

**DATA ELEMENTS INCLUDED AT THE FULL, CORE, MINIMAL AND ABBREVIATED LEVELS**  
 (excluding data elements for printed music, music sound recordings and music videorecordings)  
 [effective July 1, 2003]

M = Mandatory; MA = Mandatory if applicable; O = Optional

ELEMENT	FULL	CORE	MINIMAL	ABBREVIATED
Leader	M	M	M	M
006 Additional material characteristics fixed field	MA	O; (MA for continuing resources characteristics)	O; (MA for continuing resources characteristics)	O; (MA for continuing resources characteristics)
007 Physical description fixed field	MA	MA	MA	MA (required for Union Catalogue)
008 Fixed length data elements	Code fully	Code fully	Code fully	Code fully
010 Library of Congress control number	MA (if found on derived record)	MA (if found on derived record)	MA (if found on derived record)	MA (if found on derived record)
016 National bibliographic agency control number	M†	M†	M†	M†
020 International Standard Book Number	\$a, \$z: MA	\$a, \$z: MA	\$a, \$z: MA	\$a, \$z: MA
022 International Standard Serial Number	MA	MA	MA	MA
024 Other standard identifier	MA	MA	MA	MA
037 Source of acquisition	\$b MA†	\$b MA†	--	--
040 Cataloguing source	M	M	M	M
041 Language code	MA	MA	MA	MA (required for Union Catalogue)
042 Authentication code (for continuing resources)	M	M	M	M
043 Geographic area code	MA	MA	MA	--
045 Time period of content	MA	--	--	--
055 Classification numbers assigned in Canada	M	M (for certain categories * of material)	M (for certain categories * of material)	MA (if an LC call no. in 851 has been assigned)
082 DDC classification number	M**†	M**†	M**†	--
086 Government document classification number	MA	MA	MA	MA

\* Records for serials and government documents will not be assigned an LC classification number.

\*\* Not required for these records.

† Not required for Non-Canadiana or pre-Legal Deposit Canadiana material.

<b>ELEMENT</b>	<b>FULL</b>	<b>CORE</b>	<b>MINIMAL</b>	<b>ABBREVIATED</b>
1XX Main entry	MA	MA	MA	MA (and only if easily determined)
210 Abbreviated key title (continuing resources)	MA	MA	MA	MA
222 Key title (continuing resources)	MA	MA	MA	MA
240 Uniform title	MA	MA	MA	MA if needed to identify the item/if easily determined
243 Collective uniform title	MA	MA	MA	MA if needed to identify the item/if easily determined
245 Title statement	\$a M; All other subfields: MA	\$a M; All other subfields: MA	\$a M; All other subfields: MA	\$a M; \$b, \$c, \$n, \$p, \$h: MA if needed to identify the item/if easily determined
246 Varying forms of title	MA	MA	MA	MA (for added t.p. title(s) in Eng./Fre. or parallel title(s) in Eng./Fre.)
250 Edition statement	MA	MA	MA	MA
260 Publication, distribution, etc. (Imprint)	M	M	M	M
300 Physical description	M	\$a, \$c: M	\$a, \$c: M	\$a M
310 Current publication frequency (continuing resources)	MA	MA	MA	--
321 Former publication frequency (continuing resources)	MA	MA	MA	--
362 Dates of publication and/or volume designation (serial)	MA	MA	MA	MA
440 Series statement/AE - Title	MA	MA	MA	--
490 Series statement (untraced or traced differently)	MA	MA	MA	--
<b>5XX Notes</b>	All notes: MA	MA as specified below	MA as specified below	MA as specified below

<b>ELEMENT</b>	<b>FULL</b>	<b>CORE</b>	<b>MINIMAL</b>	<b>ABBREVIATED</b>
<b>BOOKS</b>				
500 General note (Source of title proper)	MA	MA	MA	--
502 Dissertation note	MA	MA	MA	MA
505 Formatted contents note (for multi-part items with separate titles)	MA	MA	MA	--
534 Original version note	MA	MA	MA	MA (required for Union Catalogue)
546 Language note	MA	MA	MA	MA
<b>CONTINUING RESOURCES</b>				
500 General note (Source of title proper)	MA	MA	MA	MA
500 General note (Description based on)	MA	MA	MA	MA
515 Numbering peculiarities note	MA	MA	MA	MA (required for Union Catalogue)
546 Language note	MA	MA	MA	MA
<b>NON-MUSIC SOUND RECORDINGS</b>				
500 General note (Source of title proper)	MA	MA	MA	--
500 General note (Label name and issue number)	MA	MA	MA	--
500 General note (Form of composition and medium of performance)	MA	MA	MA	--
500 General note (Accompanying material)	MA	MA	MA	--
505 Formatted contents note (for multi-part items with separate titles)	MA	MA	MA	--
511 Participant or performer note	MA	MA	MA	--
518 Date and place of recording	MA	MA	MA	--
546 Language note	MA	MA	MA	--
<b>ELECTRONIC RESOURCES</b>				
500 General note (Source of title proper)	MA	MA	MA	MA
516 Type of computer file or data note	MA	MA	MA	--
538 System details note	MA	MA	MA	MA (required for Union Catalogue)

ELEMENT	FULL	CORE	MINIMAL	ABBREVIATED
<b>NON-MUSIC VIDEORECORDINGS</b>				
500 General note (Source of title proper)	MA	MA	MA	--
505 Formatted contents note (for multi-part items with separate titles)	MA	MA	MA	--
508 Creation/production credits note	MA	MA	MA	--
511 Participant or performer note	MA	MA	MA	--
538 System details note	MA	MA	MA	MA
546 Language note	MA	MA	MA	MA
6XX Subject headings	M	M (maximum of 2)	--	--
7XX Added entries	MA	For primary relationships; important title access; generally maximum of 2 in addition to the main entry, title proper, parallel title, and series	For primary relationships; important title access; generally maximum of 2 in addition to the main entry, title proper, parallel title, and series	Include 1 and only if main entry is under title; videorecordings: primary relationships
752 Added entry - Hierarchical place name	M (for newspapers and Lowy Collection)	M (for newspapers)	M (for newspapers)	M (for newspapers)
76X-78X Linking entries	All: MA	780/785 (Preceding/Succeeding entry): MA; All other relationship fields: O	780/785 (Preceding/Succeeding entry): MA; All other relationship fields: O	780/785 (Preceding/Succeeding entry): MA
80X-840 Series added entries	MA	MA	MA	--
AMICUS 851 Detailed holdings	M	M	M	M
856 Electronic location and access (Computer file)	MA	MA	MA	MA (required for Union Catalogue)
AUTHORITY RECORDS	M†	M†	M†	--

† Not required for Non-Canadiana or pre-Legal Deposit Canadiana material.

**NOTES:**

Data elements for full level records may surpass those specified above. Full level has been included for comparison purposes.

The data elements provided above for core, minimal and abbreviated records reflect the level of cataloguing treatment for original cataloguing. Derived records, which may include additional access points and notes, will be used as the basis of the NLC record wherever possible. For example, subject headings may be included in minimal or abbreviated level records if derived from another source.

Authority work will be undertaken for all headings used in full, core, and minimal level records with the following exception: for non-Canadian entities included in LCNA, the form of name as established in LCNA will be used; equivalent headings will be made as required. No authority work will be done for items at the abbreviated level, with the exception of annual reports for government departments. No authority work will be done for Non-Canadiana material.