APPENDIX E

**CREATING RECORDS WITH DATA IN NON-ROMAN SCRIPT FOR
ARABIC SERIALS**

This document sets forth general guidelines for the provision of non-Roman script data in Arabic cataloging records authenticated in OCLC by CONSER institutions using the OCLC Arabic Cataloging Software (OCLC Arabic).   In March 2003, the Library of Congress Cairo Office began creating CONSER Arabic records using the OCLC Arabic software.

Arabic records are created using Windows 2000 Arabic language functions to enter bibliographic data in workforms. The resulting records are called Arabic records.

Arabic versus Roman records: *Arabic records* describe Arabic language materials and contain Arabic-only or both Arabic and Roman data. *Roman records* contain only Roman data.

Romanization

The authoritative source for Arabic romanization is *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts* (1997 ed.), Washington : Library of Congress, Cataloging Distribution Service, 1997.

Identification of OCLC Arabic Records

Only institutions with OCLC Arabic software will be able to input and display non-Roman data. Those without OCLC Arabic software will not be able to view non-Roman script fields in Arabic records, but will be able to identify an OCLC Arabic record by the following:

 1. Field 066 (Character Sets Present) will be present and will have ǂc (3, indicating that Arabic characters are present (though not displayed on non-OCLC Arabic software records).

 2. Any attempt to lock an Arabic record using non-OCLC Arabic software will result in the following message: "Lock not allowed. Use the Arabic software to lock vernacular record."

General Guidelines

1. CONSER participants may authenticate either records containing non-Roman script (i.e., Arabic records) or those that are fully romanized, according to their individual institution's needs or abilities. However, if an Arabic record exists, a record that contains only romanized data should not be entered for the same item.

2. CONSER Arabic records should conform to the same requirements, guidelines, and practices as non-Arabic CONSER records.

3. CONSER participants should not create "hybrid" records (i.e., records that would qualify as neither "romanized-only" nor as "fully non-Roman"). If any non-Roman script data is provided, it should be provided for all fields in which it would be appropriate.

4. When creating Arabic records, CONSER participants should always include romanized data for any elements of the catalog record that appear in non-Roman script on the item being cataloged. In addition, participants who opt to create Arabic records must supply non-Roman script data for the elements listed below (when applicable):

Main entry/Uniform title	1XX, 240
Descriptive areas 1-4 and 6	245, 250, 260, 362, 440, 490
Non-topical subject headings	600-630, 651
Added entries	246[1] (optional), 700-730, 800-830
Linking entries	580, 765-787 (when available; see "Specific Guidelines")

5. Descriptive fields 245, 250, 260, 362, 440, and 490 are considered "core" fields; parallel non-Roman script data is given only for those elements in these fields that appear in non-Roman script and which are transcribed from the item itself

    [Note: Due to the difficulty of including non-Roman characters in the examples that follow, the spacing in the examples may not be precise.]

Specific Guidelines

1. Code the fixed field Modified Record Code (008/38) # (blank).

2. Field 066 (Character Sets Present) is generated automatically by the OCLC system when non-Roman script data is input; it cannot be explicitly input. This field displays only on non-OCLC Arabic Software records, and is output in exported/distributed records.

3. To transliterate Roman data automatically into Arabic, select part of one or more fields which contain Roman data. On the Edit menu click Transliterate, or on the toolbar, click "Transliterate the selected fields," or press <F11>. Results:

    a. Arabic Cataloging creates an identical tag containing the Arabic transliteration.

    b. Associated Arabic and Roman tags display with the same tag number. The Arabic tag displays above the Roman tag.

    c. The program transliterates selected Roman data word-by-word, independently of context. For words that depend on context, you may need to edit the Arabic Transliteration.

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[1] When first indicator is set to "1".

d. Arabic Cataloging transliterates Roman data based on the rules in *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts.*

4. Give non-Roman script data in consecutive parallel fields, with the same tag as its romanized counterpart. **Always use the first tag of each pair to enter Arabic data and the second to enter Roman-equivalent data.**

5. On the View menu, click Align Right, or click "Align Display" on the toolbar to toggle between right and left alignment. To view and enter data in Arabic script, select right alignment of text. To view and enter data in Roman-equivalent characters, select left alignment of text. Use the Arabic keyboard with right alignment or the English keyboard with left alignment to type a new tag so that tags and indicators remain on the right or left, respectively.

    [Note: Examples in this appendix display Arabic fields with right alignment and Roman fields with left alignment.]

    رواق$a *00 245*

245 00 $a Riw¯aq

    $c 2000-* : معهد التراث، *$b* تونس، *$a*   *260*

260    $a T¯unis : $b Ma'had al-Tur¯ath, $c 2000-

    [Note: Due to OCLC Arabic temporary problems displaying fields that mixes left-to-right Latin script and right-to-left Arabic script in the same field, some fields will not display correctly once the record is saved or replaced. Display problems should be solved when Arabic Cataloging moves into Connexion platform.]

    Examples of incorrectly displayed Arabic fields and their Roman equivalent:

    الجمعية المصرية للكاريكاتير = *$b Caricature /* كاريكاتير *$c* *00 245 $a*

245 00 $a K¯ar¯ik¯at¯ir = $b Caricature / $c al-Jam'¯iyah al-Mi.sr¯iyah lil-K¯ar¯ik¯at¯ir.

    المعهد الوطني للتراث   *Tunis : $b*   *260*   {place of publication in English on piece}

260     $a Tunis : $b al- Ma'had al-Wa.tan¯i lil-Tur¯ath

    دراسات انسانية، *and:* دراسات قانونية   *Split into: $a*   *580*

580    $a Split into: Dir¯as¯at ins¯an¯iyah, and Dir¯as¯at q¯an¯un¯iyah.

    لجنة الفلسفة *(Egypt). $b* مجلس الاعلى للثقافة *710 2 $a*

710 2 $a al-Majlis al-A'l¯a lil-Thaq¯afah (Egypt). $b Lajnat al-Falsafah.

    See also field 362 for more examples.

6. Printing records: On the Action menu click **Print**, or click the print symbol on the toolbar, or press <F12>

    [Note: Due to OCLC Arabic temporary problems printing Arabic records, some printed Arabic fields will not match on the online display and some diacritics will not print correctly. Printing problems should be solved when Arabic Cataloging moes into the Connexion platform.]

    العدد1. (15   يونيه-*2001 $a 0 362*   Online display

362 0 $a العدد .1 (15 يونيه 2001)-   Print display

In the following example, the acute accent in tuʿnˊa prints as an Icelandic thorn

245 00 $a Ḥurūf ʿArabīyah : $b majallah faṣlīyah tuʿnp̲a bi-shu'-un al-khaṭṭ al-ʿArabī

7.   Title and Statement of Responsibility Area (245)

Transcribe, as appropriate, non-Roman script data for the title proper, other title information (including additions added under AACR 1.1E6), parallel titles, and statement of responsibility as found on the chief source.

245 00 $a مصر المحروسة *$b :* إطلالة على ذاكرة الوطن
245 00 $a Miṣr al-maḥrūsah : $b iṭlālah ʿalˊa dhākirat al-waṭan.

245 00 $a كاريكاتير */ $c Caricature $b* = الجمعية المصرية للكاريكاتير
245 00 $a Kārīkātīr = $b Caricature / $c al-Jamʿīyah al-Miṣrīyah lil-Kārīkātīr.

First indicator

Give same first indicator in Arabic field as its romanized counterpart.

Second indicator

The second indicator specifies the number of non-filing characters to be ignored for sorting purposes. When the title begins with an initial article, do not include the hyphen in the count in Arabic fields.

245 02 $a العين الساهرة .
245 0**3** $a al-ʿAyn al-sāhirah**.**

8.   Variant Titles (246) *[Optional]*

CONSER participants may give parallel fields containing non-Roman script data for variant titles, if the variant titles provide useful access points.

246 14 $a مجلة العين الساهرة
246 14 $a Majallat al-ʿayn al-sāhirah

9.   Dates of Publication/Sequential Designation Area (362)

Give non-Roman script data only for <u>formatted</u> beginning/ending designation statements.

362 0 $a سبتمبر 2002-
362 0 $a Sibtambir 2002-

[Note: Due to OCLC Arabic temporary display problems, the Arabic field (right or left aligned) might not display correctly once the record is saved or replaced.]

The following example illustrates the difference between the data correctly input and incorrectly displayed (right or left aligned)

The field is input correctly as:

362 0 *$a* العدد 1. (15 يونيه 2000)-

The field appears as follows when the record is saved or replaced:

362 0 *$a* العدد1. (15   يونيه)-(2001

362 0 $a al-ʿAdad 1. (15 Yūniyah 2001)-

10. Headings (100-130, 600-630, 651, 700-730, 800-830)

   a. Give parallel fields containing non-Roman script data only when there is a one-to-one correspondence with the official pronunciation of the non-Roman script characters and the established form of heading.

710 2 *$a* جمعية المصرية للكاريكاتير

710 2 $a Jamʿ-iyah al-Miṣr-iyah lil-K-ar-ik-at-ir.

610 20 $a جامعة القاهرة . $b كلية الاداب . $v Periodicals.

610 20 $a J-amiʿat al-Q-ahirah. $b Kull-iyat al--Ad-ab $v Periodicals.

260   $b [Ab-u Zaby?] : صندوق النقد العرب   {place of publication supplied}

260   $a [Ab-u Zaby?] : $b Sund-uq al-Naqd al-ʿArab-i

710 2 $a Arab Monetary Fund.

[Note: No parallel field is given for the 710 in the last example (even though non-Roman script characters are present on the piece) because there is not a one-to-one correspondence between the non-Roman script characters and the established form of heading (which is in English).]

   b. Do not supply parallel non-Roman script data for conventional headings that do not conform to official pronunciation.

710 1 *$b* *Jordan.* وزارة العدل

710 1 $aJordan. $b Wiz-arat al-ʿAdl.

[Jordan is conventional for al-Mamlakah al-Urdun-iyah al-H-ashim-iyah]

   c. Give non-Roman script data <u>in the form found in the publication</u> if it equates to the established form

710 2 *$a* شرطة رأس الخيمة

710 2 $a Shur.tat Ra's al-Khaymah.

710 2 *$a* جامعة البحرين *$b* دائرة الاعلام

710 2 $a J-amiʿat al-Ba.hrayn. $b D-a' irat al-Iʿ l-am.

710 2 *$a* جامعة الكويت *$b*. مجلس النشر العلمي

710 2 $a J-amiʿat al-Kuwayt. $b Majlis al-Nashr al-ʿ Ilm-i.

d. Do not supply non-Roman script data for cataloger-supplied additions to headings, such as qualifiers added to corporate names, geographic names, or uniform titles; give in established form.

710 2 $a معهد الوطني للتراث *(Tunisia)*

710 2 $a Maʻhad al-Waṭanī lil-Turāth (Tunisia)

130 0 $a رواق *(Dubayy, United Arab Emirates)*

130 0 $a Riwāq (Dubayy, United Arab Emirates)

830 0 $a سلسلة الادب الحديث*(Cairo, Egypt)*

830   0 $a Silsilat al-adab al-ḥadīth (Cairo, Egypt)

651   0 $a ابو ظبي *(United Arab Emirates : Emirate) $x Social conditions $v Periodicals.*

651 0 $a Abū Ẓaby (United Arab Emirates : Emirate) $x Social conditions $v Periodicals.

e. Do not supply non-Roman script data for topical subject headings (i.e., field 650) even though there may be a one-to-one equivalent between non-Roman script characters and the established form.

650 0 $a Shīʻ ah $v Periodicals.

650 0 $a Manufacturing industries $z Saudi Arabia $z Jiddah $v Directories.

11. Linking Entries (580, 765-787)

a. Give parallel non-Roman script fields only when the linked record is a record containing non-Roman script data (and the non-Roman script data are, therefore, readily available) and the record on which the link is being recorded has other non-Roman script data.

780 00 $t مجلة الفنون   *$w (OCoLC) $w (DLC)*

780 00 $t Majallat al-funūn $w (DLC) $w (OCoLC)

780 00 $t Nashrah al-iḥṣā’īyah al-shahrīyah (Sulṭat al-Naqd al-Filasṭīnīyah) $w (DLC) $w (OCoLC)

785 00 $t نشرة الاحصائية الاقتصادية   *$w (DLC) $w (OCoLC)*

785 00 $t Nashrah al-iḥṣā’īyah al-iqtiṣādīyah $w (DLC) $w (OCoLC)

[In the above example, the preceding entry record is romanized-only and the succeeding entry has non-Roman script data. The entry on which the links are being recorded is also a record containing non-Roman script data.]

785 00 $t Majallat al-ʻulūm al-insānīyah bi-Tūnis $w (DLC) $w (OCoLC)

[In the above example, the related record has non-Roman script data but the record on which the link is being added is romanized-only.]

    b. Give a parallel non-Roman script 580 field only when all entries cited in the complex link note have corresponding non-Roman script records.

580   *Split into:* $a دراسـات انسـانية، *and:* دراسـات قانونية.
580   $a Split into: Dir¯as¯at ins¯an¯iyah, and Dir¯as¯at q¯an¯un¯iyah.

<u>Maintenance of Arabic Records</u>

If a change needs to be made to any serial record containing non-Roman script and the library does not have non-Roman script capability or is not participating in the OCLC Arabic program, a request should be sent by mail to OCLC's Online Data Quality Control Section (ODQCS) at:

Online Data Quality Control Section
Mail Code 140
OCLC, Inc.
6565 Frantz Road
Dublin, OH 43017-0702

1.   Changes involving non-Roman script data fields will be forwarded to an appropriate library for verification and correction of the non-Roman script data and parallel romanized data.

2.   Changes to romanized or other fields not containing non-Roman script that do not have parallel non-Roman script fields will be made by OCLC.

3.   If a mixture of changes need to be made to a record, OCLC will do its work first and then forward the request to a library that is able to make the remaining changes.