24. Common Communication Format (CCF) in WINISIS

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Learning outcome

After going through this tutorial you will be able to:

understand scope, needs and features of CCF/B;
know the process of data encoding activities in CCF/B; and
steps to design bibliographic DBMS by using a standard content designator.

Introduction

Application of CCF/B in designing bibliographic databases through a software like Winisis requires a series of activities. The whole array of tasks related to application of content designators may be divided in two groups:

- the design of data entry worksheet by following standard content designator schema (CCF/B or MARC 21 Bibliographic Format) and
- the skills development of the DBMS (here WINISIS).

Designing the Worksheet

A datasheet designed on the basis of CCF/B is given here for your kind reference. The datasheet includes necessary instruction for the use of codes. Few code lists are attached with this study material but for a complete code lists please refer to the CCF manual.

*MFN:*

001  Record ID [M] ---------------------------------------------------------------
015  Bibliographical level[M] 00^A------------------------------------------ (See code list I)
020  Source of record [M] 00 ^A--------------------------------------------- (See code list II)
022  Date of Entry [M] 10^A--------------------------------------------------- (As per ISO 8601)
040  Language [M] 00 ^A^B----------------------------------------------------- (^A=Language, ^B=Script, See code list III)
050  Physical Medium 00^A----------------------------------------------------- (See code list IV)
060  Type of Material 00^A----------------------------------------------------- (See code list V)
100  ISBN [M] 00^A-------------------------------------------------------------
200  Title and SOR[M] 01 ^A^B---------------------------------------------------
Use of Code lists

You have already observed that some field/subfield requires to follow coded value(s). For example, in the worksheet as given above, the fields like 015, 020, 040, 050 and 060 requires to be entered with the coded values.

015 Bibliographical level[M] 00^A------------------------------------------(See code list I)
020 Source of record [M] 00 ^A------------------------------------------( See code list II)
040 Language [M] 00 ^A ^B-----------------------------------------------(^A=Language, ^B=Script, See code list III)
050 Physical Medium 00^A---------------------------------------------(See code list IV)
060 Type of Material 00^A---------------------------------------------( See code list V)
CCF manual gives a series of coded values for required field/subfield. A cataloguer needs to select judiciously values as given therein for the field/subfield that requires standardization during data entry operation.

**015 Bibliographic Level and 020 Source of records**

<table>
<thead>
<tr>
<th>Code List I: Bibliographic Level</th>
<th>Code List II: Agency Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>s = Serial; m = Single volume monograph c = Multi volume monograph a = Component part e = Made up collection</td>
<td>Prepare a five-letter code for your organization/college (e.g. Midnapore College Library code may be formulated as MIDCL)</td>
</tr>
</tbody>
</table>

**040 Language and Script**

<table>
<thead>
<tr>
<th>Code List III A: Language Codes</th>
<th>Code List III B: Script Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some language code is given here. For others see the CCF book. Assamese = asm Bengali = ben English = eng French = fre Hindi = hin Kanada = kan Multilingual = mul Oriya = ori Rajasthani = raj Sanskrit = san Sindhi = snd Tamil = tam Telegu = tel Urdu = urd</td>
<td>ba = Roman ca = Cyrillic da = Japanese (unspecified) db = Japanese (kanji) dc = Japanese (kana) ea = Chinese fa = Arabic ga = Greek ha = Hebrew ia = Thai ja = Devnagari ka = Korean la = Tamil za = Others</td>
</tr>
</tbody>
</table>

(Illustrative list)

**050 Physical Medium, 060 Type of Material and Date**

The illustrative lists for the above stated fields are given below.
Some examples of the use of coded values in data entry activities are given below;

1. Bibliographic record of a single-volume monograph in English language is created by Central Library, Kalyani University (code INKUCL) by following AACR2 cataloguing rules with all mandatory data elements. Designate the contents of the fields 015, 020 and 021.

   015 0 0 00@Am
   020 0 0 00@AINKUCL@BKalyani University@CISO-3166@DAACR2@Leng
   021 0 0 20@AB

2. A record describing a serial title has been updated on 17th March, 2016 since its original creation on 22nd February 2014. Designate the contents of the fields 022 and 023.

   022 0 0 10@A20140222
   023 0 0 00@A20160317

3. The original book is written in Hindi but the bibliographic record is given in both English and French. Designate the contents of the fields 031 and 040.

   031 0 0 00@Aeng
   031 0 1 00@Afre
   040 0 0 00@Ahin@Bja
Steps in Winisis

After the selection of fields/subfields required for developing the desired database, you need to follow the steps as given below in Winisis:

- Create FDT on the basis of selected fields and subfields
- Be careful about Mandatory and Repeatable fields
- Create worksheet, write appropriate help messages for data entry personnel, attach coded fields with pickup list
- Create PFT and FST for display and indexing

Conclusion

It is quite difficult to prescribe a set of tags and subfields which can satisfy libraries of any type or size. Obviously the bibliographic requirements of a college library can not be the same with a research library. WINISIS provides libraries freedom to select and display the required tags and subfields for different document types from CCF/B or MARC 21 bibliographic format. Here, as for examples, two most popular document types for libraries of any type or size are selected to show the mechanisms for creating bibliographic frameworks for two different document types. These are books and serials (continuing resources). Generally, a set of typical and essential tags and subfields are selected for each document type.

Further Readings