

## Recommendation 995

original text : <https://www.enssib.fr/bibliotheque-numerique/documents/44107-recommandations-995.pdf>

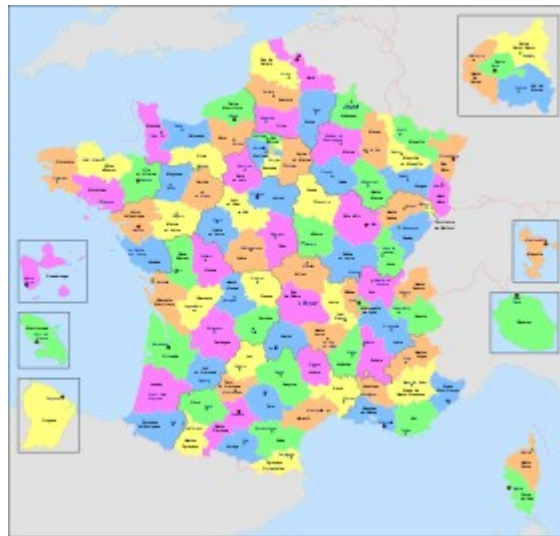
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BDP : to understand the BDP are the Library of Loans and there is 1 by Department (each block of different color is a Department.

so the Metropolitan France includes 93 Departments so 93 BDP.

The term Department has surely not the same administrative sense as in France.



ABF : Association of French Librarians

ADBDP : Association of Directors of Departmental lending libraries (a group representing the BDPs)

**I hope that this will result in something understandable  
good reading**

**in green the fields that I think are essential for our current and future needs**

**in orange the fields that I think are not used for our current needs**

### summary of fields to be imported

995 \$a	Document origin - variable length
995 \$f	Bare code - variable length
995 \$k	Quote - variable length
995 \$m	Date of loan - fixed length (8 characters) ISO 8601-1988.
995 \$n	Expected date of return - fixed length (8 characters) ISO 8601-1988.
995 \$q	Target audience (depending on age) - fixed length (1 character) ( a,j,u) ! translation
995 \$r	Type of document and material support ! (2 characters) ! translation
995 \$s	I don't have an opinion yet
995 \$u	I don't have an opinion yet

## Recommendation 995

This text responds to a simple and concrete need.

The BDP (Bibliothèque Département de Prêts) provide the computerized libraries of their service network with bibliographic records corresponding to the documents they lend them. These libraries can integrate these records in their catalog. But they also need **data corresponding to the physical copy exchanged**, in particular the **barcode number** and the **call number**, in order to be able to locate it and manage the loan by **simple optical reading**.

However, the UNIMARC exchange format only deals with bibliographic data and not with copy data, known as local data! Until now, each software supplier equipping a BDP (Bibliothèque Département de Prêts), as long as it has developed an interface for exporting to UNIMARC, has planned to integrate these local data within the bibliographic record in a field in block 9XX (reserved for local **block 9XX (reserved for local uses)**), according to its own specifications.

The aim was to develop a single standard for the provision of local data within a bibliographic record in UNIMARC (or in any MARC format for that matter). It is with this that the ABF, the ADBDP and the FULBI (Federation of Library Software Users) have invited the suppliers of software equipping BDPs and libraries to a consultation meeting.

Held on June 19, 1995, it brought together 14 librarians from BDPs, 20 representatives of companies producing or distributing library management software, one representative of the Direction du Livre et de la Lecture and two representatives of the Bibliothèque National Library of France. Six hours of constructive debates were enough to elaborate the document that we publish here. Once it was formatted, this text was sent to all for validation. By October, it was in its final form.

It is not strictly speaking a standard, since it does not emanate from any official standards body. It is therefore referred to as the 995 Recommendation

Recommendation 995, 995 being the name of the of the MARC zone selected to receive the to receive this local data.

Three categories of data will be able to be included in the different subfields that have been defined, and very few of them are mandatory :

they concern the physical copy (barcode number, call number...), the transaction (owner institution, date of loan, return...) and finally the content of the document or its use (age of the public, material support, genre).

This last category of information, which could appear to be outside the scope of local data, has been provided at the request of software suppliers for small libraries, because of the insufficiency or insufficient use of standardization related to this type of data.

It is clear that Recommendation 995 is only for the purpose of exchanges: it is not in any way intended to the direct capture of such data in such a presentation.

This document may be freely distributed. Its publication in this issue is the sole means of authenticating its content. The companies listed as approving the Recommendation are those that made their decision known by October 20, 1995. This will not prevent other companies from making the same companies to do the same.

It is now up to software developers to apply the software developers to implement the Recommendation 995 in their 995 in their record export and import programs.

The development of bibliographic exchanges in the BDP networks should be greatly facilitated. But it is not excluded that this recommendation be applied in other contexts, since it aims at answering all the cases of bibliographic exchange linked to an exchange of physical copy.

### **Purpose and scope**

This recommendation concerns the provision of bibliographic records accompanying the loan or deposit of documents.

It focuses on data specific to the physical copies loaned or deposited. physical copies loaned or deposited

Local data about a copy should be provided within a UNIMARC bibliographic record in field 995. The purpose of the recommendation is to allow a computerized institution or service receiving the loan or deposit to manage the loaned or deposited copies.

As a matter of principle, this Recommendation concerns only the data specific to a physical copy subject to a loan or deposit transaction.

The UNIMARC format is intended to meet all needs for bibliographic description and access. However, the provision of certain elements relating to the audience and typology of the documents, a need which is in principle already covered by coded or descriptive fields, is recommended, in order to facilitate the institution or service receiving the document certain or service receiving the document certain research, sorting or statistical processes.

### **Area used and indicators**

All data described in this recommendation are provided in a repeatable field 995 composed of non-repeatable subfields.

The indicators are undefined and contain blanks. The subfields \$e, \$j, \$p and \$t have been left blank to allow for the evolution of the standard.

### **Provision of multiple copies linked to the same bibliographic record**

In the case of the loan or deposit of several copies linked, in the system of the source institution or service, to a single bibliographic record, a single bibliographic record is transmitted, in which the 995 field is repeated for each copy provided.

## Content of the sub-areas

### 1 - Origin of the document

*The data contained in the following subfields indicate the body that owns the document and the body to which it should be returned after deposit or loan.*

*The **mention of origin is obligatory**, either in free-text (\$a) or in coded form (\$b).*

#### **\$a Document origin, free text (\*\*field to be imported\*\*)**

Mandatory unless subfield \$b is present, non-repeatable, variable length  
This is the organisation that owns the copy.

#### **\$b Document origin, coded data 1 (USELESS FOR ME)**

Mandatory unless subfield \$a is present,  
non-repeatable, fixed length (9 characters)

#### **\$c Permanent custodian, free text (USELESS FOR ME)**

Not required, not repeatable, variable length

#### **\$d Permanent custodian, coded data 1 (USELESS FOR ME)**

Non-mandatory, non-repeatable, fixed length

### 2 - Bar code

*The organisation of the following subfields allows for the management of different types of barcodes in record importing systems. The information relating to the barcode is provided in two forms: the integral form on the one hand, and the form broken down into different segments on the other, in the four subfields corresponding respectively to the integral numerical sequence, the possible prefix, the numerical sequence produced by an increment and the possible suffix. This is done in the four subfields corresponding respectively to the integral numerical sequence, to the possible prefix, to the numerical sequence produced by an increment and to the possible suffix.*

#### **\$f Bar code, Full numeric suite (\*\*field to be imported\*\*)**

Mandatory, non-repeatable, variable length

This is the numerical sequence corresponding to the entire barcode affixed by the owner organisation to the copy and used for automatic registration. used, for example, for the automatic recording of loan transactions. loan transactions. It may include a control key.

#### **\$g Bar code, prefix (USELESS FOR ME)**

Optional, non-repeatable, variable length

Possible prefix representing In particular the establishment and constituting the first element of the Bar Code Number.

#### **\$h Bar code, incrementing (USELESS FOR ME)**

Mandatory, non-repeatable, variable length

Number obtained in the original library system by incrementing and constituting all or part of the barcode number. Does not include the possible control key.

#### **\$i Bar code, suffix (USELESS FOR ME)**

Optional, non-repeatable, variable length

A possible suffix (e.g. representing the institution in LIBRA4 type barcodes) and constituting the last element of the barcode number.

### 3 - Physical filing & lending data

*The data contained in the following subfields enable the borrowing or depository organisation to organise the physical filing of documents, if it so wishes, to manage their use by its own users and to organise their return to the borrower or depository. use by its own users and to organise their return to the lending or depositing the lending or depositing organisation.*

#### **\$k Rating or Quote ( !! maybe not the right term!!) (\*\*field to be imported\*\*)**

Mandatory, non-repeatable, variable length

This is the full call number as it usually appears on the label affixed to the copy for physical filing purposes.

#### **\$l Volumaison or Volumage or Volumetric ( !! maybe not the right term!!) (USELESS FOR ME)**

Optional, non-repeatable, variable length

Volume number in the case where a bibliographic record describes several physical units and the copies attached to this record are likely to correspond to different volumes and not to identical documents. volumes and not to identical items.

#### **\$m Date of loan or deposit (\*\*field to be imported\*\*)**

Optional, non-repeatable, fixed length (8 characters)

Date of the loan or deposit transaction expressed as YYMMDD, in accordance with ISO 8601-1988.

#### **\$n Expected date of return (\*\*field to be imported\*\*)**

Optional, non-repeatable, fixed length (8 characters)

Date by which the document must be returned, or date by which it must date by which it must be returned to the permanent repository. It is highly recommended to provide this information. This date is expressed as YYMMDD.

#### **\$o Traffic category or Category of trafic or Category of circulation (USELESS FOR ME)**

Optional, non-repeatable, fixed length (1 character)

This specifies whether the document may be loaned by the lending institution or deposited, or whether it should be reserved for on-site consultation. This information has nothing to do with the circulation category of the document in the lending or depositing institution.

List of values to be used : c the copy is reserved

p the copy is available for loan

#### 4 - Data for sorting and statistics

The data contained in the following subfields enable the importing system to prepare the statistics requested by the Directorate for Books and may facilitate documentary research.

They will be filled in by the exporting systems from the bibliographic record and/or the topographic parameters.

\$q Target audience (depending on age) (\*\*field to be imported\*\*) mandatory non-repeatable, fixed length (1 character)

This information on the public concerned by the document is intended, among other things, to enable a library receiving a loan or deposit to carry out statistics. The breakdown of all books into the two codes a (adult) and j (youth) is essential for completing the annual report to the DLL.

List of values to be used :  
a = adult  
j = youth  
u = indeterminate

\$r Type of document and material support (\*\*field to be imported\*\*) mandatory, non-repeatable, fixed length (2 characters)

This information corresponds to data normally contained in position 6 of the label and in a number of fields in block 1XX (see Annex B). It is broken down into two positions between which there are correspondences described in Annex C.

Both fields must be filled in, and have the default code u (undetermined). This field is filled in by the exporting system from the bibliographic record and/or the topographic setting. The periodicals are not reported in this subfield; they are normally field; they are normally reported by the value s in position 7 of the label.

#### List of values to be used

a = printed	a = poster
g = moving image	c = slide
j = unprojected sound document	B = photograph
k = still image	d = cassette
l = computer medium	e = compact disc
m = multi-media document	z = other
z = other	u = undetermined
u = undetermined	

\$s Sorting element optional, non-repeatable, variable length

This subfield is available for sorting elements used in some systems. These may be elements for rating analysis or elements to facilitate documentary research. The categories used (which may be the literary genre of the document, or indications of topographical parameters) are freely defined by the lending or depositing organisation, which does not exclude consultation with the borrowing or depositing organisation.

## **5 - Notes**

\$u Note on the copy

optional, not repeatable, variable length

This subfield is intended, inter alia, to provide in free text any useful information on the physical condition of the document.