

## **AIM MANUAL FOR DATA ENTRY**

### **001 RECORD IDENTIFIER (Not CCF Field)**

*Characteristics*      mandatory  
                             not repeatable  
                             not subfielded  
                             maximum length : 9  
                             not indexed  
                             default : system supplied

*Purpose*

Used to indicate the Master File Number [MFN] of a record from the source database being exported to another database.

*Rules for Entry*

This field is entered automatically when the record is being exported using the EXPORT reformatting FST. No data entry is required.



### **005 AVAILABILITY (Not CCF Field)**

*Characteristics*      optional  
                             not repeatable  
                             not subfielded  
                             maximum length : 15  
                             not indexed  
                             local field

*Purpose*

Used to indicate the distribution type or level of availability of the item being catalogued.

*Rules for Entry*

The following terms can be used to denote the availability if desired:

General  
Restricted  
Reference



**006 TARGET AUDIENCE (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 50  
not indexed  
local field

*Purpose*

Used to indicate the target audience of the item being catalogued.

*Rules for Entry*

The following are sample terms that can be used to denote the audience if desired:

Researchers  
Administrators  
Students  
Educators  
Doctors  
Para-professionals  
Nurses



**015 BIBLIOGRAPHIC LEVEL**

*Characteristics* mandatory<sup>1</sup>  
not used for non-print media  
not repeatable  
not subfielded  
maximum length : 1  
not indexed

*Purpose*

To indicate bibliographic level of the item being catalogued. For non-print materials that have no bibliographic level this field should be left blank.

*Rules for Entry*

- A = Analytic - refers to an item that is not issued alone but as part of a larger work, such as an article from a periodical, a chapter from a book, or a paper from a set of conference proceedings issued as a single entity.
- M = Monograph - refers to an item issued as a single physical piece that is complete in its own right, such as a book, a report, a thesis. It may also be one volume of a multivolume work.
- C = Collection - refers to a multi-volume work, composed of a finite number of volumes, issued at the same time or over a period, such as a two-volume report or a multi-volume encyclopedia.
- S = Serial - refers to an item that is issued in successive parts, at intervals, bearing a chronological and/or numerical designation and intended to be

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<sup>1</sup> Mandatory means that if information about the item being catalogued is available then it must be included in the record. When no information is relevant (such as Second Level fields used for cataloguing an analytic when the item being catalogued is a monograph) then the fields are left blank regardless of being mandatory.

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continued indefinitely, such as a periodical, a yearbook, or a monographic series.



## 020 SOURCE OF RECORD

*Characteristics*      mandatory  
                             not repeatable  
                             not subfielded  
                             maximum length : 10  
                             indexed : technique 0  
                             default : supplied by institution

*Purpose*

**To** identify the institution creating the record.

*Rules for Entry*

The Location Code for the institution creating the record is entered in this field. The Location Code for the individual institution should be added as a default value on the data entry worksheets so it is automatically added to each record as it is created. Codes for participating institutions in the *African Index Medicus* project are a combination of the ISO two-letter country code plus a number assigned to each institution as it is identified. The following are samples of some Location Codes:

CG-1 WHO Regional Office for Africa, HLT, Brazzaville, Congo  
CH-1 WHO Headquarters, HLT, Geneva, Switzerland  
GH-1 University of Ghana Medical Library, Accra, Ghana  
KE-1 University of Nairobi Medical Library, Nairobi, Kenya  
KE-2 Kenya Medical Research Institute, Kenya  
MW-1 Ministry of Health Library & Documentation Centre, Lilongwe, Malawi  
MW-2 Bunda College of Agriculture Library, Lilongwe, Malawi  
MW-3 Centre for Social Research Library, Zomba, Malawi  
MZ-1 Centro de Documentação, Instituto Nacional de Saúde, Maputo, Mozambique  
NG-1 E. Latunde Odeku Medical Library, University of Ibadan, Nigeria  
NG-2 Central Medical Library, Ministry of Health, Lagos, Nigeria  
TZ-1 Muhimbili Medical Centre Library, Dar es Salaam, Tanzania  
TZ-2 Centre for Educational Development in Health (CEDHA), Arusha, Tanzania  
ZM-1 University of Zambia Medical Library, Lusaka, Zambia  
ZW-1 University of Zimbabwe Medical Library, Harare, Zimbabwe



## **022 DATE OF ENTRY**

*Characteristics*      mandatory  
                                 not repeatable  
                                 not subfielded  
                                 maximum length : 8  
                                 not indexed

*Purpose*

To show the date the record was entered into the database.

*Rules for Entry*

Enter date according to ISO 2014 format rules: YYYYMMDD, i.e. 4 digits for the year, 2 digits for the month, and 2 digits for the day.

*Example*

A record is created on 20 July 1991

entry in field 22:            19910720

                                  ❖ ❖ ❖ ❖ ❖ ❖

## **023 DATE OF VERIFICATION (Not CCF Field)**

*Characteristics*      optional  
                                 not repeatable  
                                 not subfielded  
                                 maximum length : 8  
                                 not indexed  
                                 local field

*Purpose*

To show the date the record was verified.

*Rules for Entry*

Enter date according to ISO 2014 format rules: YYYYMMDD, i.e. 4 digits for the year, 2 digits for the month, and 2 digits for the day.

*Example*

A record is verified on 22 July 1991

entry in field 23:            19910722

                                  ❖ ❖ ❖ ❖ ❖ ❖

## 040 LANGUAGE OF ITEM

*Characteristics*      mandatory  
                                 repeatable  
                                 not subfielded  
                                 maximum length : 50  
                                 indexed : technique 0  
                                 default : English

*Purpose*

To show the language(s) in which the item is written.

*Rules for Entry*

The full name of the language if given. If the work is written in more than one language, then the names are separated by a percentage sign - % .

*Examples*

English  
English%Chichewa  
Chichewa%Chitumbuka



## 050 PHYSICAL MEDIUM

*Characteristics*      mandatory  
                                 repeatable  
                                 not subfielded  
                                 maximum length : 15  
                                 indexed : technique 0  
                                 default : 010

*Purpose*

To show the type of material being catalogued. It is useful for providing statistic about the kinds of materials in the collection.

*Rules for Entry*

Enter the 3-digit appropriate CCF code. The code for paper (010) is entered as a default value in the NDC Worksheet and will automatically appear as a new record is created. This value can be changed if item is of another material. The codes are:

010      Paper  
020      Film  
040      Magnetic  
050      Laser/optical  
900      Other



**060      TYPE OF MATERIAL**

*Characteristics*      mandatory  
not subfielded  
not repeatable  
maximum length : 3  
indexed : technique 0  
default : 100

*Purpose*

To identify the intellectual form or presentation of the parent item being catalogued.

*Rules for Entry*

The appropriate CCF Type of Material code is entered in this field. The default value for monograph (100) has been entered in the NDC Worksheet and will appear as each new record is created. If another value is desired it can be entered in place of the default value. The Type of Material codes are:

- 100      Monograph
- 105      Report/Technical Report
- 110      Thesis/Dissertation
- 115      Meeting Document
- 120      Periodical
- 130      Annual
- 140      Standard
- 150      Monographic Series
- 199      Other Textual Materials
- 900      Non-textual Materials



**100      ISBN**

*Characteristics*      mandatory  
repeatable  
subfields :      ^aISBN Number  
                             ^bInvalid ISBN  
                             ^cQualifier  
maximum length : 100  
not indexed

*Purpose*

To enter the International Standard Book Number assigned to published monographs by the publisher.

*Rules for Entry*

The ISBN is a ten-digit number usually divided into four parts. Replace any spaces by hyphens (-). Subfield a contains the ISBN; subfield b contains an invalid ISBN - a number on the item which appears to be the ISBN but is known to be incorrect; subfield c contains a qualifying statement such as when an item bears more than one ISBN.

*Examples*

^a0-7214-0191-0  
^a0-8653-1228-8^cpbk



**101 ISSN**

*Characteristics*      optional  
                                 not repeatable  
                                 not subfielded  
                                 maximum length : 9  
                                 not indexed

*Purpose*

To enter the International Standard Serial Number assigned to published serial by the publisher if the item has one.

*Rules for Entry*

The ISSN is an eight-digit number usually divided into two parts. Replace any spaces by hyphens (-).

*Examples*

0226-3130



**115 ACCESSION NUMBER (Not CCF Field)**

*Characteristics*      optional  
                                 repeatable  
                                 not subfielded  
                                 maximum length : 250  
                                 not indexed  
                                 local field

*Purpose*

To enter the Accession Number(s) for a particular title that is/are being held by an institution. This field is useful for inventory control.

*Rules for Entry*

Enter the Accession Number(s) in free form and the location if necessary. If more than one number is entered separate the numbers with a percentage sign % .

*Examples*

91-00035  
89-100-625: Chanco%89-100-626: Poly



## 120 DOCUMENT NUMBER

*Characteristics*      optional  
                                  repeatable  
                                  not subfielded  
                                  maximum length : 100  
                                  not indexed

*Purpose*

To enter the document or report number(s) that have been assigned to the item by the organization that issued it; not to be confused with accession number. Can also be used for file reference numbers if necessary.

*Rules for Entry*

Enter the document number as found on the item, including spaces and punctuation. If there is more than one number, separate them with the percentage sign % .

*Examples*

PGI-84/WS/4  
 WHO/CWS/85.3%CDD/OPR/85.1



## 200 TITLE

*Characteristics*      mandatory  
                                  not repeatable  
                                  subfields :      ^aTitle  
                                                                       ^bStatement of Responsibility  
                                  maximum length : 1000  
                                  indexed (^a) : technique 4

*Rules for Entry*

- Subfield a:
1. Enter the title as found on the title page or, if an abstract, the title found at the head of the article or chapter.
  2. If there are several language versions of the title choose only one version for field 200 and put the other titles in the field for Other Variant Titles (Tag 230).
  3. Capitalize the first letter of the first word in the title as well as proper names, such as corporate bodies or conference names included in the title.
  4. Separate the title from the subtitle, if one exists, with a space, colon, space ( : ).
  5. The indexing technique used for this field ignores punctuation and will cause hyphenated words to be indexed in separate parts ("co-operation" would be indexed with one entry for "co" and another for "operation") or acronyms with periods between the letters would be indexed as separate letters ("U.N.D.P." would be indexed as "U", "N", "D", and "P"). Avoid using punctuation in the title: "co-operation" should be entered as "cooperation"; "U.N.D.P." should be entered as "UNDP".
  6. If a title begins with an article ("the", "a", "an", etc.) enclose it between angle brackets <...> to ensure it is ignored when sorted alphabetically. The brackets will not appear when the record is displayed.
- Subfield b:
1. The statement of responsibility here is different from the entries in Personal Author, Corporate Bodies, and Meeting fields (Tags 300, 310, 320) which are used to record names in standardized forms.

2. Enter here the names and roles as appears on the title page or elsewhere in the document, such as: editor, translator, illustrator, etc.

*Examples*

^a<The> art of healthy living^bby Karl Schmidt (content of field 300: Schmidt, K)

^aHuman resources development: managing the manager^bedited by Gertrude Stein, translated by Alice B. Toklas



## 230 OTHER VARIANT TITLES

*Characteristics* optional  
repeatable  
subfields : ^aTitle  
                  ^bStatement of Responsibility  
maximum length : 1000  
indexed (^a) : technique 4

*Purpose*

To enter other titles that appear on the item, such as parallel titles for another language version, key title, spine title, or uniform title.

*Rules for Entry*

The same for the Title field (Tag 200)

*Examples*

A book on diarrhea has titles in both English and Chichewa  
Entry in field 200: ^aDiarrhoea  
Entry in field 230: ^aKutsekula m'mimba



## 260 EDITION STATEMENT

*Characteristics* mandatory  
repeatable  
subfields : ^aEdition Statement  
                  ^bStatement of Responsibility  
maximum length : 250  
not indexed

*Rules for Entry*

Subfield a: Enter the edition statement as found on the item. Abbreviate words such as edition, revised, etc.  
Subfield b: Enter the statement of responsibility associated with the edition.

*Examples*

^a2nd ed.  
^aRev. ed.^bby Edith Prickly





^aUnited States^bAgency for International Development  
^aUniversity of Malawi^bCentre for Social Research  
^aMalawi^bOffice of the President and Cabinet^bDept. of Economic Planning and  
Development^bFood Security and Nutrition Unit  
^aUNICEF^bEastern Africa Regional Office% ^aMalawi^bMinistry of Health^bResearch Unit  
^aAgricultural Research Council of Malawi  
^aMalawi^bDept. of Agricultural Research  
^aBotswana^bMinistry of Agriculture



### **320 MEETING**

*Characteristics*      mandatory  
                             not repeatable  
                             subfields :      ^aMeeting Name  
                                                                                 ^bOther Parts of the Name  
                                                                                 ^gLocation of the Meeting  
                                                                                 ^iYear of the Meeting  
                                                                                 ^jNumber of the Meeting  
                             maximum length : 1000  
                             indexed (^a,^b,^g) : technique 4

*Purpose*

When the item catalogued is the report or proceedings of a meeting, the Meeting field (Tag 320) is used to record the name of the meeting.

Note that the agency sponsoring the meeting is entered in the Corporate Author field (Tag 310), if an abstract from a proceedings enter meeting name in Tag 712.

*Rules for Entry*

1. Enter the name of the meeting as found on the item in subfield a.
2. Enter any other parts of the name in subfield b.
3. Capitalize the first word and each significant word in the name.
4. Enter the location (city) in subfield g; if the city is not well known, give the state or country as well.
5. Enter the year of the meeting in subfield i.
6. Enter the number of the meeting in subfield j.

*Examples*

^aAssociation for Health Information and Libraries in Africa^gHarare^i1991^j3rd  
^aInterministerial Symposium on the Environment^gMangochi ^i1991



### 330      **AFFILIATION**

*Characteristics*      optional  
not repeatable  
subfields :            ^aMain body  
                                 ^bSub body  
                                 ^dAddress  
                 maximum length : 400  
                 not indexed

*Purpose*

To enter the institution and address where the author, or the first mentioned author, works. It is often useful to be able to contact the author of an article or report directly when trying to obtain copies of them.

*Rules for Entry*

1.      Enter the name of the institution to which the author is affiliated in the same manner as the entry for Corporate Author (Tag 310).
2.      Enter only one affiliation. If there is more than one author, enter the affiliation of the first named author.
3.      Do not enter affiliation if it is the same body already entered in the Corporate Author field (Tag 310).



### 400      **PLACE OF PUBLICATION / PUBLISHER**

*Characteristics*      mandatory  
repeatable  
subfields :            ^aPlace of Publication  
                                 ^bPublisher  
                 maximum length : 300  
                 indexed (^b) : 4

*Purpose*

For published items, this field is used to enter the place of publication and the name of the publisher. For unpublished items, this field is used to enter the name and location of the issuing agency.

*Rules for Entry*

1.      Enter the place(s) of publication in subfield a.
2.      If there is no place mentioned enter a probable place enclosed within square brackets [...].
3.      Enter the name of the publisher(s) or issuing agency in subfield b. Enter the name in the shortest form in which it could be understood and identified internationally.
4.      If the item is an analytic (either a periodical article or a chapter from a monograph) leave this field blank.
5.      If the item is not an analytic and either subfield is left blank, the display format will substitute S.I. for subfield a and s.n. for subfield b.

*Examples*

^aNew York%^aLondon^bMacmillan  
^a[Lilongwe]^bNational Library Service  
^aDedza, Malawi^bCollege of Forestry



## **440 DATE OF PUBLICATION**

*Characteristics*      mandatory  
                             not repeatable  
                             not subfielded  
                             maximum length : 17  
                             not indexed

*Purpose*

To enter the date of publication of the item.

*Rules for Entry*

1. Dates are entered in ISO format: YYYYMMDD (4 digits for the year, 2 digits for the month, 2 digits for the day). If the day or month is not given, then fill each of the required spaces with a zero 0. If the year is not known then a question mark ? can be used as a digit.
2. If the item is a monograph, give the date of the edition being catalogued.
3. If the entry is for a multi-volume work and the separate volumes have different dates, enter the first and last years separated by a hyphen (-).
4. If the field is left blank then the display format will substitute n.d. in its place.

*Examples*

If the date of publication of a monograph is: 1989

enter: 19890000

If the date of a report is given as: July 12, 1991

enter: 19910712

If a multi-volume work has dates that range from: 1985 to 1989

enter: 19850000-19890000

If the year is not known but the document can be narrowed to the 1980s

enter: 198?0000



## 450 SERIAL NUMBERING AND DATES

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 100  
not indexed

*Purpose*

To enter the numbers and/or dates of the first and last issues (if publication has ceased ) of a serial.

*Examples*

A periodical started in 1980 and is still continuing  
enter: 1980-

A directory was published from 1980-1985  
enter: 1980-1985

A periodical started with Volume 1, Number 1 and ended with Volume 8, Number 12  
enter: Vol. 1, no. 1 - v. 8, no. 12

A periodical started in January 1980 with Volume 1, Number 1 and went to December 1988 with Volume 8, Number 12 then changed to a new series of numbering in January 1989  
enter: Vol. 1, no. 1 (Jan. 1980) - v. 8, no. 12 (Dec. 1988) ; New ser., v. 1 no. 1 (Jan. 1989)



## 460 PHYSICAL DESCRIPTION (COLLATION)

*Characteristics* mandatory  
not repeatable  
subfields : ^aPagination  
                  ^bDescription  
                  ^cDimensions  
                  ^dOther Accompanying Material  
maximum length : 100  
not indexed

*Purpose*

To enter the physical description of the item being catalogued when it is a single or multi-volume work. Not for use with analytics (periodical articles or chapters from monographs).

*Rules for Entry*

- Subfield a: - for a single volume, enter the number of pages: p.  
- for loose-leaf work, enter the number of leaves.  
- for items with a complicated series of pagings or unnumbered, enter either the number of leaves or the total number of pages in square brackets [...] p.  
- for a multi-volume work, enter the number of volumes. If desired give, in parentheses, the number of pages for each volume, the total number of pages for all the volumes or the phrase "various pagings".
- Subfield b: enter descriptive elements such as illustrations [ill.], plates, tables, etc.
- Subfield c: enter the size of the item in centimeters [cm.].
-

Subfield d: enter descriptions of materials that come with but are separate from the item being catalogued, such as: slides, maps, plans, tapes, computer disks, etc.

*Examples*

A book on the geology of the Northern Region of Malawi has 180 pages, is illustrated, is 23 centimeters tall, comes with a separate map and 4 photographic slides

enter: ^a180 p.^bill.^c23 cm.^d1 map, 4 slides

An unpublished technical report has 45 unnumbered pages

enter: ^a[45] p.

A multi-volume work consists of 3 volumes; the first has 200 pages, the second 180 pages, the third 225 pages

enter: ^a3 v. or  
^a3 v. (200, 180, 225 p.) or  
^a3 v. (605 p.)



## 480 MONOGRAPHIC SERIES STATEMENT

*Characteristics* mandatory  
repeatable  
subfields : ^aName of the Series  
^bStatement of Responsibility  
^cSeries Number of Item  
maximum length : 500  
indexed (^a) : technique 4

*Purpose*

To enter the series statement when the item being catalogued is part of a monographic series.

*Rules for Entry*

1. Enter the title of the series in subfield a. Capitalize the first word of the title and proper names.
2. If the series title is a generic word such as "Paper" or "Publication", enter the name of the issuing body in subfield b.
3. Enter the number in the series of the item being catalogued.

*Examples*

The item is number 26 in series of staff papers published by Chancellor College  
enter: ^aStaff Paper Series^bUniversity of Malawi, Chancellor College^c26

The item is number 10 is the Macmillan History Series edited by T.H. White (the author or editor of the item is entered in the Author field (Tag 300))

enter: ^aMacmillan History Series^bedited by T.H. White^c10



**490 PART STATEMENT (CITATION)**

*Characteristics*      mandatory  
                             not repeatable  
                             subfields :      ^aVolume/Issue Number  
                                                                                 ^bPagination  
                             maximum length : 150  
                             not indexed

*Purpose*

To enter the pagination of a chapter of a book, the volume and issue number and pagination of an article from a periodical and the volume number when the item is a single volume of a multi-volume work.

*Rules for Entry*

1. Article from a periodical: enter the volume and issue number or abbreviated name of the month in subfield a; enter the first and last pages of the article in subfield b according to either ISBD or MLA citation rules.
2. Chapter from a book: enter the first and last pages in subfield b.
3. One volume of a multi-volume work: enter the volume number in subfield a (note that in this case the pagination is entered in the Physical Description field (Tag 460)).

*Examples*

The item is an article from Volume 17, Number 3, pages 14 to 21  
enter: ^a17(3)^b14-21                    (MLA rules)  
             ^aVol. 17, no. 3^bp. 14-21        (ISBD rules)

The item is a chapter from a book, pages 245 to 310  
enter: ^b245-310    or    ^bp. 245-310

The item is Volume 2 of a 3 volume set but catalogued individually  
enter: ^av. 2



## 500 NOTES

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 1000  
indexed : technique 2

### *Purpose*

To enter necessary information that does not come within the scope of the other fields, such as: contains bibliography; information about a thesis/dissertation (degree, institution, subject, date); bibliographic information about work that the item superseded or was superseded by or the history of the edition; translated from; adaptation of; notes on the source of title; important physical details not included in the description area; contents, etc.

### *Rules for Entry*

Begin each note as though it were a new sentence and separate notes with a percentage sign % . Terms to be indexed should be placed between angle brackets <...> .

### *Examples*

The Malawi Medical Journal superseded the <Medical Quarterly>%Volume 1, number 1 inscribed by the editor

Chichewa adaptation of "Where there is no doctor"%Accompanied by "Malawi standard treatment guidelines"



## 520 FREQUENCY OF A SERIAL

*Characteristics* mandatory  
repeatable  
subfields: ^aFrequency  
^bDates for which the frequency in subfield a are valid  
maximum length : 100  
not indexed

### *Purpose*

To enter the frequency a serial is issued.

### *Rules for Entry*

Use the following terms to describe the frequency of a serial:

Annual  
Bi-annual (two times a year)  
Quarterly  
Bi-monthly (every two months)  
Monthly  
Fortnightly (every two weeks; 26 issues a year)  
Weekly  
Daily  
Frequency varies  
Eight times a year  
Twice a month (24 issues a year)  
Irregular

*Examples*

A serial is published monthly:

enter: ^aMonthly

History of the changes in the frequency of a serial:

enter: ^aMonthly^b1940-1980%<sup>a</sup>Quarterly<sup>b</sup>1981-



**600 ABSTRACT**

*Characteristics*    optional  
                         not repeatable  
                         not subfielded  
                         maximum length : 1650  
                         indexed : technique 2

*Purpose*

To enter a concise summary of the item being catalogued and to supplement the information in the Descriptor and Geographic Descriptor fields (Tags 620, 625, 630). If your institution uses a controlled list of terms to be entered in the Descriptor fields then you might want to use this field for indexing non-standard but useful terms for searching.

*Rules for Entry*

Text is entered in free form and terms to be indexed are placed between angle brackets <...>. When the record is displayed the brackets will not appear.

*Examples*

A work on Maternal and Child Health is issued by the Ministry of Health, but though the terms "Maternal and Child Health" and "Child Spacing" are very common terms in Malawi they are not recognized descriptors in the National Library of Medicine Medical Subject Headings [MeSH] and cannot be placed in the Descriptor field (Tag 620). Because they would be useful search terms they can be placed in this field and delimited with angle brackets to be indexed.

enter: In recognizing the need for improved <Maternal and Child Health> services in the country, the Ministry of Health has issued this booklet describing <child spacing> programs currently offered at local Health Centres.







*Characteristics* optional  
repeatable  
subfields:     ^aMain heading  
                  ^bSub heading  
maximum length : 500  
indexed : technique 0

*Purpose*

To enter names of countries, districts, regions, or cities which apply to the item being catalogued.

*Rules for Entry*

Separate names with the percentage sign % . Geographic descriptors can also be placed in Descriptor fields (Tags 620, 625) if desired.

*Examples*

The item compares river blindness found in Thyolo District with the Brazzaville in the Congo  
enter: ^aMalawi^bThyolo%^aCongo^bBrazzaville



**640      BROAD SUBJECT HEADING (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 100  
not indexed  
local field

*Purpose*

To assign a broad subject heading to the item being catalogued in order to facilitate sorting. This is a local field and will not be exported to other institutions.

*Rules for Entry*

Enter broad subject heading in free form.

*Example*

The item compares river blindness found in Thyolo District with the Brazzaville in the Congo  
enter: Communicable Diseases



**700 TITLE (SECOND LEVEL)**

*Characteristics*      mandatory  
                         not repeatable  
                         subfields :      ^aTitle  
                                                 ^bStatement of Responsibility  
                         maximum length : 1000  
                         indexed (^a) : technique 4

*Purpose*

To enter the title of the parent book when the item being catalogued is a chapter from a book or a paper from the proceedings of a meeting.

*Rules for Entry*

Apply the same rules as for the Title field (Tag 200).



**709 EDITION STATEMENT (SECOND LEVEL)**

*Characteristics*      mandatory  
                         not repeatable  
                         subfields :      ^aEdition Statement  
                                                 ^bStatement of Responsibility  
                         maximum length : 250  
                         not indexed

*Purpose*

To enter the edition statement relating to the parent book when the item being catalogued is a chapter from it.

*Rules for Entry*

Apply the same rules as for the Edition Statement field (Tag 260).



**710 PERSONAL AUTHOR(S) (SECOND LEVEL)**

*Characteristics*      mandatory  
                         repeatable  
                         not subfielded  
                         maximum length : 1000  
                         indexed : technique 0

*Purpose*

To enter authors(s) of the parent book when the item being catalogued is an analytic.

*Rules for Entry*

Apply the same rules as for the Author field (Tag 300).



## 711 CORPORATE AUTHOR(S) (SECOND LEVEL)

*Characteristics*      mandatory  
                              repeatable  
                              subfields :      ^aMain body  
                                                              ^bSub body  
                              maximum length : 1000  
                              indexed : technique 1

*Purpose*

To enter the names of the corporate bodies responsible for the parent book when the item being catalogued is an analytic.

*Rules for Entry*

Apply the same rules as for the Corporate Author field (Tag 310).



## 712 MEETING (SECOND LEVEL)

*Characteristics*      mandatory  
                              not repeatable  
                              subfields :      ^aName of Meeting  
                                                              ^bOther Parts to Name  
                                                              ^gLocation of Meeting  
                                                              ^iYear of Meeting  
                                                              ^jNumber of Meeting  
                              maximum length : 1000  
                              indexed (^a,^b,^g) : technique 4

*Purpose*

To enter the name of the meeting when the item being catalogued is a paper presented at or an abstract from a meeting.

*Rules for Entry*

Apply the same rules as for the Meeting field (Tag 320).





**740 JOURNAL TITLE (SECOND LEVEL) (Not CCF Field)**

*Characteristics*      mandatory  
                             not repeatable  
                             not subfielded  
                             maximum length : 500  
                             indexed: technique 4

*Purpose*

To enter the name of the journal the analytical is taken from.



**910 LOCATION OF DOCUMENT/HOLDINGS (Not CCF Field)**

*Characteristics*      mandatory  
                             repeatable  
                             subfields :      ^aLocation Code  
                                                                         ^bVolumes/Issues  
                                                                         ^cMissing Issues  
                                                                         ^dDuplicates  
                             maximum length : 300  
                             not indexed

*Purpose*

To enter the location of the document being catalogued. In the case of periodicals it can also be used for recording the holdings and locations.

*Rules for Entry*

1. Apply the same Location Codes as used in the Source of Record field (Tag 20)
2. For monographs, enter the Location Code in subfield a.
3. For periodicals, enter the Location Code in subfield a, the volume and issue numbers of the holdings in subfield b, missing issues in subfield c, notes about duplicates in subfield d.

*Examples*

The item being catalogued is a book from the collection of the Bunda College of Agriculture  
enter: ^aMW-2

The item is a journal in the collection of the Centre for Social Research published from 1980 to 1985 but missing one issue  
enter: ^aMW-3^bVol. 1, no. 1-v. 5, no. 4^c1980-1985^cvl. 2, no. 2





**930 BINDING (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 100  
not indexed  
local field

*Purpose*

To keep track of periodicals or books sent to the binder. This is a local field and information will not be exported to other institutions.

*Rules for Entry*

Enter note in free form about volumes and issue sent to the binder.



**970 PERSON ENTERING DATA (Not CCF Field)**

*Characteristics* mandatory  
not repeatable  
not subfielded  
maximum length : 10  
not indexed

*Purpose*

To enter the initials of the person entering the data into the record.



**971 PERSON VERIFYING DATA (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 10  
not indexed

*Purpose*

To enter the initials of the person verifying the data entered into the record.





## **MANUAL FOR DATA ENTRY IN NON-BIBLIOGRAPHIC DATABASES**

These fields are used in databases containing non-bibliographic information: PRO for description of research projects; SRV for description of information systems and/or services; and, PER for description of personal details. These fields in the separate databases are reserved in a way that they will not conflict with each other or the AIM bibliographic database. If desired, one integrated database can be used for merging all these separate types of information and any of the records could be found with one search.

This section describes only those fields which are not described in the previous section on the AIM bibliographic database. Fields of the same type of information have the same tag numbers and characteristics in all the databases, though the name may be slightly different. For example, in the bibliographic database the field for Personal Author is 300; in PRO tag 300 is named Researchers, in SRV it is Contact Person, in PER it is Name. In all cases the field characteristics are the same and the data entry follows the same rules. If entering into the PRO, SRV or PER databases and you need to refer to this manual, if you do not find the appropriate field described here, then refer to the previous section. Help messages are available in all database worksheets giving the field tag number and the rules for entry - these can be accessed by pressing <F1> while in any field during data entry.

### **301 TITLE (Not CCF Field)**

*Characteristics*      mandatory  
                             not repeatable  
                             not subfielded  
                             maximum length : 100  
                             not indexed  
                             databases: PER

*Purpose*

To enter or position a person hold in an organization.

*Rules for Entry*

Enter title in free form.

*Example*

A person is Library & Documentation Officer at a Ministry of Health  
enter: Library & Documentation Officer



### **390 WORK ADDRESS/PO BOX OR STREET (Not CCF Field)**

*Characteristics*      mandatory  
                                 not repeatable  
                                 not subfielded  
                                 maximum length : 200  
                                 indexed: technique 2  
                                 databases: PRO, SRV, PER

*Purpose*

To record the street address, building name or PO Box of the organization a person works for in a PER record or the organization, system/service address being described in a PRO or SRV record.

*Rules for Entry*

Enter address in free form. Place terms to be indexed between angle brackets <...>.

*Examples*

A person works for the WHO Regional Office for Africa  
enter: PO Box 6

A person works for IDRC in Nairobi  
enter: Reinsurance Building, PO Box 62084



### **391 WORK ADDRESS/CITY, STATE (Not CCF Field)**

*Characteristics*      mandatory  
                                 not repeatable  
                                 not subfielded  
                                 maximum length : 200  
                                 indexed: technique 2  
                                 databases: PRO, SRV, PER

*Purpose*

To record the city, state, district or region and postal code of the organization a person works for in a PER record or the organization, system/service address being described in a PRO or SRV record.

*Rules for Entry*

Enter address in free form. Place terms to be indexed between angle brackets <...>.

*Examples*

A person works for the WHO Regional Office for Africa  
enter: <Brazzaville>

A person works for the United Nations headquarters  
enter: <New York>, NY 10001



### **392 WORK PHONE/FAX (Not CCF Field)**

*Characteristics* optional  
repeatable  
subfields: ^aTelephone number  
                  ^bFacsimile number  
maximum length : 100  
not indexed  
databases: PRO, SRV, PER

*Purpose*

To record the work telephone and fax numbers for a person or for an organization.

*Rules for Entry*

Enter telephone number in subfield a and fax number in subfield b. Separate multiple occurrences of the field with a percentage sign "%".

*Example*

For the WHO Regional Office for Africa  
enter: ^a242-83-38-60^b242-83-18-79%^a242-83-38-61



### **393 WORK TELEX/CABLE (Not CCF Field)**

*Characteristics* optional  
repeatable  
subfields: ^aTelex  
                  ^bCable  
maximum length : 100  
not indexed  
databases: PRO, SRV, PER

*Purpose*

To record the work telex and cable numbers for a person or for an organization.

*Rules for Entry*

Enter telex number and call back in subfield a and cable number in subfield b. Separate multiple occurrences of the field with a percentage sign "%".

*Example*

For the Ministry of Health, Malawi  
enter: ^a44558 HEALTH^bMINMED



**394 HOME ADDRESS/PO BOX OR STREET (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 200  
indexed: technique 2  
databases: PER

*Purpose*

To record the home street address, building name or PO Box of a person in a PER record.

*Rules for Entry*

Enter address in free form. Place terms to be indexed between angle brackets <...>.

*Examples*

A person has a private post box in Mount Pleasant, Harare  
enter: PO Box MP 42

A person lives a residential area of Lilongwe, Malawi  
enter: Area 12/Plot 31



**395 HOME ADDRESS/CITY, STATE (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 200  
indexed: technique 2  
databases: PER

*Purpose*

To record the city, state, district or region, country and postal code of a persons home address in a PER record.

*Rules for Entry*

Enter address in free form. Place terms to be indexed between angle brackets <...>.

*Example*

A person works in Lilongwe but has a permanent residence in Ludzi  
enter: <Kangwere> Village, <Ludzi> Parish, <Mchinji> District, <Malawi>



### 396 HOME PHONE/FAX (Not CCF Field)

*Characteristics* optional  
repeatable  
subfields: ^aTelephone number  
                  ^bFacsimile number  
maximum length : 100  
not indexed  
databases: PER

*Purpose*

To record the home telephone and fax numbers for a person.

*Rules for Entry*

Enter telephone number in subfield a and fax number in subfield b. Separate multiple occurrences of the field with a percentage sign "%".

*Example*

^a908-555-7471^b908-555-4321

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### 441-8 DATE FIELDS (Not CCF Field)

The following fields are used to record various kinds of dates and all have the same characteristics and rules for data entry:

- 441: Date of Proposal (PRO)
- 442: Date of Approval (PRO)
- 443: Date Starting (PRO, SRV)
- 444: Date of Expected Completion (PRO, SRV)
- 445: Date of Actual Completion (PRO, SRV)
- 446: Date of Termination (PRO)
- 447: Date of Birth (PER)
- 448: date of Retirement (PER)

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 8  
not indexed

*Purpose*

To record the date of an event.

*Rules for Entry*

Enter date in ISO 2014 format: YYYYMMDD (4 digits for the year, 2 digits for the month, 2 digits for the day. If a day or month is not given, then fill each of the required spaces with a zero.

*Example*

The date of an event is 29 January 1993  
enter: 19930129

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**510 PUBLICATIONS (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 1000  
not indexed  
databases: PRO, SRV, PER

*Purpose*

To record citations of publications by a person, the result of a research project or produced by a system or service.

*Rules for Entry*

Enter citation in free form. Separate occurrences with a percentage sign "%".

*Examples*

In a record describing personal details, the person has publish an article  
enter: "Medical CD-ROM applications in developing countries" IN:  
Journal of International Librarianship (Mar 1992) 32(4):25-40

A development agency described in a system/service record published a book on CDS/ISIS  
use in bibliographic database management  
enter: "Micro-CDS/ISIS for library catalogue systems" Ottawa: IDRC, 1989



**525 LANGUAGE COMPETENCE (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 200  
indexed: technique 2  
databases: PER

*Purpose*

To languages know and level of competence by a person.

*Rules for Entry*

Enter language and level of competence in free form, separating them by a percentage sign "%". Names of languages should be placed between angle brackets <...>

*Example*

<French>: read, write, speak--good%<Spanish>: read, speak--good; write--fair



**556 VISITS ABROAD (Not CCF Field)**

*Characteristics* optional  
repeatable  
subfields: ^aPlace  
                  ^bInstitution  
                  ^cPurpose  
                  ^dDates  
maximum length : 200  
indexed: technique 2  
databases: PER

*Purpose*

To external travel for training or conferences.

*Rules for Entry*

Enter place of visit in subfield a; name of institution, if any, in subfield b; purpose of the visit (i.e. study tour, name of conference, etc.) in subfield c; and dates in subfield d. Terms to be indexed should be placed between angle brackets <...>.

*Example*

A person went to the 3rd biennial congress of the Association for Health Information and Libraries in Africa  
enter: ^a<Harare>^b<University of Zimbabwe>^cAHILA 3^d7-12 June 1991



**803 COMPUTER SKILLS (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 250  
indexed  
databases: PER

*Purpose*

To record the knowledge and level of use of computers a person has.

*Rules for Entry*

Enter note in free form. Place terms to be indexed (names of specific software, etc.) between angle brackets <...>.

*Example*

<Word Processing>: <WordPerfect>, <MultiMate> Advantage; <Database Management>:  
<dBase> IV, Micro-<CDS/ISIS>; <Desk-top Publishing>: Aldus <PageMaker>, <Ventura  
Publisher>; Other: <CD-ROM>



### 830 NATIONALITY (Not CCF Field)

*Characteristics*      mandatory  
                                 repeatable  
                                 not subfielded  
                                 maximum length : 50  
                                 indexed: technique 0  
                                 databases: PER

*Purpose*

To record the country to which a person hold national status.

*Rules for Entry*

Enter the country or countries separated by a percentage sign "%".

*Example*

The person hold American citizenship  
enter: USA

The person hold dual British and Zimbabwean citizenship  
enter: UK%Zimbabwe



### 831 EDUCATIONAL QUALIFICATIONS (Not CCF Field)

*Characteristics*      mandatory  
                                 repeatable  
                                 subfields:            ^aDegree  
                                                            ^bMajor subject  
                                                            ^cInstitution  
                                                            ^dYear  
                                 maximum length : 300  
                                 indexed (^a, ^b): technique 0  
                                 databases: PER

*Purpose*

To record the educational background of a person.

*Rules for Entry*

Enter type of degree conferred in subfield a; the major subject area in subfield b; the institution which granted the degree in subfield c; and the year the degree was conferred in subfield d. Separate repeatable occurrences with a percentage sign "%".

Enter highest qualification first.

*Example*

^aMS^bLibrary Science^cColumbia University^d1980%^aBA^bHumanities^cUniversity of Colorado^d1977



**832 DISCIPLINE/SPECIALIZATION (Not CCF Field)**

*Characteristics*      mandatory  
                               repeatable  
                               not subfielded  
                               maximum length : 50  
                               indexed: technique 0  
                               databases: PER

*Purpose*

To the major subject area or discipline in which a person works.

*Rules for Entry*

Enter terms placed between percentage sign "%".

*Example*

Health%Technical Services%Information Systems



**833 WORK EXPERIENCE (Not CCF Field)**

*Characteristics*      mandatory  
                               repeatable  
                               subfields:            ^aTitle  
                                                                                  ^bType of work  
                                                                                  ^cEmployer  
                                                                                  ^dDates  
                               maximum length : 500  
                               not indexed  
                               databases: PER

*Purpose*

To record the employment history of a person.

*Rules for Entry*

Enter the actual job title in subfield a; the nature of the work in subfield b; the name of the employer or organization the person worked for in subfield c; and the dates of employment in subfield d. Multiple occurrences should be separated by a percentage sign "%".

Current or most recent employment should be entered first.

*Example*

^aShort-term Professional/HLT^bAIM Project coordination^cWHO Regional Office for Africa^dJan 1993-present% ^aHealth Librarian & Documentation Officer^cMinistry of Health, Malawi^dAug 1989-Dec 1992% ^aCollege Librarian^cClifton-Dupigny Community College, Commonwealth of Dominica^dJul 1987-Jul 1989



**834 SEX (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 15  
not indexed  
databases: PER

*Purpose*

To record the sex of the person being described.

*Rules for Entry*

Enter: Male or Female.



**835 MARITAL STATUS (Not CCF Field)**

*Characteristics* optional  
repeatable  
subfields:     ^aStatus  
                  ^bChildren  
                  ^cNotes  
maximum length : 100  
not indexed  
databases: PER

*Purpose*

To record the marital status and family characteristics of the person being described.

*Rules for Entry*

Enter marital status (Single, Married, Divorced, Widowed, etc.) in subfield a; the number and sex of children in subfield b; and any notes pertaining to the status in subfield c.

*Examples*

^aSingle  
^aMarried^b2 sons, 1 daughter^cWife works for Unesco; eldest son at university, others in secondary school



## 855 HONOURS AND AWARDS (Not CCF Field)

*Characteristics* optional  
repeatable  
subfields: ^aName of award  
                  ^bAwarding body  
                  ^cDate  
maximum length : 400  
indexed (^a) : technique 4  
databases: PER

*Purpose*

To record any special awards or honours conferred on the person being described.

*Rules for Entry*

Enter the name of the award in subfield a; the name of the body conferring the award in subfield b; and the year award was conferred in subfield c. Separate occurrences with a percentage sign "%".

*Example*

^aMerit of Achievement^bAHILA^c1991%^aLong-service Award^bUniversity of Nairobi^c1990



## 856 MEMBERSHIP IN SOCIETIES (Not CCF Field)

*Characteristics* optional  
repeatable  
subfields: ^aName of society  
                  ^bMembership type  
                  ^cSpecial position held  
                  ^dDates  
maximum length : 1000  
indexed (^a) : technique 4  
databases: PER

*Purpose*

To record societies and associations to which the person being described was a member.

*Rules for Entry*

Enter the name of the society or association in subfield a; the type of membership in subfield b; any special position held in the association and the dates of that position in subfield c; dates of membership in subfield d. Separate multiple occurrences with a percentage sign "%".

*Example*

^aAssociation for Health Information and Libraries in Africa^bMember^d1989-present%^aAmerican Printing History Association^bFounding member^cVice-President, 1980^d1979-present



**950 SOURCE OF FUNDING (Not CCF Field)**

*Characteristics* optional  
not repeatable  
not subfielded  
maximum length : 500  
indexed: technique 2  
databases: PRO, SRV

*Purpose*

To identify the source and amount of funding for a project or service.

*Rules for Entry*

Enter note in free form. Place terms to be indexed between angle brackets <...>.

*Example*

<WHO>: US\$ 10,000; <USAID>: US\$ 5.000



**954 PROJECT NUMBER (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 50  
not indexed  
databases: PRO, SRV

*Purpose*

To record any project numbers assigned to a project or contracted system/service.

*Rules for Entry*

Enter numbers separated by percentage sign "%".



**955 CONTRACT NUMBER (Not CCF Field)**

*Characteristics* optional  
repeatable  
not subfielded  
maximum length : 50  
not indexed  
databases: PRO, SRV

*Purpose*

To record any contract numbers assigned to a project or system/service.

*Rules for Entry*

Enter numbers separated by percentage sign "%".



**957 RESOURCES (Not CCF Field)**

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*Characteristics*    optional  
                         not repeatable  
                         not subfielded  
                         maximum length : 500  
                         indexed: technique 2  
                         databases: PRO, SRV

*Purpose*

To identify the resources, personnel and equipment available for a project or service.

*Rules for Entry*

Enter note in free form. Place terms to be indexed between angle brackets <...>.

*Example*

For a research project doing field testing of malaria parasites  
enter: Laboratory equipment and supplies for testing blood samples; 2 <Land Rovers>; IBM PS/2 Model 70 <computer> and <SPSS/PC> software for satatistical analysis; 3 part-time <Health Surveillance Assistants>, 2 drivers, 3 part-time <Laboratory Technicians>

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Sample Data Entry Worksheet (You can make photocopies as needed)

**AFRICAN INDEX MEDICUS DATA ENTRY WORKSHEET**

|                     |         |                        |       |
|---------------------|---------|------------------------|-------|
| Source of record 20 | _____   | Bibliographic level 15 | _____ |
| Physical medium 50  | 010     | Type of material 60    | _____ |
| Lang. of item 40    | English | Availability 5         | _____ |
| Target audience 6   | _____   | Record selection 915   | AIM   |

Title 200[<sup>a</sup>Title<sup>b</sup>Statement of responsibility]

Variant Titles 230[<sup>a</sup>Title<sup>b</sup>Statement of responsibility]

Personal authors 300

Corporate authors 310[<sup>a</sup>Main body<sup>b</sup>Sub body]

Author affiliation 330[<sup>a</sup>Main body<sup>b</sup>Sub body]

Meeting 320[<sup>a</sup>Name<sup>b</sup>Other names<sup>g</sup>Place<sup>i</sup>Year<sup>j</sup>Number]

Edition 260[<sup>a</sup>Edition<sup>b</sup>Statement of responsibility]

Place/publisher 400[<sup>a</sup>Place<sup>b</sup>Publisher]

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Notes 500

\*\*\*\*\*SECOND LEVEL FIELDS FOR MULTI-LEVEL BIBLIOGRAPHIC MATERIAL\*\*\*\*\*

Title 700[<sup>a</sup>Title<sup>b</sup>Statement of responsibility]

Journal title 740

Personal authors 710

Corporate authors 711[<sup>a</sup>Main body<sup>b</sup>Sub body]

Meeting 712[<sup>a</sup>Name<sup>b</sup>Other names<sup>g</sup>Place<sup>i</sup>Year<sup>j</sup>Number]

Edition 709[<sup>a</sup>Edition<sup>b</sup>Statement of responsibility]

Place/publisher 715[<sup>a</sup>Place<sup>b</sup>Publisher]

Date of publication 716[YYYYMMDD]

Part statement (citation) 490[<sup>a</sup>Vol./Issue no.<sup>b</sup>Pagination]

\*\*\*\*\*SUBJECT DESCRIPTION FIELDS\*\*\*\*\*

Abstract 600

Classification 610[<sup>a</sup>Number<sup>b</sup>Scheme]

Descriptors-Controlled 620[<sup>a</sup>Main heading<sup>b</sup>Sub heading]

Descriptors-Local 625[<sup>a</sup>Main heading<sup>b</sup>Sub heading]

Geographic descriptors 630[<sup>a</sup>Main heading<sup>b</sup>Sub heading]

Broad subject heading 640

Location of document/Holdings 910[<sup>a</sup>Location code<sup>b</sup>Vol./Issues<sup>c</sup>Missing<sup>d</sup>Duplicates]

Binding 930

Person entering data 970

Date record entered 22[YYYYMMDD]

Person verifying data 971

Date record verified 23[YYYYMMDD]