

**BIBLIOGRAPHIC RECORD
GUIDEBOOK [Part 8]:**

**TAG 700
TAG 710
TAG 711
TAG 856
TAG 999**

Tag 700 - Added Entry - Personal Name

Tag	Ind.1	Ind.2	Subfield	Definition
700				ADDED ENTRY- PERSONAL NAME
	0			Forename
	1			Surname
	3			Family name
		Blank		No information provided
		2		Analytical entry
			\$a	Personal name
			\$b	Numeration
			\$c	Titles associated with name
			\$d	Dates associated with name
			\$q	Fuller form of the name

– Content Designation Indicator

i) First Indicator

- 0 – Forename [name in direct order]
- 1 – Surname
- 3 – Family name [name which a person is known by family name]

ii) Second Indicator

- # – No information provided
- 2 – Analytical entry

– Note

- i) No punctuation preceded subfield b.
- ii) Subfield c is preceded by a comma.
- iii) Subfield d is preceded by a comma and end with a fullstop. End with hyphen [-] if author death date is unknown or if the author is still alive.
- iv) Subfield q is placed in parenthesis.
- v) The field ends with a mark of punctuation (., !, ?, -) or a closing parenthesis.
- vi) When there is share authorship (two or three authors), the principle author which is usually the first mentioned become the main entry, and the rest of the names will come under 700 tag.
- vii) When there are four or more authors, the main entry is under title and there will be no 100 tag.

– Example

Tag	Ind.1	Ind.2	Definition
700	0		\$a Mohd. Adam

Tag	Ind.1	Ind.2	Definition
			\$q (Mohammad Adam)
700	1		\$a Wilson, Adam, \$d 1951-
700	0		\$a Endon Binti Dato' Mahmood, \$c Datin Paduka Seri, \$d 1940-2005.

Tag 710 - Added Entry - Corporate Name

Tag	Ind.1	Ind.2	Subfield	Definition
710				ADDED ENTRY- CORPORATE NAME
	0			Inverted name
	1			Jurisdiction name
	2			Name in direct order
		Blank		No information provided
			\$a	Corporate name or jurisdiction name
			\$b	Subordinate unit
			\$c	Location of meeting
			\$d	Date of meeting or treaty signing

– Content Designation Indicator

- i) First Indicator
 - 0 – Inverted name
 - 1 – Jurisdiction name
 - 2 – Name in direct order
- ii) Second Indicator
 - #- Undefined

– Note

- i) Enclosed subfield a with a fullstop.
- ii) Subfield b is preceded by a fullstop.
- iii) Subfield c is preceded by a fullstop.
- iv) No punctuation follow subfield d if it follow subfield b.
- v) Use rule 24.4B for name that does not convincing as corporate name. Put the additional information in bracket.

– Example

Tag	Ind.1	Ind.2	Definition
710	2	Blank	\$a SiliconNet Technology.
710	1	Blank	\$a Malaysia. \$b Kementerian Hal Ehwal Pengguna.
710	1	Blank	\$a Malaysia. \$b Jabatan Kajibumi

Tag 711 - Added Entry - Meeting Name

Tag	Ind.1	Ind.2	Subfield	Definition
711				ADDED ENTRY- MEETING NAME
	0			Inverted
	1			Jurisdiction name
	2			Name in direct order
		Blank		Undefined
			\$a	Meeting name or jurisdiction name as entry element
			\$c	Location of meeting
			\$d	Date of meeting
			\$n	Number of part/ section/ meeting

– Content Designation Indicator.

i) First Indicator

- 0 – Inverted name
- 1 – Jurisdiction name
- 2 – Name in direct order

ii) Second Indicator

- #- Undefined

– Note

- i) Subfield a does not required any punctuation.
- ii) Put subfield n, subfield d and subfield c in parenthesis.

– Example

Tag	Ind.1	Ind.2	Definition
711	2	Blank	\$a International Sago Symposium \$n (4th : \$d 6-9 August, 1990 : \$c Kuching, Sarawak, Malaysia)
711	2	Blank	\$a Asian Library Conference on collection development (ALCCD 200) \$d (1-3 July 2002 : \$c Penang, Malaysia)

Tag 856 - Electronic Location and Access

Tag	Ind.1	Ind.2	Subfield	Definition
856				ELECTRONIC LOCATION AND ACCESS
	Blank			No information provided
	0			Email
	1			FTP (File Transfer Protocol)
	2			Remote login
	3			Dail-Up
	4			HTTP
	7			Method specified in subfield 2
		Blank		No information provided
		0		Resource
		1		Version of resource
		2		Related resource
		8		No display constant generated
			\$a	Host name
			\$b	Access number
			\$c	Compression information
			\$d	Path
			\$f	Electronic name
			\$h	Processor of request
			\$i	Instruction
			\$j	Bits per second
			\$k	Password
			\$l	Log on/ Log in
			\$m	Contact for access assistance
			\$n	Name of location of host in \$a
			\$o	Operating system
			\$p	Port
			\$q	Electronic format type
			\$r	Settings
			\$s	File size
			\$t	Terminal emulation
			\$u	Uniform resource identifier
			\$v	Hours access method available
			\$x	Nonpublic note
			\$y	Link text
			\$z	Public note
			\$2	Access method
			\$3	Materials specified

– **Content Designation Indicator**

i) First Indicator - Access method

- A value that defines the access method to the electronic resource. If the resource is available by more than one access method, the field is repeated.

- # - No information provided
- 0 – Email (Indicates that access is through the Mail Transfer Protocol (MAILTP))
- 1 – FTP
- 2 – Remote login (Telnet)
- 3 – Dial-up (Indicates that access to the electronic resource is through a conventional telephone line)
- 4 – HTTP (Indicates that access to the electronic resource is through the Hypertext Transfer Protocol)
- 7 – Method specified in subfield \$2

ii) Second Indicator

- # – No information provided
- 0 – Resource (Indicates that the electronic location in field 856 is for the same resource described by the record as a whole. In this case, the item represented by the bibliographic record is an electronic resource. If the data in field 856 relates to a constituent unit of the resource represented by the record, subfield \$3 is used to specify the portion(s) to which the field applies)
- 1 – Version of resource (Indicates that the location in field 856 is for an electronic version of the resource described by the record. In this case, the item represented by the bibliographic record is not electronic but an electronic version is available. If the data in field 856 relates to a constituent unit of the resource represented by the record, subfield \$3 is used to specify the portion(s) to which the field applies)
- 2 – Related resource (Indicates that the location in field 856 is for an electronic resource that is related to the item described by the record. In this case, the item represented by the bibliographic record is not the electronic resource itself. Subfield \$3 can be used to further characterize the relationship between the electronic item identified in field 856 and the item represented by the bibliographic record as a whole)
- 8 – No display constant generated

– **Note**

- i) No mark of punctuation is required for this tag.

– Example

Tag	Ind.1	Ind.2	Definition
856	4	0	\$u http://www.librarynet.com.my \$q text/html
856	4	2	\$3 Finding aid \$u http://www2.loc.gov/ammem/ead/jackson.sgm
856	Blank	Blank	\$a doc_viewer.sarawakiana_image

Tag 999 – Product

Tag	Ind.1	Ind.2	Subfield	Definition
999				PRODUCT
	Blank			Undefined
		Blank		Undefined
			\$a	Product name

– **Content Designation Indicator**

i) Both indicators are blank (no value)

– **Note**

i) No mark of punctuation is required for this tag.

– **Example**

Tag	Ind.1	Ind.2	Definition
999	Blank	Blank	\$a SARAWAKIANA
999	Blank	Blank	\$a AVIOLA
999	Blank	Blank	\$a MERPATI