

251 ORGANIZATION AND ARRANGEMENT OF MATERIALS (NEW)

Field Definition

This field contains information about organization and arrangement of materials in the collection as well as position of the unit in the hierarchy of archival description.

Occurrence

Optional. Repeatable.

Indicators

Indicator 1: blank (not defined)

Indicator 2: blank (not defined)

Subfields

\$a Organization

Manner in which the materials being described have been subdivided into smaller units, such as how the record groups are divided into series, and series into subseries. Repeatable.

\$b Arrangement

Terms used to describe the pattern of arrangement of materials within a unit, such as alphabetical, chronological, etc. Repeatable.

\$c Level

Term used to identify hierarchical position of the described materials in the whole hierarchy of description. Normally, standard archival units are used – fonds, series, file, item. Not repeatable.

Related Fields

RECORD LABEL, Hierarchical level code (character position 8)

Character position 8 in the RECORD LABEL indicates the hierarchical relationship (if any) between the record and other records in the file without naming particular level explicitly.

Examples

EX 1: 200 1# \$aНиколай II, император. 1868-1918\$j1860-1991
251 ## \$a2 описи\$cФонд

Collection of records of Nikolay II, Emperor of Russia. Arranged in two series.