

**Terminology for 583 field of WPA materials:**

(revised 4/7/11—smc/jj/nl)

1. All materials are assumed to be printed on acidic paper.
2. Include only conditions which need attention. For instance, a hard cover book with no damage will not need any preservation action except for deacidification, so 583 field will not be present.
3. All 583 fields will have a 1 in the first indicator and a blank in the second indicator.
4. All 583 fields will end with: |2 pda [Preservation and Digitization Actions: Terminology for MARC 21 Field 583] |5 KyU [insert your institution's MARC code]
5. All 583 fields will include: |c [year of evaluation]
6. All 583 fields will include: |a [action] (will be "housed" and/or "condition reviewed"—see instructions below). It is possible to describe "repaired," "acquired surrogate," "digitized," etc., but these instructions do not cover these actions.
7. If there is more than one copy, or you are describing damage to a specific volume or portion of the volume, use a subfield |3 at the beginning of the 583 field to describe which copy, volume or portion of a volume you are describing. Where we have identified one copy as our archival copy and the other/others as our access copy/ copies, we will use these terms in addition to copy numbers where applicable.
8. Terms to use in subfields |i and |l must be taken from tables below; free text must go into a subfield |x.

**Additional instructions for 6. and 8. above:**

Current housing condition will be indicated by "**|a housed,**" and then one of the following terms in a subfield |i which is repeatable:

Standard  i terms when  a = housed	
box	custom-fitted board stock enclosure, preservation quality materials & construction. (rare books)
encapsulation	custom-fitted polyester enclosure, preservation quality materials & construction. (maps)
envelope	non-custom paper or Tyvek enclosure, preservation quality materials & construction. (pamphlets)
folder/container	non-custom enclosure, card/board stock, preservation quality materials & construction. (manuscript)
jacket	custom-fitted paper enclosure, preservation quality materials & construction. (fiche)

If you must use free text to describe the housing, that information will go into a subfield |x. For example:

- |x Staples
- |x Spiral binding
- |x Tied up in string

Current physical condition will be indicated by "**|a condition reviewed,**" and then one of the following terms in a subfield |l (lower case L) which is repeatable:

Standard  l terms when  a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged

flaked/cracked	rebacked	
foxed	redox	

Note that you can use the terms above to describe the condition of a specific portion of a volume or a specific copy. For example:

583 1\_ |3 copy 1 access copy cover |a condition reviewed |c2009 || torn |2 pda |5 KyU  
583 1\_ |3 copy 1 access copy pp.10-12 |a condition reviewed |c2009 || missing |2 pda |5 KyU  
583 1\_ |3 copy 1 access copy page 4 |a condition reviewed |c2009 || loose |2 pda |5 KyU  
583 1\_ |3 copy 2 archival copy |a condition reviewed |c2009 || insect damaged |2 pda |5 KyU

Prefer terms from MARC table above over using free text. If you must use free text to describe the condition, that information will go into a subfield |x. For example:

- |x flaking edges and text pages
- |x detached and/or partially detached text pages
- |x broken text block
- |x broken inner joints
- |x detached boards
- |x case spine loose

Examples:

Both 583 fields are describing our only copy:

583 1\_ |a housed |c2010 |i envelope |2 pda |5 KyU  
583 1\_ |a condition reviewed |c2010 || damaged || brittle |2 pda |5 KyU

Only 583 field is describing a second copy (first copy has no housing or condition issues and has been designated as our archival copy):

583 1\_ |3 copy 2 access copy |a condition reviewed |c2009 || damaged || foxed |2 pda |5 KyU

Only 583 field is describing only the cover of our only copy:

583 1\_ |3 cover |a condition reviewed |c2010 || torn |2 pda |5 KyU

Multiple 583 fields are describing both of our copies:

583 1\_ |3 copy 1 archival copy |a housed |c2009 |i box |2 pda |5 KyU  
583 1\_ |3 copy 1 archival copy |a condition reviewed |c2009 || damaged |x broken inner joints |2 pda |5 KyU  
583 1\_ |3 copy 2 access copy |a housed |c2009 |i envelope |2 pda |5 KyU  
583 1\_ |3 copy 2 access copy |a condition reviewed |c2009 || damaged || foxed |2 pda |5 KyU  
583 1\_ |3 copy 2 access copy cover |a condition reviewed |c2009 || torn |2 pda |5 KyU