

This table summarises the requirements for OLIS records documented in the RDA/MARC21 training/reference modules and the OLIS Guidelines. For full details, please see those documents. It includes an overview of level-7 and level-3 workflows, but detailed workflows at these levels are available only for specific materials: videorecordings, foreign-language materials, catalogues and similar at level 7; BK materials (including boxes of material) and sound recordings at level 3. Further workflows may be developed if there is a demand. Please do not delete other elements found in derived records, except for: 263 fields in upgraded CIPs; 776 fields referring to online resources; 856 fields with links to online resources other than LC tables of contents in non-e records; misleading or offensive data.

Required elements are shaded.

Notes on terminology

1. 'Recommended' or 'recommendation' means that the element is not absolutely required but is regarded as generally valuable, and OLIS cataloguers are encouraged to include it.
2. 'Optional' or 'optionally' means that the element should be included *only* if:
 - *either* the cataloguing institution has a policy of including that element
 - *or* the cataloguer judges that for the resource in question the usefulness of the element for the FRBR User Tasks (Find, Identify, Select, Obtain) justifies the extra work involved.
3. OLIS templates often include data for elements classed below as optional. This should be left if appropriate, but otherwise can be deleted (or in the case of fixed-length data replaced with '|') rather than replaced with specific values. If existing templates do not meet your needs, please customise your own.

Field	Sub-field	Element(s)	Full-level (academic)	Full-level (non-academic)	Level 7 <i>Not used for MU or CR materials or integrating resources.</i>	Brief record (level 3 if permanent; level 5 if temporary) <i>Level 3 not used for VM or CR materials or integrating resources.</i>
LDR (000)	05 06 07 17 18	Record status, Type of record, Bibliographic level, Encoding level, Descriptive cataloguing form	- Required; often supplied by template, but may need editing. [Various other LDR values are required but are invariably supplied by the template or the system.]	- Required; often supplied by template, but may need editing. [Various other LDR values are required but are invariably supplied by the template or the system.]	- Required; often supplied by template, but may need editing. [Various other LDR values are required but are invariably supplied by the template or the system.]	- Required, but no editing is needed as long as the correct template is used. [Various other LDR values are required but are invariably supplied by the template or the system.]
STA/ RTP			- Required if applicable: --- STA field, e.g. PROVISIONAL	- Required if applicable: --- STA field, e.g. PROVISIONAL	- Required: --- RTP Oxford record (export – COPAC and OCLC) <i>or</i> --- RTP Oxford local record <i>or</i> --- RTP Oxford record (export – COPAC only) - Required if applicable: --- STA field, e.g. PROVISIONAL	- Required for permanent records: --- RTP Oxford local record <i>or</i> --- RTP Oxford record (export – COPAC only) - Required if applicable for permanent records: --- STA field, e.g. ORDER RECORD - Required for temporary records: --- STA MINIMUM LEVEL RECORD <i>or</i> --- STA ORDER RECORD <i>or</i> --- STA PROVISIONAL <i>or</i> --- STA SUPPRESSED.

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006	00	Form of material	- Required for any computer-dependent resource if LDR/06 is not 'm'. - Required for any <i>important</i> components of multi-format resources not represented in 008. - CR 006 required for integrating resources.	- Required for any computer-dependent resource if LDR/06 is not 'm'. - Required for any <i>important</i> components of multi-format resources not represented in 008. - CR 006 required for integrating resources.	- Required for any computer-dependent resource if LDR/06 is not 'm'. - Required for any <i>important</i> components of multi-format resources not represented in 008.	Optional; but lack of 006/00 might affect filtering.
	various	other	02, 04 required in CR 006 for integrating resources. Optional (otherwise use 'l' or 'u').	02, 04 required in CR 006 for integrating resources. Optional (otherwise use 'l' or 'u').	Optional (otherwise use 'l' or 'u').	Optional.
007	00 01	Category of material, SMD	Required for non-book resources and important components.	Required for non-book resources and important components.	Required for non-book resources and important components.	Required for non-book resources and important components.
	various	other	Optional (otherwise use 'l' or 'u').	Optional (otherwise use 'l' or 'u').	Optional (otherwise use 'l' or 'u').	Optional (otherwise use 'l' or 'u').
008	00-17 35-39	Fixed length data	Required.	Required.	Required.	Required.
	18-34	Fixed length data	Required if applicable.	- Required if applicable: form of item; illustrations (BK 18-21); bibliography (BK 24-27); thesis (BK 24-27); index (BK 31); literary form (BK 33); type of cartographic material (MP 25); frequency (SE 18); regularity (SE 19); type of continuing resource (SE 21). - Other elements optional if applicable.	Optional (otherwise use 'l' or 'u').	Optional (otherwise use 'l' or 'u').
020	a	Valid ISBN	All required if applicable. For a set, all set and part ISBNs.	All required if applicable. For a set, all set and part ISBNs.	All required if applicable. For a set, all set and part ISBNs.	- For permanent records all required if applicable. For a set, all set and part ISBNs. - For temporary records at least two required if applicable, all recommended.
	z	Invalid ISBN	Any ISBN listed on the resource, other than the valid one, for the resource itself or a version in another medium or closely related materials.	Any ISBN listed on the resource, other than the valid one, for the resource itself or a version in another medium or closely related materials.	Recommended.	Recommended.
	q	ISBN qualifier	All that are required for differentiation: place/publisher; component; version; binding; whether incorrect or invalid	All that are required for differentiation: place/publisher; component; version; binding; whether incorrect or invalid	All that are required for differentiation: place/publisher; component; version; binding; whether incorrect or invalid	Recommended.

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022	a	Valid ISSN	Required if applicable.	Required if applicable.	Required if applicable.	Required if applicable.
	y	Former ISSN	Optional if applicable.	Optional if applicable.	Optional if applicable.	Optional if applicable.
024	a,q	Other standard identifier	Required if applicable: - International Standard Recording Code - Universal Product Code - International Standard Music Number - European Article Number (unless identical with ISBN or ISMN)	Required if applicable: - International Standard Recording Code - Universal Product Code - International Standard Music Number - European Article Number (unless identical with ISBN or ISMN)	Required if applicable: - International Standard Recording Code - Universal Product Code - International Standard Music Number - European Article Number (unless identical with ISBN or ISMN)	Recommended if applicable: - International Standard Recording Code - Universal Product Code - International Standard Music Number - European Article Number (unless identical with ISBN or ISMN)
028	a,b,q	Publisher number	All required if applicable (mainly VM, MU; also used for auction catalogues).	All required if applicable (mainly VM, MU; also used for auction catalogues).	At least one required if applicable (mainly VM, MU; also used for auction catalogues).	Recommended if applicable (VM, MU).
034	a	Category of scale	Required for MP format.	Required for MP format.	Required for MP format.	Optional for MP format.
	b	Horizontal scale	Required for MP format if applicable.	Required for MP format if applicable.	Required for MP format if applicable.	Optional for MP format if applicable.
	d,e,f,g,2	Sheet corner coordinates	Required for MP format.	Required for MP format.	Required for MP format.	Optional for MP format.
041	Various	Language codes	Required for main components and any substantial accompanying material of translations and multilingual materials, including films with subtitles.	Required for main components and any substantial accompanying material of translations and multilingual materials, including films with subtitles.	\$a/\$d subfields required for translations and multilingual materials, including films with subtitles. Ignore accompanying material unless very substantial.	Optional.
					Other subfields optional.	
043	a	Geographic area code	Required for MP format if applicable.	Required for MP format if applicable.	Recommended for MP format if applicable.	Optional for MP format if applicable.
048	a,b	No. of instruments/voices code	Optional for printed music and sound recordings.	Optional for printed music and sound recordings.	N/A	Optional for printed music and sound recordings.
1XX	various	Main entry	Required, except where main entry is uncontrolled title (245 0). (Motion pictures are normally entered under uncontrolled title.)	Required, except where main entry is uncontrolled title (245 0). (Motion pictures are normally entered under uncontrolled title.)	Required, except where main entry is uncontrolled title (245 0). (Motion pictures are normally entered under uncontrolled title.)	N/A
	e/j	Relator term	Required if suitable term is available.	Required if suitable term is available.	Recommended.	Optional.

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240	a,k,l	Uniform title + qualifiers	For resources by a single creator or collaborators: - required for any resource previously published under a different title. - required for translations into a single language. - required for complete/collected works. For CR: required for differentiation if a serial entered under 100/110/111 reverts to a title used earlier.	For resources by a single creator or collaborators: - required for any resource previously published under a different title. - required for translations into a single language. - required for complete/collected works. For CR: required for differentiation if a serial entered under 100/110/111 reverts to a title used earlier.	For resources by a single creator or collaborators: - required for any resource previously published under a different title. - required for translations into a single language. - required for complete/collected works.	N/A
245	a,n,p	Title proper	All; but, if <i>very</i> long, optionally omit inessential later parts, using `...`.	All; but, if long, optionally omit inessential later parts, using `...`.	All; but, if long, optionally omit inessential later parts, using `...`.	All; but, if long, optionally omit inessential later parts, using `...`.
	b	Other title info	All, except: - if <i>very</i> long, optionally omit inessential later parts, using `...`. - for CR, include subtitles <i>only</i> if they clarify the subject matter of a serial or contain the name of the issuing body.	All, except: - if <i>very</i> long, optionally omit inessential later parts, using `...`. - for CR, include subtitles <i>only</i> if they clarify the subject matter of a serial or contain the name of the issuing body.	All, except: - if <i>very</i> long, optionally omit inessential later parts, using `...`.	All, except: - if <i>very</i> long, optionally omit inessential later parts, using `...`.
	c	Statement of responsibility	First statement; any statement required to explain an access point; any statement about important intellectual/artistic contributors. -Truncation optional in statements other than first, and even in the first if it is <i>very</i> long; but bear in mind that SoR has some value for access. - For audiovisual material, record only major creation/production credits in 245; record performers in 511, and other production credits in 508.	First statement; any statement required to explain an access point; any statement valuable for access or identification. - Truncation optional; but bear in mind that SoR has some value for access. - For audiovisual material, record only major creation/production credits in 245; record performers in 511, and other production credits in 508.	First statement; any statement required to explain an access point; any statement valuable for access or identification. -Truncation optional; but bear in mind that SoR has some value for access. - For audiovisual material, record only major creation/production credits in 245; optionally, record performers in 511, and other production credits in 508.	First statement - Other statements optional. - Truncation optional; but bear in mind that SoR has some value for access. - For audiovisual material, record only major creation/production credits in 245; optionally, record performers in 511, and other production credits in 508.
	Various	Parallel title proper/ other title info/ SoR	All.	All.	Do not record parallel info in 245, but record parallel title proper in 246 11.	Do not record parallel info in 245, but optionally record parallel title proper in 246 11.

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246	a,p,n	Variant title	<ul style="list-style-type: none"> - Correct 245 titles as necessary. - Expand any numerals or ampersands in first 5 words. - Record variants found on resource, within reason. - Record portions of title (alternative title, part title, important subtitle, etc.). - Record parallel title proper. - Record minor changes to CR titles. - Record other titles under which users are very likely to search. 	<ul style="list-style-type: none"> - Correct 245 titles as necessary. - Expand any numerals or ampersands in first 5 words. - Record variants found on resource, within reason. - Record portions of title (alternative title, part title, important subtitle, etc.). - Record parallel title proper. - Record minor changes to CR titles. - Record other titles under which users are very likely to search. 	<ul style="list-style-type: none"> - Correct 245 titles as necessary. - Expand any numerals or ampersands in first 5 words. - Record parallel titles proper (246 11). - Record other titles under which users are very likely to search. 	<ul style="list-style-type: none"> - Correct 245 titles as necessary. - Expand any numerals or ampersands in first 5 words. - Record other titles under which users are very likely to search.
	b		<ul style="list-style-type: none"> - Only if useful for access/identification. 	<ul style="list-style-type: none"> - Only if useful for access/identification. 	<ul style="list-style-type: none"> - Optionally, record variants found on resource. 	<ul style="list-style-type: none"> - Optionally, record variants found on resource. - Optionally, record parallel titles proper (246 11).
247	a,b	Former title	<ul style="list-style-type: none"> - Required if integrating resources change title. 	<ul style="list-style-type: none"> - Required if integrating resources change title. 	<ul style="list-style-type: none"> - Recommended if integrating resources change title. 	<ul style="list-style-type: none"> - Recommended if integrating resources change title.
250	a	Designation of edition/revision	All.	All.	All.	All.
	b	SoR for edition/revision	All.	All.	Optional.	Optional.
	Various	Parallel edition data	All.	All.	Optional.	Optional.
255	a	Scale	Required for MP format.	Required for MP format.	Required for MP format.	Optional for MP format.
	b	Projection	Required for MP format if known.	Required for MP format if known.	Required for MP format if known.	Optional for MP format if known.
	c	Coordinates	Required for MP format if known.	Required for MP format if known.	Required for MP format if known.	Optional for MP format if known.

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264	a	Place of publication etc.	First place associated with first publisher; any required to explain an ISBN qualifier; any which is <i>explicitly</i> the actual place of publication. - Omit for unpublished materials. - For published materials, if place is unknown and cannot be conjectured, record '[Place of publication not identified]' and make a distribution or manufacture statement if possible.	First place associated with first publisher; any required to explain an ISBN qualifier; any which is <i>explicitly</i> the actual place of publication. - Omit for unpublished materials. - For published materials, if place is unknown and cannot be conjectured, record '[Place of publication not identified]' and make a distribution or manufacture statement if possible.	Optional. - Omit for unpublished materials.	Optional. - Omit for unpublished materials.
	b	Publisher etc.	First publisher; any required to explain an ISBN qualifier; any which is <i>explicitly</i> the actual publisher. - Omit for unpublished materials. - For published materials, if publisher is unknown record '[publisher not identified]' and make a distribution or manufacture statement if possible. Conjecture is not allowed.	First publisher; any required to explain an ISBN qualifier; any which is <i>explicitly</i> the actual publisher. - Omit for unpublished materials. - For published materials, if publisher is unknown record '[publisher not identified]' and make a distribution or manufacture statement if possible. Conjecture is not allowed.	- First publisher required. - Omit for unpublished materials. - Optionally, any required to explain an ISBN qualifier or any which is <i>explicitly</i> the actual publisher.	Optional. - Omit for unpublished materials.
	c	Date of publication etc.	Required, even if conjectural. - If date is in not in arabic numerals, add arabic version in square brackets. - If date is not Gregorian/Julian, add G/J version in square brackets.	Required, even if conjectural. - If date is in non-arabic numbers, add arabic version in square brackets. - If date is not Gregorian/Julian, add G/J version in square brackets.	Required, even if conjectural. - Optionally, if date is in not in arabic numerals, add arabic version in square brackets. - Optionally, if date is not Gregorian/Julian, add G/J version in square brackets.	Required, even if conjectural. - Optionally, if date is in not in arabic numerals, add arabic version in square brackets. - Optionally, if date is not Gregorian/Julian, add G/J version in square brackets.
	c	Copyright date	If found on resource (not used for CR).	If found on resource (not used for CR).	If found on resource (not used for CR).	Recommended (not used for CR).
	Various	Parallel publication etc. data	Only if important for access/identification.	Only if important for access/identification.	Optional only if important for access/identification.	Optional only if important for access/identification.
300	a	Extent	Required.	Required.	Required; for a volume, may be given as '1 volume' rather than as pagination.	Optional; for a volume, may be given as '1 volume' rather than as pagination.
	b	Other physical details.	Required if applicable; for text resources, record 'illustrations' and 'maps'.	Required if applicable; for text resources, record 'illustrations' and 'maps'.	Optional.	Optional.

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	c	Dimensions	Required except for standard-size resources, e.g. CD-ROMs in standard cases.	Required except for standard-size resources, e.g. CD-ROMs in standard cases.	Optional.	Optional.
	e	Accompanying material	Required for any subordinate component which might be stored or circulated separately.	Required for any subordinate component which might be stored or circulated separately.	Required for any subordinate component which might be stored or circulated separately.	Required for any subordinate component which might be stored or circulated separately.
306	a	Playing time	Required for sound recordings.	Required for sound recordings.	Recommended for sound recordings.	Optional for sound recordings.
310	a,b	Current publication frequency	Required for CR format.	Required for CR format.	N/A.	Optional for CR format.
321	a,b	Former publication frequency	Optional for CR format.	Optional for CR format.	N/A	N/A
33X	a	Content/ media/ carrier	- Required for all significant components and aspects of resource. - Optional for accompanying material.	- Required for all significant components and aspects of resource. - Optional for accompanying material.	- Required for all significant components and aspects of resource. - Optional for accompanying material.	- One instance of each field required (for most important value). - Additional fields optional.
344	a	Type of sound recording	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	Optional if applicable and known.
	b	Recording medium	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	Optional if applicable and known.
	c	Playing speed	Required for LPs, EPs, singles.	Required for LPs, EPs, singles.	Required for LPs, EPs, singles.	Optional if applicable and known.
	g	Playback channels	- Recommended if applicable and known. - Optional for accompanying material.	- Recommended if applicable and known. - Optional for accompanying material.	- Recommended if applicable and known. - Optional for accompanying material.	Optional if applicable and known.
	various	other	Optional if applicable and known.			
346	a	Video format	- Recommended if applicable and known. - Optional for accompanying material.	- Recommended if applicable and known. - Optional for accompanying material.	Optional if applicable and known.	Optional if applicable and known.
	b	Broadcast standard	- Recommended if applicable and known. - Optional for accompanying material.	- Recommended if applicable and known. - Optional for accompanying material.	Optional if applicable and known.	Optional if applicable and known.

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347	a	Digital file type	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	- Required if applicable and known. - Optional for accompanying material.	Optional if applicable and known.
	b	Encoding format.	Optional if applicable and known.	Optional if applicable and known.	Optional if applicable and known.	Optional if applicable and known.
	e	Regional encoding	- Recommended if applicable and known. - Optional for accompanying material.	- Recommended if applicable and known. - Optional for accompanying material.	Optional if applicable and known.	Optional if applicable and known.
	various	other	Optional if applicable and known.	Optional if applicable and known.	Optional if applicable and known.	Optional if applicable and known.
362	a	Dates of publication/ sequential designation	Required for CR format.	Required for CR format.	N/A.	Optional for CR format.
382	various	Medium of performance	- Optional for printed music and music sound recordings.	- Optional for printed music and music sound recordings.	N/A	- Optional for printed music and music sound recordings.
383	various	Numeric designation of musical work	- Optional for printed music and music sound recordings.	- Optional for printed music and music sound recordings.	N/A	- Optional for printed music and music sound recordings.
384	a	Key	- Optional for printed music and music sound recordings.	- Optional for printed music and music sound recordings.	N/A	- Optional for printed music and music sound recordings.
490	a	Series/subseries statement	Required if applicable(490 1_).	Required if applicable(490 1_).	Required if applicable (490 0_).	Recommended if applicable (490 0_).
	x	ISSN	Required if applicable.	Required if applicable.	Required if applicable.	Recommended if applicable.
	v	Numbering	Required if applicable.	Required if applicable.	Required if applicable.	Recommended if applicable.
500	a	Preferred source of information	- Required if resource lacks normal preferred source of information, e.g. 'Title from cover.'	- Required if resource lacks normal preferred source of information, e.g. 'Title from cover.'	- Required if resource lacks normal preferred source of information, e.g. 'Title from cover.'	- Recommended if resource lacks normal preferred source of information, e.g. 'Title from cover.'
500	a	Literary form.	If the resource is in a specific literary form which is not mentioned elsewhere in the description and does not require LCSH (e.g. poems by a single author with no theme), make a note, e.g. 'Poems'.	If the resource is in a specific literary form which is not mentioned elsewhere in the description and does not require LCSH (e.g. poems by a single author with no theme), make a note, e.g. 'Poems'.	Recommended.	Optional.

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500	a	Accompanying material note	<p>Required: - a note if accompanying material has a distinctive title.</p> <p>Recommended: - notes about the location of the accompanying material (as issued). - notes about the content of accompanying material if known, not obvious and valuable.</p>	<p>Required: - a note if accompanying material has a distinctive title.</p> <p>Recommended: - notes about the location of the accompanying material (as issued). - notes about the content of accompanying material if known, not obvious and valuable.</p>	<p>Required: - a note if accompanying material has a distinctive title.</p> <p>Recommended: - notes about the location of the accompanying material (as issued). - notes about the content of accompanying material if known, not obvious and valuable.</p>	<p>Optional: - Make a note if accompanying material has a distinctive title. - Make notes about the location of the accompanying material (as issued). - Make notes about the content of accompanying material if known, not obvious and valuable.</p>
500	a	Previous history note	<p>Required: - a note to explain any previous title or creator used in an access point or any other history-related element (e.g. 008 date, re-used ISBN) which might otherwise be puzzling.</p> <p>Recommended: - readily available information about the previous and/or original issue, if likely to be of interest.</p>	<p>Required: - a note to explain any previous title or creator used in an access point or any other history-related element (e.g. 008 date, re-used ISBN) which might otherwise be puzzling.</p> <p>Recommended: - readily available information about the previous and/or original issue, if likely to be of interest.</p>	<p>Required: - a note to explain any previous title or creator used in an access point or any other history-related element (e.g. 008 date, re-used ISBN) which might otherwise be puzzling.</p> <p>Recommended: - readily available information about the previous and/or original issue, if likely to be of interest.</p>	<p>Optional: - Record any useful and readily available information about the previous and/or original issue, especially if this involves a change of title or creator.</p>
502	Vari-ous	Dissertation note	Required for theses.	Required for theses.	Required for theses.	Required for theses.
500/504	a	Bibliography /index	Required if applicable.	Required if applicable.	Optional if applicable.	Optional if applicable.
505	a	Contents note	<p>- Required for multipart resources whose main components have separate titles, even vestigial ones. - Required for compilations of works for which analytical entries will be made.</p> <p>- Optional for compilations of up to 10 works for which analytical entries will not be made (e.g. articles, audio tracks), if this would give valuable access to titles or contributors.</p>	<p>- Required for multipart resources whose main components have separate titles, even vestigial ones. - Required for compilations of works for which analytical entries will be made.</p> <p>- Optional for compilations of up to 10 works for which analytical entries will not be made (e.g. articles, audio tracks), if this would give valuable access to titles or contributors.</p>	<p>- Required for multipart resources whose main components have separate titles, even vestigial ones. - Required for compilations of works for which analytical entries will be made.</p> <p>- Optional for compilations of up to 10 works for which analytical entries will not be made (e.g. articles, audio tracks), if this would give valuable access to titles or contributors.</p>	<p>- Required for multipart resources whose main components have separate titles, even vestigial ones.</p> <p>- Optional for compilations of up to 10 works for which analytical entries will not be made (e.g. articles, audio tracks), if this would give valuable access to titles or contributors.</p>
506	a	Restrictions on access	Required if applicable.	Required if applicable.	Required if applicable.	Required if applicable.

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508	a	Creation/production credits	Required if applicable.	Required if applicable.	Required if applicable and important.	Recommended if applicable.
511	a	Participant/performer	Required if applicable.	Required if applicable.	Required if applicable and important.	Recommended if applicable.
518	a	Date/time & place of event	Recommended for auction catalogues and event programmes.	Recommended for auction catalogues and event programmes.	Recommended for auction catalogues and event programmes.	Optional if applicable.
520	a	Summary	Recommended if: - 245 and 6XX do not adequately convey content; <i>and</i> - a brief quotable passage is readily available.	Recommended if: - 245 and 6XX do not adequately convey content; <i>and</i> - a brief quotable passage is readily available.	Recommended if: - 245 and 6XX (if used) do not adequately convey content; <i>and</i> - a brief quotable passage is readily available.	Optional.
521	a	Target audience	Recommended only if age info readily available on resource or from publisher and not otherwise obvious.	Recommended only if age info readily available on resource or from publisher and not otherwise obvious.	Recommended only if age info readily available on resource or from publisher and not otherwise obvious.	Optional only if age info readily available on resource or from publisher and not otherwise obvious.
522	a	Geographic coverage	Recommended for MP if 245 does not indicate coverage adequately.	Recommended for MP if 245 does not indicate coverage adequately.	Recommended for MP if 245 does not indicate coverage adequately. (500 may be used.)	Recommended for MP if 245 does not indicate coverage adequately. (500 may be used.)
530	a	Additional physical form	- For non-CR, if online version of resource is readily available, write 'Also issued online'; do not give URLs. - For CR, if online version of resource is readily available, give details in 776 (including \$i); otherwise write 'Also issued online'.	- For non-CR, if online version of resource is readily available, write 'Also issued online'; do not give URLs. - For CR, if online version of resource is readily available, give details in 776 (including \$i); otherwise write 'Also issued online'.	Optional if applicable.	Optional if applicable.
538	a	System details note.	Required if applicable and not obvious. - For videos/games, include broadcast standards and regional encoding, if known.	Required if applicable and not obvious. - For videos/games, include broadcast standards and regional encoding, if known.	- Required if applicable and not obvious. - For videos/games, include broadcast standards and regional encoding, if known.	Optional if applicable.
			- Optional for accompanying material.	- Optional for accompanying material.	- Optional for accompanying material.	
540	a	Use & reproduction	Required if applicable.	Required if applicable.	Required if applicable.	Required if applicable.

Field	Sub-field	Element(s)	Full-level (academic)	Full-level (non-academic)	Level 7 <i>Not used for MU or CR materials or integrating resources.</i>	Brief record (level 3 if permanent; level 5 if temporary) <i>Level 3 not used for VM or CR materials or integrating resources.</i>
546	a/b	Language/ script.	Required if applicable.	Required if applicable.	Recommended if applicable. Ignore accompanying material unless very substantial.	Optional if applicable.
550	a	Issuing body	For CR, optional if applicable.	For CR, optional if applicable.	N/A	Optional if applicable.
580		Linking entry complexity	Required for CR-related materials if applicable.	Required for CR-related materials if applicable.	N/A	Optional if applicable; seldom appropriate at this level.
588	a		- For multipart resources, if the description is not based on the first component or issue, make a 588 note, e.g. 'Description based on part 2.' - For CR, always make 588 fields for the issue on which the description is based <i>and</i> for the latest issue consulted.	- For multipart resources, if the description is not based on the first component or issue, make a 588 note, e.g. 'Description based on part 2.' - For CR, always make 588 fields for the issue on which the description is based <i>and</i> for the latest issue consulted.	- For multipart resources, if the description is not based on the first component or issue, make a 588 note, e.g. 'Description based on part 2.'	Recommended if applicable.
6XX		Subject headings.	Required except for: - Works accepted as scripture - Collections of essays etc. with no particular theme. - Collections of poems/ plays by a single author with no particular theme. - Fiction, unless biographical, historical, about animals or of local interest.	Required except for: - Works accepted as scripture - Collections of essays etc. with no particular theme. - Collections of poems/ plays by a single author with no particular theme. - Fiction, unless biographical, historical, about animals or of local interest.	Optional. - Consider also 520 note.	Optional, seldom appropriate at this level. - Consider also 520 note.

Field	Sub-field	Element(s)	Full-level (academic)	Full-level (non-academic)	Level 7 <i>Not used for MU or CR materials or integrating resources.</i>	Brief record (level 3 if permanent; level 5 if temporary) <i>Level 3 not used for VM or CR materials or integrating resources.</i>
700/ 710/ 711	vari- ous	Collaborators & contributors (if not named in analytical name-titles)	<p>Required:</p> <ul style="list-style-type: none"> - first/principal entity in first/principal statement of responsibility - any entity with 25% or more responsibility for main content - any entity with 50% or more responsibility for any important aspect - for the dedicatee(s) of Festschriften - any entity to which the resource has been attributed - any major sponsor or host body - any entity very likely to be used as a search term. <p>Recommended:</p> <ul style="list-style-type: none"> - other entities in first/principal SoR unless more than 12 in total - any particularly well-known person - any person known to have University of Oxford connections 	<p>Required:</p> <ul style="list-style-type: none"> - first/principal entity in first/principal statement of responsibility - any entity with 33% or more responsibility for main content - for the dedicatee(s) of Festschriften - any entity very likely to be used as a search term. <p>Recommended:</p> <ul style="list-style-type: none"> - any entity with 50% or more responsibility for any important aspect - any particularly well-known person - any person known to have University of Oxford connections. - any major sponsor or host body <p>Optional:</p> <ul style="list-style-type: none"> - other substantial contributors 	Optional. (Some access is provided by statements of responsibility.)	Optional, seldom appropriate at this level. (Some access is provided by statements of responsibility.) - For temporary records only, consider field 720.
	e/j	Relator term	Required if suitable term is available.	Required if suitable term is available.	Recommended.	Optional.

Field	Sub-field	Element(s)	Full-level (academic)	Full-level (non-academic)	Level 7 <i>Not used for MU or CR materials or integrating resources.</i>	Brief record (level 3 if permanent; level 5 if temporary) <i>Level 3 not used for VM or CR materials or integrating resources.</i>
700/ 710/ 711/ 730/ 740 ?2		Analytical entry (up to 10)	<p>- Required for any part which (i) is a distinct work <i>or</i> an entity's complete/ collected works; <i>and</i> (ii) has a distinctive AAP; <i>and</i> (iii) is a separate physical component of a set <i>or</i> has previously been issued as a monograph <i>or</i> is likely to be searched for separately and represents 33% or more of the resource.</p> <p>NB. Always make AAPs (700/ 710/ 711/ 730). If other titles are valuable for access (e.g. titles in languages other than original or titles of physical components which are not distinct works), make additional 740 entries.</p>	<p>- Required for any part which (i) is a distinct work <i>or</i> an entity's complete/ collected works; <i>and</i> (ii) has a distinctive AAP; <i>and</i> (iii) is a separate physical component of a set <i>or</i> has previously been issued as a monograph.</p> <p>NB. Always make AAPs (700/ 710/ 711/ 730). If other titles are worth recording (e.g. titles in languages other than original or titles of physical components which are not distinct works), make additional 740 entries.</p>	Optional. (Some access can be provided by a 505 note.)	Optional, seldom appropriate at this level. (Some access can be provided by a 505 note.)
			- Optional for any part which is likely to be searched for separately; but consider whether 505 gives adequate access.	- Optional for any part which is likely to be searched for separately; but consider whether 505 gives adequate access.		
700/ 710/ 711/ 730/ 740 ?_		Related entry	<p>Required for:</p> <ul style="list-style-type: none"> - any <i>distinctive, important¹</i> work on which the resource is based, or - any work the resource is designed to be used with, <i>as long as</i> that work can be assigned a distinctive AAP. <p>NB. Always make AAPs (700/ 710/ 711/ 730). If other titles are valuable for access, make additional 740 entries.</p> 	<p>Required for:</p> <ul style="list-style-type: none"> - any <i>distinctive, important¹</i> work on which the resource is based, or - any work the resource is designed to be used with, <i>as long as</i> that work can be assigned a distinctive AAP. <p>NB. Always make AAPs (700/ 710/ 711/ 730). If other titles are valuable for access, make additional 740 entries.</p> 	Optional. (Some access can be provided by a 500 Previous history note.)	Optional, seldom appropriate at this level. (Some access can be provided by a 500 note.)
7XX	i	Relator term	Not currently added.	Not currently added.	Not currently added.	N/A
720		Uncontrolled name	N/A	N/A	N/A	Optional for <i>temporary</i> records only; not used for permanent records.
752		Hierarchical place name	Required for MP <i>only if</i> LCSH omit standard or useful elements.	Required for MP <i>only if</i> LCSH omit standard or useful elements.	Optional.	Optional.

¹ For instance, even if the most recent edition of an unremarkable travel guide is a new work (because of radical revision or a change in the creator team) it is seldom worth making a 7XX AAP for the previous edition. Such materials are valued for thoroughness and consistency rather than for singularity; and the exact content of superseded editions is of interest to few.

Field	Sub-field	Element(s)	Full-level (academic)	Full-level (non-academic)	Level 7 <i>Not used for MU or CR materials or integrating resources.</i>	Brief record (level 3 if permanent; level 5 if temporary) <i>Level 3 not used for VM or CR materials or integrating resources.</i>
76X-78X	various	Linking entries	Required for CR-related material and in-analytics if applicable.	Required for CR-related material and in-analytics if applicable.	N/A	Optional if applicable; seldom appropriate at this level.
800/810/811/830	various	Controlled series AAP	Required if applicable.	Required if applicable.	N/A	N/A
	v	Numbering	Required if applicable.	Required if applicable.	N/A	N/A
	x	ISSN	Required only if no 490 is present <i>or</i> ISSN transcribed in 490\$x is incorrect.	Required only if no 490 is present <i>or</i> ISSN transcribed in 490\$x is incorrect.	N/A	N/A
856	various	URL	<ul style="list-style-type: none"> - Required for full-text links in e-resource records. - Required for links in Oxford thesis records to ORA online versions. - Apart from Oxford theses, records for non-online resources <i>must not</i> contain URLs for e-versions. - In downloaded records, any URLs for related resources are deleted, except for links to LC tables of contents. 	<ul style="list-style-type: none"> - Required for full-text links in e-resource records. - Records for non-online resources <i>must not</i> contain URLs for e-versions. - In downloaded records, any URLs for related resources are deleted, except for links to LC tables of contents. 	<ul style="list-style-type: none"> - Required for full-text links in e-resource records. - Records for non-online resources <i>must not</i> contain URLs for e-versions. 	<ul style="list-style-type: none"> - Required for full-text links in e-resource records. - Records for non-online resources <i>must not</i> contain URLs for e-versions.
880	various	Alternate graphic representation [= nonroman]	Optional; if used, must conform to www.loc.gov/aba/pcc/bibco/documents/PCCNonLatinGuidelines.pdf	Optional; if used, must conform to www.loc.gov/aba/pcc/bibco/documents/PCCNonLatinGuidelines.pdf	Optional; for special projects it is sometimes acceptable to enter 880 fields without corresponding transliteration fields.	Optional; for special projects it is sometimes acceptable to enter 880 fields without corresponding transliteration fields.