**IBC Required Fields for OFORS ordering guidelines:**

000 System supplied

001 System supplied

005 System supplied

008 This leader must be completed. Especially important for format, language, country of publication \*\*\*

020 ISBN/ISSN?

040 ≠a DLC ≠b eng ≠c DLC (default)

906 ≠a 0 ≠b acq ≠c acqwork ≠d u ≠e ncip ≠f 20 ≠g z-acqworks

955 ≠a Tracking information

985 ≠e ODE-jk

1xx Author/Corporate author (no authority work required for IBC). Taken from Title Page. Not required if same as publisher.

245 ≠a Title from primary source title page

264 ≠a City: ≠b Publisher, ≠c date on title page or verso (no need to distinguish type of date at this point)

300 ≠a no. of pages/sheets

520 ≠a Summary (this applies to all offices for non-English, non-Malay/Indonesian)

**Suppress from the OPAC**

Do NOT release to OCLC (keep at 0 (zero)) 🡪 **906 ≠a 0 not 7**

**\*\*\* 008 is variant depending on the format of material i.e. video, CD-ROM, sound recording, cartographic, printed music, and mono**

**Guidelines for releasing ibc records:**

After selection and decision approved by Field Director, the fields needed to be **created/added/changed:**

906 ≠a 7 ≠b ibc ≠c origode or copycat or pccadapt or origres ≠d 2 or 3 or 4 ≠e ncip ≠f 20 ≠g y-gencatlg

925 ≠a acquire ≠b 1 shelf copy ≠x policy default

955 ≠a [acq. inputter] [yyyy-mm-dd] ≠b [ibc cataloger] [yyyy-mm-dd]

520 ≠a Summary (this applies to non-English publications for circular purposes)

**Unsuppress from the OPAC and release to OCLC 🡪 906 ≠a 7**

After selection and decision by Field Director **not to acquire for LC but for other institutions**, **906 and 925 fields created as:**

906 ≠a 7 ≠b ibc ≠c origode or copycat or pccadapt or origres ≠d 3 ≠e ncip ≠f 20 ≠g y-gencatlg

925 ≠a do not acquire ≠d CAPSEA ≠x clm [yyyy-mm-dd]

955 ≠a [acq. inputter] [yyyy-mm-dd] ≠b [ibc cataloger] [yyyy-mm-dd]

520 ≠a Summary

**Remains suppress from the OPAC**

After selection and decision by Field Director **not to acquire for LC neither to other institutions, 925 field created as:**

925 ≠a do not acquire ≠x clm [yyyy-mm-dd]

**Remains suppress from the OPAC**

**Guidelines for completing descriptive cataloging:**

**Manila and Kuala Lumpur:**

906 ≠a 7 ≠b par or cbc (for MLC) ≠c origode or copycat or pccadapt or origres ≠d 2 ≠e ncip ≠f 20 ≠g y-gencatlg

925 ≠a acquire ≠b 1 shelf copy ≠x policy default

955 ≠a [acq. inputter] [yyyy-mm-dd] ≠b [ibc cataloger] [yyyy-mm-dd] ≠c [descriptive cataloger] [yyyy-mm-dd] **to Jakarta Field Office**

**Jakarta and Bangkok:**

906 ≠a 7 ≠b par or cbc (for MLC) ≠c origode or copycat or pccadapt or origres ≠d 2 ≠e ncip ≠f 20 ≠g y-gencatlg

925 ≠a acquire ≠b 1 shelf copy ≠x policy default

955 ≠a [acq. inputter] [yyyy-mm-dd] ≠b [ibc cataloger] [yyyy-mm-dd] ≠c [descriptive cataloger] [yyyy-mm-dd] to [reviewer] or [Law Section] or [ASME (for Music)] or SAS or CALM (for MLC)