

Procedures for converting from BIC1.1 to BIC2

Version 2 10/7/06

Definitions

“BIC1.1” means BIC Standard Subject Categories & Qualifiers, Version 1.1 (August 2002)

“BIC2” means BIC Standard Subject Categories & Qualifiers, Version 2 Rev 01 (July 2006)

Documents

These instructions apply to and are to be used in conjunction with the Excel document *BIC1.1 to BIC2 Conversion Table Version 2 (10/7/06)*.

BIC2 is available as a Word document manual for users, or as Excel spreadsheets (one for Subject Categories, one for Qualifiers) containing codes and headings only (no formatting or notes), suitable for loading as authority files. See www.bic.org.uk. User Guidelines and an Index will follow shortly.

Scope

The purpose of these procedures is to enable users to convert all valid BIC1.1 values to valid equivalent values in BIC2. Of the BIC1.1 Subject Category values, 1118 are unchanged and remain valid in BIC2 and so need no conversion; the remaining 2455 BIC1.1 Subject Category values need to be changed in order to produce valid BIC2 values because the Category has either been:

- a) relocated (ie same heading, different code); or
- b) deleted (ie its meaning is now included under a broader code); or
- c) both of the above.

Also, a number of Categories are unchanged in BIC 2 but there is some conditionality or option relating to their use in BIC2 that the user should ideally take into account during the conversion process. For example, the code M indicates Medicine in both BIC1.1 and BIC2, but there is a condition applying to all M* codes so it is listed for attention in the conversion.

Regarding Qualifiers, only five require converting; the remainder are unchanged in BIC2.

Each BIC1.1 Subject Category value to be converted generates one or more BIC2 values, except in a few circumstances where a Subject Category generates a Qualifier only. In the latter case, special instructions are provided for producing a Subject Category value. Thus no “classified” record will be rendered “unclassified” by this conversion process. Qualifiers are not always required for a record to be fully classified under the BIC scheme, and under these procedures, the conversion of BIC1.1 Qualifier value 4R may not generate an equivalent Qualifier value in BIC2. Nonetheless, assuming the record is properly classified with a BIC1.1 Subject Category code, it will remain fully classified within BIC2.

Note that these conversion procedures are concerned only with replacing BIC1.1 codes that are no longer valid; they make no attempt to provide guidance on retrospective allocation of all entirely new Subject Categories that are available for the first time in BIC2. These must be assigned as extensively as each user sees fit, whether by automatic allocation of the user’s own devising, or by manual review.

Conversion Table

The accompanying Excel document *BIC1.1 to BIC2 Conversion Table (28/4/06)* contains the bulk of the information required for the conversion process.

It comprises three worksheets. The first, named "Categories", lists all BIC1.1 Subject Categories to be converted; the second, "Unchanged Categories" lists all BIC1.1 Subject Categories that are valid in BIC2 (and is provided for reference purposes only); the third, "Qualifiers" lists the five Qualifiers to be converted.

The two worksheets for attention, "Categories" and "Qualifiers", each contain four columns. Column A contains the BIC1.1 code, Column B the BIC1.1 heading; Column C contains the equivalent BIC2 code or codes; and Column D contains notes on any conditionality, options, or preferences that should be taken into account in order to achieve the best possible conversion. These Notes & Conditions may reference data elements other than BIC values, such as intended audience/readership, which the user will have to interpret and implement according to any extra information available on the records to be converted.

If the user is unable to, or does not wish to, factor in the Notes & Conditions then the value(s) in the BIC2 column will suffice in all cases as an acceptable (if not ideal) conversion, except that for BIC1.1 values CXG, CXGG, CXGL, VFU and YWC, the Notes & Conditions *must* be used to be sure of generating a BIC2 Subject Category code in all circumstances.

If the user is able to hold only a single BIC Subject Category code, then where multiple values are listed in the BIC2 column, the first BIC2 code listed should be used.

Conversion Step 1: Create BIC2 Authority File

Create BIC2 authority files for Subject Categories and Qualifiers using the Excel spreadsheet versions of BIC2 available from BIC.

Conversion Step 2: Convert BIC1.1 Subject Categories

Identify all BIC1.1 Subject Category values for conversion held on records, using the Conversion Table. Convert to the BIC2 values provided in the "Categories" worksheet, taking into account any applicable Notes & Conditions wherever possible. Retain all unchanged BIC1.1 Subject Category values that do not require conversion.

Conversion Step 3: Convert BIC1.1 Qualifiers

Identify all BIC1.1 Qualifier values for conversion held on records, using the Conversion Table. Convert to the BIC2 values provided in the "Qualifiers" worksheet, taking into account any applicable Notes & Conditions wherever possible. Retain all unchanged BIC1.1 Qualifier values that do not require conversion.

Conversion Step 4: Remove Duplicate or Redundant Subject Category values and adjust Rankings

In the following rules:

* indicates wild card

"Stem" means a Level 1 or Level 2 BIC Subject Category Code sharing same first 1 or 2 characters, respectively, as another longer BIC code present; thus A is a stem of ABC and ABCD99, but is not a stem of BA. AB is a stem of ABC and ABCD99 but not of ACC or CAB.

"Subsidiary Code" means any of the following BIC2 codes: FY*, GBC*, HRL*, LAY, WZ*, YFU, YRG, YZ.

"Primary Code" means any other BIC2 Subject Category Codes not defined as a Subsidiary Code.

Because incoming records may have more than one BIC1.1 Subject Category code, and because the same BIC2 code or a stem of that BIC2 code may be mapped from more than one BIC1.1 code, it is necessary to carry out tidy up procedures to remove duplicate or redundant BIC values, and to re-arrange any undesirable ranking of BIC codes.

- 4.1 Where same BIC2 code is present twice or more:
DELETE lowest ranking occurrence(s) of that code.

Example

Conversion results in

BIC2 Subj1: ABC

BIC2 Subj2: DEF

BIC2 Subf3: ABC

Remove lowest ranking duplicate as follows

BIC2 Subj1: ABC

BIC2 Subj2: DEF

Example

Conversion results in

BIC2 Subj1: ABC

BIC2 Subj2: ABC

BIC2 Subf3: ABC

Remove lowest ranking duplicates as follows

BIC2 Subj1: ABC

- 4.2 Where any BIC2 code AND a stem or stem(s) of that code are BOTH present:
DELETE all stems.

Example

Conversion results in:

*BIC2 Subj1: M
BIC2 Subj2: MJM
BIC2 Subj3: GBC
BIC2 Subj4: MJ
BIC2 Subj5: M*

Remove all stems as follows

*BIC2 Subj1: MJM
BIC2 Subj2: GBC*

- 4.3 If as a result of either the mapping or the above manipulations, any Subsidiary Code is listed as the first BIC2 Subject Code AND any Primary Code is also present:

RELEGATE Subsidiary Code(s) to lowest ranking position(s)

Example

Conversion/Manipulation results in

*BIC2 Subj1: GBC
BIC2 Subj2: ACXD5
BIC2 Subj3: AFC*

Relegate leading Subsidiary BIC code as follows:

*BIC2 Subj1: ACXD5
BIC2 Subj2: AFC
BIC2 Subj3: GBC*

Conversion Step 5: Remove Duplicate and Redundant Qualifier values

Because the changes to Qualifiers are so much less significant than those to Subject Categories, only the following “tidy-up” is required for Qualifiers.

- 5.1 Where same BIC2 Qualifier code is present twice or more:
DELETE lowest ranking occurrence(s) of that code.

Example

Conversion results in

*BIC2 Qual1: 4EZ
BIC2 Qual2: 4EZ
BIC2 Qual3: 4EZ*

Remove lowest ranking duplicate(s) as follows

BIC2 Qual1: 4EZ

Conversion is complete.