



## Best Practices for Metadata

See also best practices for [Condition](#) and [Validation](#)

Retention, validation, and condition actions should be recorded in local library systems and agreed upon cross program systems of record, e.g. [PAPR](#), at a minimum following the Metadata Guidelines provided by OCLC:

<https://www.oclc.org/en/services/shared-print-management/metadata-guidelines.html>

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### 583 Action Note - As of September 2020

**First Indicator–Privacy:** For print archiving purposes, the default value of the first indicator should be “1” i.e., not private.

**‡3 Materials specified:** Detailed holdings to which action applies, should be same range of holdings described in LHR 85x/86x or 866. Indicate gaps if known.

**‡5 Institution:** Archiving institution, controlled terms using MARC organization code

**‡a Action:** “committed to retain” or “completeness reviewed” or “condition reviewed” are the expected ‡a Action terms for print archives. (Required)

**‡c Time/Date of Action:** Date action taken, YYYYMMDD (Required)

**‡d Action interval:** When ‡a=“committed to retain”, specify date in YYYYMMDD format when retention commitment expires. If the term of the commitment is not known, indicate “retention period not specified”. (Required)

**‡f Authorization:** Archiving program e.g., BTAA SPR, WEST, Scholars Trust, FLARE, EAST (Required)

**‡i Method of Action:** Validation level (volume-level, issue-level, page-level) used when if ‡a=“condition reviewed” or “completeness reviewed”

**‡j Site of Action:** Holdings Location Code (HLC)

**‡l Status:** When ‡a=“condition reviewed” or “completeness reviewed” use preferred print archiving terms as set forth in ... [Preservation & Digitization Actions: Terminology for MARC 21 Field 583](#) (PDA)...

**‡u** Uniform Resource Identifier (link to program documentation for print archiving program identified in ‡f)

**‡z Public Note:** When ‡a=“condition reviewed” or “completeness reviewed” use the ‡z Public Note to specify the physical units for which condition or completeness problems have been identified. Specify the condition or completeness problem, followed by the units to which it applies. For example, ‡z text block obscured in volume 2 (1982), p.38, or ‡z missing volume 13 (1937). Use one ‡z Note per completeness or condition status.

Best practices require at a minimum inclusion of a 583 †a ‘committed to retain’ action with subfields c, d, f, u.

N.B. Only *current program and retention information* is recommended to be recorded in the 583. Historical information can be recorded in the 561\*

**Example ‘Committed to Retain’ 583:**

583 1# †3 v.1-v.3 †a *committed to retain* †c 20115103 †d 20351231\* †f WEST †u <http://www.cdlib.org/services/west/docs/WESTProgramStatement.pdf>

583 1# †a *committed to retain* †c 20160630 †d 20310630 †f EAST †3 v.1-V.50 (1951-2005) †u <http://eastlibraries.org/retained-materials> †5 MeWC

583 1# †3 1-25 (1981-2005) †a *committed to retain* †c 20110701 †d June 30, 2036 †f BTAA SPR †j IUNB †u [www.btaa.org/spr](http://www.btaa.org/spr) †2 pda †5 InU

\*As of June 2020, OCLC requires this field be formatted as *yyyymmdd*; this best practices document was updated 2/17/2021 to reflect this change. Older records may contain other date notations.

Any validation work should be recorded in a 583 with †a ‘completeness reviewed’ or †a ‘condition reviewed.’ Statements should include at a minimum subfields a, c, f, i, and l. †c should contain the date which the validation work was conducted in the *yyyymmdd* format. †l should use the preferred terms listed in the OCLC guidelines. †i should denote the level of validation (volume-level, issue-level, page-level). †z (public note) should specify volumes/issues to which †l applies. †x (non public note) may contain information on the known publication dates of the material.

**Example ‘Completeness Reviewed’ 583:**

583 1# †3 v.1-v.50 (1951-2005) †a *completeness reviewed* †c 20110101 †f WEST †i issue-level †l missing volumes †l reprints †z missing v.6-v.7 (1959-1960), v.17 (1970) †z reprints v.3-v.5 (1951-1958) †5 AzTeS

583 1# †a *completeness reviewed* †c 20180211 †f EAST †3 v.1-v.50 (1951-2005) †i volume-level †l missing volumes †z missing v.6-v.7 (1959-1960) †2 pda †5 MeWC

583 1# ‡3 1-5,8-25 (1981-1985,1988-2005) ‡a *completeness reviewed* ‡c 20110701 ‡f BTAA SPR ‡i issue-level ‡j IUNB ‡l missing volumes ‡z missing v.6-7 (1986-1987) ‡2 pda ‡5 InU

**Example ‘Condition Reviewed’ 583:**

583 1# ‡3 v.1-v.50 (1951-2005) ‡a *condition reviewed* ‡c 20110101 ‡f WEST ‡i issue-level ‡l tight bindings ‡z tight bindings v.30-v.35 (1973-1978) ‡2 pda ‡5 AzTeS

583 1# ‡a *condition reviewed* ‡c 20181101 ‡f EAST ‡3 v.1-v.6, v.8-v.50 (1951-1959, 1961-2005) ‡i volume-level ‡l v.1-v.2 tight bindings ‡5 MeWC

583 1# ‡3 1-5,8-25 (1981-1985,1988-2005) ‡a *condition reviewed* ‡c 20110701 ‡f BTAA SPR ‡i issue-level ‡j IUNB ‡l tight bindings ‡2 pda ‡5 InU ‡z tight bindings v. 1-5 (1981-1985)

**Notes for LHRs**

LHR Fields and Subfields Recommended for Disclosure. The following fields are recommended to identify archived materials in WorldCat and PAPR. ([Adapted from WEST guidelines](#))

**OCLC control number** of the corresponding WorldCat bibliographic record. This can be the 004, 014, or 035 field but it must consistently be in the same location in all records. Required for WorldCat but not for PAPR.

**Leader and Directory**

**001** - Local System Control Number

**007** - Physical Description Fixed Field

**008** - Fixed-Length Data Elements

**022** – ISSN

**561** - Ownership and Custodial History

**583** - Action Note(s)

**852** – Location

**85x/86x** Coded holdings (formatted holdings pairs) (if available)

**866/768/868** Summary holdings (text) (if no 85x/86x formatted holdings pairs)

**Note:** The [LHR 008 position 16 \(Completeness\)](#) should refer to the full run of the publication, and not just the holdings validated. For example, if the library holdings are complete—that is, no missing issues in the volumes held—but *the entire run of the publication is not held*, this field should be coded as ‘2’ (incomplete).

**\*Notes on using the 561 Field**

This [561 field](#) can be used to denote the ownership and custodial history of a holding. For example, if a holding is transferred to another library, or a retention is absorbed by another program, this field may be used to record that action.

Example of transferred holding, showing originally housed at CLU:

561 1 \$a CLU \$5 CL-U

Example of retention absorbed by another program:

561 \$a In 2020 TRLN disassembled its retention programs in favor of an MOU that states our intention to be governed by the larger-scale programs