (NSyU).

$ a (Action) = reproduced in print *or* will reproduce in print *or* will not reproduce in print

<u>Subfields Used in Conjunction with $a reproduced in print or will reproduce in print or will not reproduce in print</u>

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

<u>Example</u>:
583 1# **$3 plates** $a reproduced in print $c 20040915 $2 pda $5 KU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

<u>Example</u>:
583 1# $a reproduced in print **$b 04-P249** $c 20040915 $z For more
        information, contact the Preservation Department $2 pda $5 KU

This example provides the item record number for a local database, but the user would have to contact the University of Kansas for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*reproduced in print*) or the date of queuing for action (*reproduced in print*) or the date of the decision *(will not reproduce in print)*. Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

<u>Example</u>:
583 1# $a will reproduce in print **$c 20040810** $i output from microfilm
        $2 pda $5 KU

This title was queued for reproduction from a microfilm copy on August 10, 2004. The University of Kansas has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the kind of print reproduction produced). Standardized terminology should be used in $i when the action in $a is reproduced in print.

Standard $i terms used when $a = reproduced in print	
Terms	**Definition**
facsimile	Generation of a paper copy from the original paper format (e.g., map, manuscript, book) using the same collation as the original. faithful to the original in aspects of visual or physical reproduction. A master copy of the digital intermediate may be retained. Also referred to as preservation photocopy.
output from microfilm	Generation of a paper copy from microfilm. Not a facsimile copy.
output from digital file	Generation of a paper copy from a digital file. Not a facsimile copy.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Do not use the 583 field to record paper copies produced without regard to preservation standards. While such copies are used to place materials on class reserves or for other short-term purposes, the information should not be recorded as preservation treatment.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is reproduced in print or will reproduce in print. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action record number in $b.

Example:
583 1# $a reproduced in print $c 20041011 $i facsimile **$u http://www.uflib. ufl.edu/pres/repro/db/r=aaa0123** $2 pda $5 FU

Example:
583 1# $a reproduced in print $b aaa0123 $c 20041011 $i facsimile **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not reproduce in print $c 20040915 **$x Commercial facsimile is available** $2 pda $5 KU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.
Example:
583 1# $a reproduced in print $b 04-P249 $c 20040915 **$z For more information, contact the Preservation Department** $2 pda $5 KU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a reproduced in print $c 20050201 **$2 pda** $5 FU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a reproduced in print $c 20050221 $i output from digital file $2 pda **$5 FU**

The University of Florida (FU) reproduced a paper copy of this item from a digital file.

$ a (Action) = request review

Subfields Used in Conjunction with $a request review

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $l (Status)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a request review $c 20040915 $l mutilated $2 pda $5 DLC

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $a request review **$b 04-P249** $c 20040915 $2 pda $5 KU

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of the review (*request review*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a request review **$c 20040811** $f Circ $2 pda $5 InNd

The Preservation Department at the University of Notre Dame was notified on August 11, 2004 that a condition assessment was requested by the Circulation Department.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Example:
583 0# $3 text $a request review $c 20050403 **$f Circ-dmk** $l brittle $2 pda
    $5 InNd

In this case, a Circulation staff member determined that the text paper was brittle and requested unspecified treatment. The code "dmk" identifies the specific staff member.

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is request review. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been undertaken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) contains the condition or state of the described materials, sometimes but not always resulting from an action. The standardized terminology listed below should be used. In general, $x or $z should be used when none of the standardized language fits the circumstances. Subfields x or z may also be used in addition to $l to provide greater detail. Do not use descriptors if staff are unfamiliar with the terms.

Standard $l terms used when $a = request review		
acidic paper	foxed	rebacked
alkaline paper	insect damaged	redox
annotated	loose	rehoused poorly
blocked	marginalia	repaired previously
brittle	missing	scratched
damaged	mold damaged	stained
defaced	mutilated	sticky shed
delaminated	not intact	torn
do not treat	obscured	undamaged
faded	obsolescent format	vinegar syndrome
flaked/cracked	oxidized	warped/cockled
		water damaged
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.		

Example:
583 0# $a request review $c 20050202 **$l damaged** $z pressure-
    sensitive tape $2 pda $5 DLC

Subfield u (Uniform Resource Identifier) is not generally used when $a action is request review.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a request review $c 20050202 $l damaged **$z pressure-sensitive tape** $2 pda $5 DLC

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a request review $b 04-P249 $c 20040915 **$z For more information, contact the Circulation Department** $2 pda $5 KU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a request review $c 20050201 $l sticky shed **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at:
http://www.loc.gov/marc/bibliographic/ecbdorg.html

Example:
583 0# $a request review $c 20050221 $f Acq-rpo $2 pda **$5 FU**

On February 21, 2005 an Acquisitions staff member, Rita P. Overmiller, requested that preservation staff review this item.

$ a (Action) = retained

Subfields Used in Conjunction with $a retained

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a retained $c 20040915 $2 pda $5 InNd

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $a retained **$b 04-074** $c 20050409 $z For retention information, contact the Collection Development Office $2 pda $5 InNd

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of action (*retained*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a retained **$c 20050311** $2 pda $5 InNd

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is retained. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is retained. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a retained $c 20050311 **$u http://www.und.edu/pres/acq/r =aaa0123 **$2 pda $5 InNd

Example:
583 0# $a retained $b aaa0123 $c 20050311 **$u http://www.und.edu/ pres/acq/ **$2 pda $5 InNd

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a retained $b 04-074 $c 20050409 **$x For retention information, contact the Collection Development Office** $2 pda $5 InNd

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

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Example:
583 0# $a retained $b 04-074 $c 20050409 **$z For retention information, contact the Collection Development Office** $2 pda $5 InNd

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a retained $c 20050201 **$2 pda** $5 InNd

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 0# $3 plates $a retained $c 20050221 $2 pda **$5 InNd**

In this example, the University of Notre Dame (InNd) chose to retain only the plates.

$ a (Action) = stabilized

Subfields Used in Conjunction with $a stabilized

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example (*holdings-level*):
583 0# **$3 v. 1 (1889)** $a stabilized $c 2004 $i tied $2 pda $5 DLC
986 ## $a physical inventory $b BIP $d 2004-07-02

In this case, volume 1, 1889 of this title was tied with flat cotton tape during the course of a physical inventory project in July 2004.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20050301 $2 pda $5 DLC
583 0# $a stabilized **$b 04-892** $c 20050403 $i shrink-wrapped $z For treatment information, contact the Conservation Division $2 pda $5 DLC

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of treatment (stabilized). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a stabilized **$c 20041111** $i tied $2 pda $5 DLC

On November 11, 2004 the Library of Congress stabilized this copy by using flat cotton "tape" to tie the loose covers in place.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the method of stabilization used). Standardized terminology should be used in $i when the action in $a is stabilized.

Standard $i terms used when $a = stabilized	
Terms	**Definition**
cleaned	The removal of substances that can be detrimental to the item. *Examples: surface or "dry" cleaning of flat paper using a soft brush or an erasing compound; vacuuming bound volumes using cheesecloth & HEPA filters; removal of dry-particulate debris, such as dirt, dust, or shedding binder, from videotapes using long-fiber, lint-free, non-abrasive tissues.*
shrink-wrapped	A protective covering, often temporary, consisting of a clear polyethylene or other chemically stable film wrapped around the item, then shrunk by heat to form a sealed, tight-fitting package.
tied	Use of a flat cotton "tape" wrapped around an item to support loose components.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is stabilized. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a stabilized $c 20050311 **$u http://www.loc.gov/pres/ cons/r =aaa0123** $2 pda $5 DLC

Example:
583 0# $a stabilized **$b aaa0123** $c 20050311 **$u http://www.loc.gov/ pres/cons/** $2 pda $5 DLC

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a stabilized $c 2004 $l cleaned $2 pda $5 DLC
583 0# $a transferred to optimal storage **$x FM 50/30** $c 2004 $2 pda $5 DLC

In this case, the Library of Congress has chosen to add a non-public note using a code, "FM," to indicate Fort Meade, the specific off-site facility, and "50/30" to reflect an environment with ideal conditions for that material type (50 degrees F, 30% relative humidity).

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a stabilized $c 20041103 $l shrink-wrapped **$z For materials specifications, contact the Preservation Department** $2 pda $5 MdBJ

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a stabilized $c 20050201 $i shrink-wrapped **$2 pda** $5 MdBJ

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc /bibliographic/ecbdorg.html.

Example:
583 0# $a stabilized $c 20050221 $i shrink-wrapped $2 pda **$5 MdBJ**

The item in this example was shrink-wrapped by the Johns Hopkins University (MdBJ) on February 21, 2005.

$ a (Action) = transferred to optimal storage

Subfields Used in Conjunction with $a transferred to optimal storage

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 accompanying videotape** $a transferred to optimal storage
      $c 20050406 $2 pda $5 MiU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a transferred to optimal storage **$b WGCFM0412** $c 20041207
      $z Fort Meade $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record the date of action (*transferred to optimal storage*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a transferred to optimal storage **$c 20041211** $2 pda $5 MiU

This item was transferred to optimal storage on December 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is transferred to optimal storage. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a transferred to optimal storage $c 20050311 **$u http://www. umich.edu/pres/buhr=aaa0123** $2 pda $5 MiU

Example:
583 1# $a transferred to optimal storage $b aaa0123 $c 20050311 **$u http://www.umich.edu/pres/buhr** $2 pda $5 MiU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a stabilized $c 2004 $l cleaned $2 pda $5 DLC
583 0# $a transferred to optimal storage **$x FM 50/30** $c 2004 $2 pda $5 DLC

In this case, the Library of Congress has chosen to add a non-public note using a code, "FM," to indicate Fort Meade, the specific off-site facility, and "50/30" to reflect an environment with ideal conditions for that material type (50 degrees F, 30% relative humidity).

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a transferred to optimal storage $b WGCFM0412 $c 20050407 **$z Fort Meade** $2 pda $5 DLC

In this case, the institution wishes to distribute the information that the item has been transferred to optimal storage (first indicator = 1) and that the off-site facility is a module at Fort Meade.

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a transferred to optimal storage $c 20050201 **$2 pda** $5 MiU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 1# $a transferred to optimal storage $c 20050221 $2 pda **$5 MiU**

The University of Michigan (MiU) transferred this item to optimal storage on February 21, 2005.

$ a (Action) = transformed digitally *or* will transform digitally or will not transform digitally

Subfields Used in Conjunction with $a transformed digitally *or* will transform digitally *or* will not transform digitally

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 v. 1** $a transformed digitally $c 20050203 $2 pda $5 ICU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a transformed digitally **$b 2004-G29** $c 20041203 $z For more
    information, contact the Preservation Department $2 pda $5 ICU

This example provides the item record number for a local database, but the user would have to contact the University of Chicago for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*transformed digitally*) or the date of queuing for action (*will transform digitally*) or the date of the decision *(will not transform digitally).* Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will transform digitally **$c 20040730** $2 pda $5 MH

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This item was queued for digital transformation on July 30, 2004. Harvard University has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the digital transformation technique). Standardized terminology should be used in $i when the action in $a is transformed digitally or will transform digitally.

Standard $i terms used when $a = transformed digitally or will transform digitally	
Terms	**Definition**
digital preservation actions	Action taken to maintain or migrate a digital file. See, also, note below.
double-keyed	Rekeying/retyping by more than one data entry operator, with subsequent automated comparison and error detection/correction
georectified	Process that assigns (Earth) surface coordinates to a map or aerial photograph
OCR	Optical character recognition
text markup	XML, TEI, EAD, etc.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

NOTE: It is important to know that most information about digitization and digital preservation actions is technical metadata and is likely to be stored in other databases or repositories at the file level. Use $u to point to either a digital preservation policy or to a database record of specific actions taken. Information recorded in the catalog record should be minimal. If digital preservation information is recorded in the catalog record, the institution is committed to updating the 583 information about the file *for the life of the file*.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

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Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a transformed digitally $c 20050311 **$u http://www.uchicago. edu/dig/r=aaa0123** $2 pda $5 ICU

Example:
583 1# $a transformed digitally $b aaa0123 $c 20050311 **$u http://www.uchicago.edu/dig/** $2 pda $5 ICU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not transform digitally $c 20041203 **$x Out of scope per Collection Development Officer** $2 pda $5 ICU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a transformed digitally $b 2004-G29 $c 20041203 **$z For more information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a transformed digitally $c 20050201 **$2 pda** $5 MH

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a transformed digitally $c 20050221 $2 pda **$5 MH**

The item in this example was transformed digitally by Harvard University (MH).

<div style="border:1px solid">

$ a (Action) = withdrawn

</div>

Subfields Used in Conjunction with $a withdrawn

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 text** $a withdrawn $c 20050901 $2 pda $5 InU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20031201 $5 InU
583 0# $a withdrawn **$b 04-874** $c 20040901 $z For disposition
          information, contact the Exchange and Gift Unit $2 pda $5 InU

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of action (*withdrawn*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a withdrawn **$c 20040901** $2 pda $5 InU

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is withdrawn. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a withdrawn $c 20050311 **$u http://www.indiana.edu/ pres/acq/r=aaa0123** $2 pda $5 InU

Example:
583 0# $a withdrawn $b aaa0123 $c 20050311
 $u http://www.indiana.edu/pres/acq/ $2 pda $5 InU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a withdrawn $b 04-874 $c 20040901 **$x For disposition information, contact the Exchange and Gift Unit** $2 pda $5 InU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a withdrawn $b 04-874 $c 20040901 **$z For disposition information, contact the Exchange and Gift Unit** $2 pda $5 InU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a withdrawn $c 20050201 **$2 pda** $5 InU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 0# $a withdrawn $c 20050221 $2 pda **$5 InU**

The item in this example was withdrawn by Indiana University (InU).

$ a (Action) = other

Subfields Used in Conjunction with $a other

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $x (Nonpublic Note) or $z (Public Note)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 all front pages** $a other $c 20050301 $z paper splitting $2 pda
$5 PPT

In this case, only the front covers of newspapers containing the headlines are being treated.

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $3 December 7, 1941 issue $a other **$b NEH** 04-T002 $c
20040917 $k ZFB $o front page $z paper splitting $2 pda $5 PPT

This example provides the control number used in a cooperative grant project.

Subfield c (Time/date of Action) must be used to record the date of action (*other*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a other **$c 20050311** $z paper splitting $2 pda $5 PPT

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is other. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $3 November 19, 1863 issue $a other $c 20040915 $k ZFB
    $o front page **$u http://www.temple.edu/headlines/gettysburg**
    $z paper splitting $2 pda $5 PPT

Example:
583 1# $3 November 19, 1863 issue $a other **$b Gettysburg**
    $c 20040915 $k ZFB $o front page **$u http://www.temple.edu/ headlines/** $z paper splitting $2 pda $5 PPT

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the citation has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a other $c 20050311 **$x paper splitting** $2 pda $5 PPT

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a other $c 20050311 **$z paper splitting** $2 pda $5 PPT

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a other $c 20040917 $z paper splitting **$2 pda** $5 PPT

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 0# $a other $c 20040917 $z paper splitting $2 pda **$5 PPT**

Temple University treated this item by paper splitting on September 17, 2004.