**Request for new MARC subfields – 040 $e – Description conventions (bibliographic)**

This subfield already exists – (see change below)

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| Table |  | Requirements |
| edit\_doc\_999.eng  edit\_doc.eng  edit\_paragraph.eng  edit\_field.eng | Is this subfield to be included in the web OPAC?  In which OPAC views should this subfield be included?  Standard format?  MARC tags?  Summary? | Yes  No  Yes  No |
| edit\_field.eng | Does this subfield require special punctuation? Please state which. | No |
| tab20 | Is this subfield to be included when checking/updating the field via authority control? If so which index is to be used for searching authority records? | No |
| tab\_expand\_sort  edit\_field.eng | Should the subfields be sorted into a defined order on save to server? Please state order.  Should the subfields be sorted into a defined order in the OPAC and GUI search results? Please state order. | File as input  File as input |
| Tab11\_acc  Tab11\_ind  Tab11\_word | If the field is indexed, should this subfield be included in the index? | Yes  Create new word index entitled ‘Description Convention’ Each library will decide, our recommendation is to create this new index. |
| HTML help file for the specified tag | Tag help in the cataloguing worksheet? Please supply all details of tag, indicators and subfields, including repeatability. | Yes  $e –Description Convention (R) |
| Marc\_exp.dat | When choosing the field tag from the F5 list should it self populate including this as default subfield? | Yes |
| Tag\_text.dat | Are there any pre-defined text options for sub-fields when using F8 key? | YES: rda OR aacr2 |
| Scancode.dat | If included in the heading, which library and index should be searched when using F4 or CTRL-F4 (search subfields facility) | N/A |
| Check\_doc  Check\_doc\_eng  Check\_doc\_mandatory  Check\_doc\_line  Check\_doc\_line\_contents  Check\_doc\_doc Check\_doc\_field\_nnn  Check\_doc\_new\_acc  Check\_doc\_new\_acc\_aut  Check\_doc\_tag\_text  Check\_doc\_unique\_index | Should there be any checks when saving to server?  Specify nature of check e.g. mandatory subfield, mandatory contents, repeatability of subfield.  Is there any check on length of a subfield (e.g. date – 8 characters) or is it within a defined range? | Yes  Subfield optional  No |