



Amendment to LILACS Methodology – LILDBI-Web 1.6 Technical Note

October 15th, 2007.

INTRODUCTION

The database LILACS - Latin American and Caribbean Health Sciences Literature - is a cooperative product of Virtual Health Library, coordinated by BIREME.

The bibliographic description format developed by BIREME was based only on "Reference Manual for Machine-Readable Bibliographic Description" of UNISIST / UNESCO, however, because of the arise of specific needs, adjustments were made based on the MARC 21 Lite - Machine-Readable Cataloguing - of the Library of Congress.

With the methodology and program updating, the institutions that use LILDBI Web will be able to describe other document types such as musical score, maps, videos, sound records, computer files, two and three-dimensional objects, among others, and that was before the LILDBI restricted to the description of its chapters in books, journals, thesis and non-conventional papers.

The new LILDBI-Web applicative comprises several objectives:

- Use of the web version on a local PC, even if it is not on the Internet, what will allow quitting the use of the MS-DOS version;
- Exportation of records with MARC 21 format;
- User friendly creation of data fields with subfields;
- Improvement of the software installation process;
- Improvement of the ability to "customize" the software to local needs;
- Improvement of quality control in the data entry;
- New search indexes into the metasearch iAH.

The purpose of this technical note is to update the librarians in the use of LILDBI-Web 1.6 for bibliographic description of the documents following the new methodology. To the LILACS cooperating institutions, there is orientation on document selection related to the new document types accepted in the database.

GENERAL GUIDELINES

- For the full knowledge of the new version of LILACS methodology and to clarify possible doubts arising after reading this technical note it is recommended to read the following documents located on

<http://bvsmodelo.bvs.br/php/level.php?lang=en&component=27&item=3>

- a) Manual of Bibliographic Description - LILACS;
- b) LILDBI-Web Manual of Procedures;
- c) Document Selection Guidelines for LILACS databases.

- To all fields containing subfield (s) there is a button "Assistant" that facilitates their fulfilling.

- The importation module accepts records generated by the new methodology and records generated by the methodology used until 2005.

- A search performed on editor profile allows the exportation of records in MARC 21 format.

NEW DATA FIELDS

1) Field 09: RECORD TYPE

Code that identifies the document type according to the categories suggested by MARC format.

According to the type of record, fields 110 to 115 should be entered.

Field 09	Description
a	Textual/language material: it is also used in microforms of printed material and texts. Includes preprints. Used to the conventional material included in LILACS. It will be LILACS. All records in LILACS until now will be represented with this code.
c	Printed music: includes microforms and music in electronic text. It will not be LILACS.
d	Manuscript music: it is also used in microforms of musical manuscripts. It will not be LILACS.
e	Printed cartographic material: includes maps, atlas, globes, digital maps and other cartographic items, microforms of printed maps. It will not be LILACS.
f	Manuscript cartographic material: it is also used in microforms of manuscripts of maps. It will not be LILACS.
g	Projected medium: motion picture, video recording, slides, transparencies, material drawing specially or with possibilities to be projected, radiography, video ultrasonography, magnetic resonance. Some options defined in the data field 114 will be LILACS. (See specific item in data field 114).
i	Nonmusical sound recording – for example: spoken records. It will be LILACS.
j	Musical sound recording – it includes: sound disk, compact disk, tape records. It will not be LILACS.
k	Two-dimensional nonprojectable graphic – this code is used for items as: all kind of cards, diagram, collage, computer chart, drawing, masters of duplication, painting, photonegative and photographic studies, printed photographs, posters, technical drawing, transparency, photo mechanic reproduction and reproduction of any of them, cards, visit cards, postal cards, printed materials, studio printed materials, pamphlet, graphics, art reproduction, engraving, printed ultrasonography. It will not be LILACS.

Field 09	Description
m	<p>Computer file: used for records of the following classes of electronic resource: software (including programs, games, fonts) numerical or textual data, multimedia, on-line systems or services. For this class of material, if there is a significant point that makes the material to be classified in another category, it must be coded accordingly. For example, a cartographic vectorial data is not classified as numeric, but as cartographic. Other classes of electronic resources are coded by their more important points. For example: textual materials, iconographic or cartographic, sound, music and moving images. In case of doubt, or if the most important aspect cannot be determined, consider the document as electronic resource for computer.</p> <p>It will not be LILACS.</p>
o	<p>Kit: the described material contains a mixture of components and none is considered predominant.</p> <p>It will not be LILACS.</p>
p	<p>Mixed material: significant materials in two or more formats that generally are related for have been thus accumulated for a person or entity. It includes archival funds and manuscript collections of materials in mixing formats, such as texts, photographs and sound records.</p> <p>It will not be LILACS.</p>
r	<p>Three-dimensional artifact or naturally occurring object: used for manmade objects, such as: models, dioramas, games, puzzle, simulations, sculptures and other three-dimensional works of art and reproductions, exhibitions, machines, clothes, games and sewing materials. It includes materials from nature, such as microscope specimens and other objects assembled to be seen.</p> <p>It will not be LILACS.</p>
t	<p>Manuscript material: it is also used in manuscript microforms.</p> <p>It will not be LILACS.</p>

➔ATTENTION:

Non language materials can be identified by any of the options at field 5 (Literature type), because the selection will depend on its contents more than its form, but it is recommended that this kind of document be identified preferentially as “N”. It must be included in this note the non language materials allowed to LILACS (film, video recording and nonmusical sound record).

2) Field 110: ITEM FORM

Code that identifies the item form according to the table suggested by MARC format. It must be used for printed material, manuscripts, printed music, music manuscripts, musical records, non musical sound records, cartographic material, manuscripts of cartographic material, projectable materials, two-dimensional nonprojectable graphic, kit, mixed material and three-dimensional material, device, object.

<empty> #	None of this list
a	Microfilm
b	Microfiche
c	Micro opaque
d	Large print
f	Braille
r	Regular print reproduction – eye-readable print
s	Electronic
	No attempt to code

→ ATTENTION:

- This field is empty by default. For the traditional material from LILACS (journal articles, books, thesis, dissertations, and non conventional materials) it is not necessary to fill it out, but for documents that are only in the electronic way this field must be filled with the option “s”.

- According to the type of record defined at field 9, fields 110 to 115 should be entered. In ANNEX X there is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

3) Field 111: TYPE OF COMPUTER FILE

Code that identifies the type of computer file, according to the categories suggested by MARC:

<empty> #	None of this list
a	Numeric data
b	Computer program
c	Representational – Pictorial or graphic information that can be manipulated in conjunction with other types of files to produce graphic patterns that can be used to interpret and give meaning to the information.
d	Document
e	Bibliographic data
f	Type of letters (font)
g	Game
h	Sound
I	Interactive multimedia
J	Online system or service
m	Combination
u	Unknown
z	Other
	No attempt to code

➔ **ATTENTION:**

- This field is empty by default.

- According to the type of record defined at field 9 fields 110 to 115 should be entered. In ANNEX X there is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

- As long as field 09="m" (Computer file) is not allowed to LILACS, then field 111 will not be accepted in LILACS indeed.

4) Field 112: TYPE OF CARTOGRAPHIC MATERIAL

Code that identifies the type of cartographic material (not book), according to the categories suggested by MARC:

<empty> #	None of this list
a	Single map
b	Map series - A number of related but physically separate and bibliographically distinct cartographic units intended by the producer or issuing body to form a single group.
c	Map serial - A cartographic publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely.
d	Globe
e	Atlas
f	Separate map as supplement to another work
g	Map bound as part of another work
u	Unknown
z	Other
 	No attempt to code

➔ **ATTENTION:**

- This field is empty by default.

- According to the record type defined at field 9, fields 110 to 115 should be entered. In ANNEX X there is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

- As long as field 09="e" (Printed cartographic material) or "f" (Manuscript cartographic material) are not allowed to LILACS, then field 112 will not be accepted in LILACS indeed.

5) Field 113: TYPE OF JOURNAL

Code that identifies the type of journal according to the categories suggested by MARC format.

<empty> #	None of this list. This code is also used for yearbooks and annual reports.
l	Updating loose-leaf
n	Newspaper
p	Journal
u	Separata *
	No attempt to code

*Code not available at MARC.

→ ATTENTION:

- This field is empty by default.

- According to the type of record defined at field 9, fields 110 to 115 should be entered. In ANNEX X there is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

- As long as field 09="a" (Textual/language material), field 5="S" (Serial) and field 6="as" (Analytical level of serial) then, will allowed to LILACS only field 113="p" (Journal) or "u" (Separata). (See the notes about allowed separatatas for LILACS in field 30).

6) Field 114: TYPE OF VISUAL MATERIAL

Code that identifies the type of visual material, according to the categories suggested by MARC.

<empty> #	None of this list
a	Art (original)
b	Kit
c	Art (reproduction)
d	Diorama
f	Filmstrip
g	Game
i	Picture
k	Graphic
l	Technical drawing
m	Motion picture
n	Chart
o	Flash card
p	Microscope slide
q	Model
r	Realia
s	Slide
t	Transparency
v	Video recording
w	Toy
z	Other
	No attempt to code

→ ATTENTION:

- This field is empty by default.
- According to the type of record defined at field 9, fields 110 to 115 should be entered. In ANNEX X there is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.
- As long as field 09="g" (Projected medium) then it will be allowed to LILACS the field 114="m" (Motion picture) or "v" (Video recording).

7) Field 115: SPECIFIC DESIGNATION OF THE MATERIAL (NON PROJECTABLE MATERIAL)

Code that identifies the specific designation of the material (non projectable material), according to the categories suggested by MARC.

<empty> #	None of this list
c	Collage
d	Drawing
e	Painting
f	Photomechanical printing
g	Photonegative
h	Photoprint
i	Picture
j	Print
l	Technical drawing
n	Chart
o	Flash card
u	Unspecified
z	Other
 	No attempt to code

→ ATTENTION:

- This field is empty by default.

- According to the type of record defined at field 9, fields 110 to 115 should be entered. In ANNEX X is the table of availability for fulfilling of the fields 9 and 110 to 115, as well as the types allowed to LILACS.

- As long as field 09="k" (Two-dimensional nonprojectable graphic) will not be allowed to LILACS, then field 115 will not be accepted in LILACS indeed.

8) ANNEX X - TABLE OF AVAILABILITY FOR FULLFILLING OF THE FIELDS 9, 110, 111, 112, 113, 114 AND 115 AND ALLOWANCE FOR LILACS

(v=Field)

Field 9	Mandatory Available for fulfilling fields	Allowed to v4=LILACS
a	v110	Yes
a (for v5=S and v6=as)	v110 and v113	Yes if v113=p, u
c	v110	No
d	v110	No
e	v110 and v112	No
f	v110 and v112	No
g	v110 and v114	Yes if v114=m, v
i	v110	Yes
j	v110	No
k	v110 and {v114 or v115}	No
m	v111	No
o	v110 and v114=b	No
p	v110	No
r	v110 and v114	No
t	v110	No

9) Field 49: THESIS, DISSERTATION - LEADER

Name of the person responsible for the orientation of the thesis or dissertation.

10) Field 653: LOCAL DESCRIPTORS

The field 870 (Thematic area of VHL) will not be available for local use of the cooperating institutions of VHL, and the field 653 is currently available for recording local use descriptors.

11) Fields 61, 500, 505, 530, 533 e 534: NOTES

The field 61, previously in use in the methodology, from now will be used only for "Internal note" and the following fields were created to use in public notes:

- 500 - General Note
- 505 - Formatted Contents Note
- 530 - Additional Physical Form Available Note
- 533 - Reproduction Note
- 534 - Original Version Note

12) Fields 9XX : FIELDS FOR LOCAL USE BY THE INSTITUTIONS

The fields 900 to 999 are reserved to the local use by the institutions.

CHANGED FIELDS

1) Field 06: LEVEL OF TREATMENT

Code that identifies the level of treatment that has been chosen for the bibliographic description of a document. The new level of treatment defined to the system is:

c	Collection level
	This level is used in the description of an entire collection, considering it as a sole document. All documents comprising a definite number of parts are considered a collection (volumes). The record describes the unit defined for a common origin or administrative convenience for the record and for better understanding of the system. For example, a unique record that describes the British Encyclopedia.

→ *ATTENTION:*

- The entire collection level of treatment is accepted in LILACS again.

2) Field 08: ELECTRONIC ADDRESS

Address of the type of access to the information by electronic communication medium.

→ *ATTENTION:*

- Records the information in subfield **^u** followed by the proper subfield for file type, extension, additional information and language.

- In relation to textual/language materials to be sent to LILACS don't must be included in this field electronic address that show only the cover, abstract or information that do not specify or represent the own document. Will be accepted to LILACS documents with full text or with subject or scientific-technical discussion that complement the material described in the record;

- Records the language in subfield **^i**, according to ISO 639:1988 standard. If it is not possible to identify a language, the abbreviation **^iund** (Undetermined) must be used.

- Entry of one of the data fields 8 or 14 (for analytical) and 8 or 20 (for the publication as a whole) is mandatory for records that field 9 has language material, printed music, printed cartographic material, manuscript language material, manuscript music and manuscript cartographic material. If field 38 has the information CD-ROM or Floppy Disk in the subfield **^a** this obligation does not exist.

- If the document is not to be available on the Internet, the same could be recorded in the server by "uploading" the document in the icon "Publish document", in compliance with the conditions on copyright law. For records to be sent do LILACS database, if your server is not with external access will be necessary to send the files in electronic format with the bibliographic records.

- If the document available in this field is in its full version, subfield **^g** must be filled making a click in the box "Full text", available in this field.

- For specific information the specific following subfields should be entered:

^u	Search locator (electronic address): mandatory
^i	Language code: mandatory
^g	Full text
^k	Password (FTP example = anonymous)
^l	Logon
^q	File extension: mandatory. To access the table with extension suggestions see Annex VII.
^s	File length
^x	No public note
^y	File type: mandatory. To access the table with extension suggestions see Annex VII.
^z	Public note

- To LILACS database the only languages accepted are (^i) pt, en, es, fr.

3) ANNEX VII: (related to Field 8)

SOME COMPUTER FILE EXTENSIONS

Type of File (subfield ^y from field 8)	Extension of the File (subfield ^q from field 8)
AUDIO	aif, au, mp3, ram, wav, wm, wma, wmd
AUTOCAD	dxf, mnx, plt, shp, shx, sld, slb
CATALOG	cat
COMMUNICATION PROTOCOL	dsn
COMPACT	arc, arj, hqx, lzh, tas, taz, tgz, tz, uu, zip
CONFIGURATION	cfg
CORELDRAW	cmp, bpt, dot, wfn
DATA DEFINITION	dtd
DATABASE	asf, db, dbf, mda, mdb, sql
DICTIONARY	dic, lex
DYNAMIC HTML	asp, php
DYNAMIC LINK LIBRARY	dll
FONT	font
HELP	hlp
IMAGE	jpe, jpeg, jpg, wmf, tif, tiff, bmp, gif
INFORMATION	inf
INITIALIZATION	ini
MESSAGE	eml, msg
MS-OUTLOOK	oft, pst, pab
MS-WORD MODEL	dot
MULTIMEDIA	avi, mid, midi, mpe, mpg, mpge, mp2, wms, wmv, wmx, wmz
PDF	pdf
PLUG-IN	api
POWER-POINT	pot, pps, ppt
SPREAD SHEET	xls
STATIC HTML	html, htm, htx, xml
STYLE SHEET	css
TEXT	csv, doc, txt

4) Fields 12, 18 and 25: TITLE

In the title fields the language subfield (^i) was added. Thus, the language is no longer represented in the field 40, but in the subfield ^i of each title.

5) Field 30: TITLE (SERIAL LEVEL)

The description of official separatas was included in this data field.

→ **ATTENTION:**

- For LILACS database will only be accepted official separata of journal not selected for LILACS database and that are in accordance with the selection criteria. It is considered as official separata the publication of part of a work (in the case, articles of journals), accurately keeping the same typographical characteristics and of formatting of the original workmanship, that receives a cover, with the respective information that ties it with all, and the expression "Separata of" in evidence.

- The title of the journal of the separata must consist of the relation of available titles for this field. In case that it is not available, the LILACS Cooperating Center must to contact BIREME. In future update of the base auxiliary of this field the title will be available in the titles relation.

- For LILACS database not official separatas of journals must be treated as non conventional material.

6) Field 38: DESCRIPTIVE INFORMATION

In addition to the options previously available for this field were added a few more, in the form of subfields as follows:

^a	Item extension – quantity, specific designation of the material (name of the material), total time of the described item. Example: CD-ROM, Floppy Disk. NOTE: data related to VOLUME must be inserted on fields 20 or 21 or 27 or 31, and data related to pages must be inserted on fields 14 or 20, according to the document type.
^b	Other physical details - Examples: AAD, VHS, color, etc.
^c	Dimension - expressed in centimeters, millimeters, counts
^e	Accompanying material – can include physical description of the accompanying material.

CD and Floppy disk, previously recorded in field 8, become registered subfield ^a of this field. Examples:

^a1 CD-ROM;^c3 1/2 in. + ^ereference manual
^aFloppy disk

7) Field 83: ABSTRACT

- The data field becomes repetitive, and can be described abstracts in up to three languages.
- Enter the code of the language, according to ISO 639:1988, in subfield **^i** at the end of the abstract.