



CATALOGING BASICS



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1 General

1.1 Important websites

This training manual assumes a certain level of knowledge of MARC records. The following websites will be integral to learning MARC and will be referred to in this manual.

1. [Library of Congress MARC 21 format for bibliographic data](#)
 - a. One of the two most important sites for bibliographic information. Very specific detail of each MARC field.
2. [OCLC's bibliographic formats and standards](#)
 - a. The second most important site for bibliographic information. Very specific detail of each MARC field.
3. [Library of Congress Authorities](#)
 - a. Searchable database of all authorized headings for subject, name, title, and series.
4. [Library of Congress Link Data Services](#)
 - a. Can be used to search authorities as well as having bibliographic information.
5. [Library of Congress Genre/Form terms](#)
 - a. List of all authorized genre headings.
 - i. UF - Used For: leads the user from a non-preferred term to the authorized term
 - ii. BT - Broader Term: specific list of controlled vocabularies in the most broad scope
 - iii. NT - Narrower Term: used hierarchically with BT and are a subgroup of the class represented by the BT
 1. Examples: Religious poetry, NT Psalms or Literature, NT Poetry
 - iv. RT - Related Term: indicates that a term might be of interest to the user because is is highly associated with the searched term
 - v. SN - Scope Notes: definitions that help catalogers determine what term matches their material best. Can also help when terms are closely related in meaning.
6. MARC 21 code list for geographic areas
 - a. [Code sequence](#) - Used for the 043 field
 - b. [Name sequence](#) - Used for 008/Ctry

1.1.2 Additional websites

These are additional training websites catalogers may find useful.

7. [Cataloging manual](#) from Cooperative Computer Services.
8. [South Carolina State Library](#) MARC and RDA resources
9. [Penn State](#) cataloging documents

1.2 Terminology

A bibliographic record is made up of fields. Each field has a MARC tag or number assigned to it that designates the type of information that will be in that *field*. Most fields have several parts, or *subfields* to them, which are divided by *delimiters*. Each subfield is assigned a certain type of information. For instance, MARC tag 300 is the physical description field. The following subfields are commonly used:

- Subfield a (delimiter \$a): the length of the item, such as pages, discs, etc.
- Subfield b (delimiter \$b): other physical characteristics such as illustrations, maps, photos
- Subfield c (delimiter \$c): dimensions: physical size
- Subfield e (delimiter \$e): other material accompanying the item, for instance a pamphlet with a CD

The purpose of these subfields are different for each field.

Indicators are the two positions between the MARC tag and the first subfield. They are always numbers but are sometimes left blank or filled with a \. In the following example, 245 is the MARC tag, 14 are the *indicators* and \$a is the subfield.

24514\$aThe naturals /\$cJennifer Lynn Barnes.

MARC tag

Indicator

Delimiter

Subfield

Some indicators are *non-filing*. This means that when using that indicator, it will use that number to indicate how many spaces over from the first indicator should NOT be searched. In the first example, the 4 before the \$a subfield indicates that the search should begin after the 3 letters in the word “the” as well as the space after it. In the second example, the 3 before the \$a subfield indicates that the search should begin after the 2 letters in the word “an” as well as the space after it.

24514\$aThe bread machine cookbook

24513\$aAn absolutely remarkable thing

1.3 Punctuation

Punctuation plays a big part in bibliographic records and is used to identify and separate the elements and areas. As with most things in bibliographic records, punctuation is standardized, in this case by ISBD (International Standard Bibliographic Description). The order of elements and standardized punctuation make it easier to interpret bibliographic records.

1.4 Acronyms

The library world is full of acronyms. The following are some acronyms that have been used in this training manual.

1. ILS - Integrated Library System: This is the software (either a downloaded client or web-based) you catalog in.
2. AAP - Authorized Access Point: Names, subjects and series have authority records overseen by the Library of Congress. In nearly all instances, an author will have a certain way their names should appear in the MARC records. The subject headings, geographic headings, and genre/form terms that are used in bibliographic records are only those authorized by the Library of Congress. See websites referenced in section 1.1.
3. LoC - Library of Congress

4. OCLC - Online Computer Library Center: The leading metadata service provider in the U.S. and maintains the largest bibliographic record database in the world.
5. OPAC - Online Public Access Catalog - This is the term we use for what the end-user sees on the public-facing catalog.
6. RDA - Resource Description and Access: The standardized descriptive cataloging rules followed by libraries.
7. AACR2 - The predecessor to RDA. Items cataloged using AACR2 are not *wrong*, but some fields and uses may be outdated.
8. MARC - MACHine-Readable Cataloging: This is the data formats/standards developed in the 1960s for encoding catalog records to make them searchable. MARC is used in most libraries today.

2 Bibliographic record guidelines

2.1 Regular print books

Book bib records should ALWAYS have at least these fields at very minimum. Often in Integrated Library Systems, (ILS's), if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

Books

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time. The following are some of the most often-used codes, but a comprehensive list can be found at the [Library of Congress MARC 21 Formats](#) and the [OCLC Formats and Standards](#) websites.

Type – a (book)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – m (monograph)

Ctry – pub place (state code+u) (will match 300 field)

LitF - 1 (fiction), 0 (nf)

Desc – i (RDA record)

Ills – a (will match 300 field)

DtSt – pub date type. s (single date), r (reprint)

Date1 – date (will match 300 field)

020 – ISBN

049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey classification number

100 – Author

245 – Title

250 – Edition (Non-fiction items usually) - if applicable

264 – Publication imprint

300 – Physical description

33X – RDA tags

490 – Series title

520 – Description

650 – Subject headings. Try to have at least 3

655 – Genre headings. Try to have at least 2.

700 – Additional author - if applicable

800/830 – Series

Regular print book MARC record example:

=LDR 02338cam a2200517li 4500
=001 1667679
=003 ME
=005 20210210174552.0
=008 150501s2015\\nyu\\e\\000\\1\\eng\\
=010 \\\$a 2015017153
=020 \\\$a9781250022080\$q(trade paperback)
=020 \\\$a1250022088\$q(trade paperback)
=040 \\\$aDLC\$beng\$Serda\$cDLC\$dDLC\$dlCrIF
=042 \\\$apcc
=043 \\\$an-cn-qu
=049 \\\$aMJ8A
=082 00\$a813/.6\$223
=100 1\\\$aPenny, Louise.\$0(ME)11246
=245 14\$aThe nature of the beast /\$cLouise Penny.
=250 \\\$aFirst ed.
=264 1\\\$aNew York, NY :\$bMinotaur Books,\$c2015.
=300 \\\$a376 pages :\$bhardcover ;\$c25 cm.
=336 \\\$atext\$btxt\$2rdacontent
=337 \\\$aunmediated\$bn\$2rdamedia
=338 \\\$avolume\$bnc\$2rdacarrier
=490 1\\\$aChief Inspector Armand Gamache ;\$v11.
=520 \\\$aHardly a day goes by when nine-year-old Laurent LePage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true. And so begins a frantic search for the boy and the truth. What they uncover deep in the forest sets off a sequence of events that leads to murder, leads to an old crime, leads to an old betrayal. A monster once visited Three Pines. And put down deep roots. And now, it is back.
=521 2\\\$aAdult\$bFollett Library Resources
=650 0\\\$aGamache, Armand (Fictitious character)\$vFiction.
=650 0\\\$aPolice\$zQuébec (Province)\$vFiction.
=650 0\\\$aMurder\$xInvestigation\$vFiction.
=650 0\\\$aMissing persons\$vFiction.
=650 0\\\$aCriminal investigation\$vFiction.
=655 7\\\$aDetective and mystery fiction.\$2lcgft
=800 1\\\$aPenny, Louise.\$tChief Inspector Armand Gamache series ;\$v11.

2.2 Large print books

Large print book bib records should ALWAYS have at least these fields at very minimum. A large print bib is almost identical to a regular print bib, with just a few key differences. These differences from the regular print to the large print are highlighted below. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

Large print books

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:

Type – a (book)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – m (monograph)

Form – d (this indicates the item is large print)

Ctry – pub place (state code+u) (will match 300 field)

LitF - 1 (fiction), 0 (nf)

Desc – i (RDA record)

Ills – a (will match 300 field)

DtSt – pub date type. s (single date), r (reprint)

Date1 – date (will match 300 field)

020 – ISBN

049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey

100 – Author

245 – Title

250 – Edition (nf usually)

264 – Pub imprint

300 – Physical description. Place the phrase "(large print)" in parentheses after the page number

33X – RDA tags

490 – Series title

520 – Description

650 – Subject headings. Try to have at least 3

650 - Large type books.

655 – Genre headings. Try to have at least 2. Large print books should always have this genre heading:

700 – Additional author

800/830 – Series

Large print book MARC record example:

=LDR 02573cam a2200457li 4500
=001 1526183
=003 ME
=005 20200903150621.0
=008 150714s2015\\meu\\ed\\000\1\eng\\
=010 \\\$a 2015027654
=020 \\\$a9781410480576\$q(hardback)\$q(large print)
=020 \\\$a1410480577\$q(hardback)\$q(large print)
=035 \\\$a(OCOLC)910858646
=040 \\\$beng\$erda
=043 \\\$an-cn-qu
=049 \\\$aMZ7A
=100 1\\\$aPenny, Louise.\$0(ME)11246
=245 14\$aThe nature of the beast /\$cLouise Penny.
=250 \\\$aLarge Print edition.
=264 1\$aWaterville, Maine :\$bThorndike Press,\$c2015.
=300 \\\$a681 pages (large print) ;\$c23 cm.
=336 \\\$atext\$btxt\$2rdacontent
=337 \\\$aunmediated\$bn\$2rdamedia
=338 \\\$avolume\$bnc\$2rdacarrier
=340 \\\$nlarge print\$2rda
=490 1\\\$aChief Inspector Armand Gamache ;\$v11.
=490 1\\\$aThorndike Press Large Print Mystery
=520 \\\$aHardly a day goes by when nine-year-old Laurent LePage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true. And so begins a frantic search for the boy and the truth. What they uncover deep in the forest sets off a sequence of events that leads to murder, leads to an old crime, leads to an old betrayal. A monster once visited Three Pines. And put down deep roots. And now, it is back.
=650 0\\\$aGamache, Armand (Fictitious character)\$vFiction.
=650 0\\\$aPolice\$zQuébec (Province)\$vFiction.
=650 0\\\$aMurder\$xInvestigation\$vFiction.
=650 0\\\$aMissing persons\$vFiction.
=650 0\\\$aCriminal investigation\$vFiction.
=650 0\\\$aLarge type books.
=655 7\\\$aDetective and mystery fiction.\$2lcgft
=800 1\\\$aPenny, Louise.\$tChief Inspector Armand Gamache series ;\$v11.
=830 0\\\$aThorndike Press large print mystery series

2.3 Audiobooks

Audiobook bib records should ALWAYS have at least these fields at very minimum. An audiobook bib is very similar to a regular print bib, but with some key differences. These differences from the regular print to the audiobook are highlighted below. One major and very important difference is the addition of an 007 field, which ILS's often look for to determine the OPAC icon for patron display. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

Audiobooks

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

007 – Fixed field that contains coded data related to the physical characteristics of the resource.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:

Type – i (audiobook)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – m (monograph)

Ctry – pub place (state code+u) (will match 300 field)

LitF - 1 (fiction), 0 (nf)

Desc – i (RDA record)

Ills – a (will match 300 field)

DtSt – pub date type. s (single date), r (reprint)

Date1 – date (will match 300 field)

020 – ISBN

049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey

100 – Author

245 – Title

250 – Edition (nf usually)

264 – Pub imprint

300 – Physical description

33X – RDA tags

490 – Series title

511 - Narrator

520 – Description

650 – Subject headings. Try to have at least 3

655 – Genre headings. Try to have at least 2. Audiobooks should always have this genre heading:

=655 \7\$aAudiobooks.\$2lcgft

700 - Narrator

700 – Additional author

800/830 – Series

Audiobook MARC record example:

=LDR 02090cim a2200493li 4500
=001 1536878
=003 ME
=005 20210210204447.0
=007 sd\fsngnmmned
=008 150517t20152015nyunnnne\\\\\\\\f\\n\\eng\\d
=019 \\\$a902659740
=020 \\\$a9781427263865
=035 \\\$a(OCOLC)913523699
=040
\\\$aHQD\$beng\$serda\$cHQD\$dNOG\$dOCLCO\$dTEF\$dOCLCO\$dIH7\$dOCLCO\$dGWV\$dBTCTA\$dGK8\$dOCLCO\$dABG\$dOCLCO\$dVP
@\$dGC9
=043 \\\$an-cn-qu
=049 \\\$aGC9A
=082 04\$a813/.6\$223
=100 1\\\$aPenny, Louise,\$eauthor.\$0(ME)11246
=245 14\$aThe nature of the beast /\$cLouise Penny.
=250 \\\$aUnabridged.
=264 1\\\$aNew York, NY :\$bMacmillan Audio,\$c[2015]
=264 4\$c©2015
=300 \\\$a10 audio discs (12.5 hr.) :\$bdigital ;\$c4 3/4 in.
=336 \\\$aspoken word\$bspw\$2rdacontent
=337 \\\$aaudio\$bs\$2rdamedia
=338 \\\$aaudio disc\$bsd\$2rdacarrier
=490 1\\\$aA Chief Inspector Gamache novel ;\$v11
=511 0\\\$aRead by Robert Bathurst.
=500 \\\$aCompact discs.
=520 \\\$aHardly a day goes by when nine year old Laurent LePage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. Including Armand and Reine-Marie Gamache, who now live in the little Quebec village. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true.
=650 0\\\$aGamache, Armand (Fictitious character)\$vFiction.
=650 0\\\$aPolice\$zQuébec (Province)\$vFiction.
=650 0\\\$aRetirees\$vFiction.
=650 0\\\$aMurder\$xInvestigation\$vFiction
=650 0\\\$aMissing persons\$vFiction.
=655 7\\\$aAudiobooks.\$2lcgft
=700 1\\\$aBathurst, Robert,\$d1957-\$enarrator.
=800 1\\\$aPenny, Louise.\$tChief Inspector Gamache novels (sound recording) ;\$v11.

2.4 DVDs & Blu-Rays

DVD and Blu-ray bib records should ALWAYS have at least these fields at very minimum. Just like an audiobook, the 007 needs to be filled out, as ILS's often look for the 007 to determine the OPAC icon for patron display. The 008 fixed fields are markedly different for video recordings. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

DVDs & Blu-rays

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

007 – Fixed field that contains coded data related to the physical characteristics of the resource.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:

Type – g (Video recording)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – m (monograph)

Ctry – pub place (state code+u) (will match 300 field)

Desc – i (RDA record)

DtSt – pub date type. s (single date), r (reprint)

Date1 – date (will match 300 field)

TMat – v (video recording)

Time – Running time of video (will match 300)

Tech – a (animation), c (animation and live action), l (live action), u (unknown)

024 – UPC code

028 – Publisher number (often on disc or spine of container)

049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey

245 – Title

250 – Edition (nf usually)

264 – Pub imprint

300 – Physical description

3XX – RDA tags

508 – Production credits (directors, producers, editors, ect.)

511 – Main cast list

520 – Description

538 – Item physical specifications

650 – Subject headings. Try to have at least 3

655 – Genre headings. Try to have at least 2.

700 – Production and cast headings. There will often be several of these. Try to keep it below 15.

(DVD & Blu-ray bibs are almost identical. Differences for Blu-ray are highlighted)

=650 \0\$aHonor\$vDrama.

=655 \7\$aFeature films.\$2lcgft

=655 \7\$aVideo recordings for the hearing impaired.\$2lcgft

=655 \7\$aVideo recordings for people with visual disabilities.\$2lcgft

=655 \7\$aFiction films.\$2lcgft

=655 \7\$aAction and adventure films.\$2lcgft

=700 1\1\$aReed, Jason\$q(Jason T.,)\$d1973-\$efilm producer.

=700 1\1\$aBender, Chris,\$d1971-\$efilm producer.

=700 1\1\$aWeiner, Jake,\$efilm producer.

=700 1\1\$aHynek, Lauren,\$d1978-\$escreenwriter.

=700 1\1\$aMartin, Elizabeth\$c(Screenwriter),\$escreenwriter.

=700 1\1\$aJaffa, Rick,\$escreenwriter.

=700 1\1\$aSilver, Amanda,\$escreenwriter.

=700 1\1\$aCaro, Niki,\$d1967-\$efilm director.

=700 1\1\$aLiu, Yifei,\$d1987-\$eactor.

=700 1\1\$aYen, Donnie,\$d1963-\$eactor.

=700 1\1\$aLi, Jet,\$d1963-\$eactor.

=700 1\1\$aGong, Li,\$d1965-\$eactor.

=710 2\1\$aWalt Disney Pictures,\$epublisher.

=730 02\$iContainer of (work):\$aMulan (Motion picture : 2020)

=730 02\$iContainer of (expression):\$aMulan (Motion picture : 2020).\$lFrench.

=730 02\$iContainer of (expression):\$aMulan (Motion picture : 2020).\$lSpanish.

2.5 Kits

Kit bib records can serve several purposes. They are often used when there are several formats together in one bib record (for example, a music CD with accompanying book and DVD) or when you are building a kit of different items that you want to circulate together. While kit bib records aren't as cut-and-dry as a print record, most fields will have coding for kits. If the kit has been compiled by the cataloger, always find some type of subject headings that pertain to the contents of the kit to help with discovery.

Kit

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

007 - A kit record may or may not contain an 007 field, depending on the contents.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:

Type – o (kit)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – c (collection)

Ctry – pub place (state code+u) (will match 300 field)

Desc – i (RDA record)

DtSt – pub date type. s (single date)

Date1 – date (will match 300 field)

049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey

245 – Title

264 – Pub imprint - If locally compiled, this field might be replaced by a notes field instead.

300 – Physical description

33X – RDA tags

500 – Any notes (this field is repeatable and will likely be heavily used)

505 - Contents

520 – Description

650 – Subject headings. Try to have at least 3

Kit MARC record example:

=LDR 02953coc a2200661li 4500

=001 2747416

=003 ME

=005 20180409133651.0

=007 fu\n|nnn

=008 160428u2018\\xxu\\e\\0\\vleng\d

=035 \\\$a(ME)2747416

=040 \\\$beng\$erda

=245 00\$aBusiness kit :\$bmanagement.

=246 3\\\$aManagement

=300 \\\$a1 plastic carrier box with handle (approximately 14.5" x 10.5" x 6") ;\$e8 books + 1 chart board.

=336 \\\$aother\$bxxx\$2rdacontent

=337 \\\$aunspecified\$bz\$2rdamedia

=338 \\\$aunspecified\$bzu\$2rdacarrier

=490 1\\\$aBusiness kits

=500 \\\$aLocally compiled by the[library] Library Staff.	
=500 0\\\$aThis business kit contains materials regarding the subject of business management.	
=505 0\\\$aBig book of team building games / John Newstrom & Edward Scannell -- New one minute manager / Ken Blanchard, Spencer Johnson -- Ideal team player / Patrick Lencioni -- How to win friends & influence people / Dale Carnegie -- Hug your haters / Jay Baer -- Principles / Ray Dalio -- Drive / Daniel H. Pink -- Thinking, fast and slow / Daniel Kahneman -- Strengths based leadership / Tom Rath -- Finance SparkChart.	
=520 \\\$aBusiness kits are designed for special interest categories within the business genre. The box could be made up of special interest materials for subjects like social media marketing, business management, marketing, etc.	
=650 \\0\$aLeadership.	
=650 \\0\$aManagement.	
=650 \\0\$aTeams in the workplace.	
=650 \\0\$aSelf-realization.	
=650 \\0\$aThought and thinking.	
=650 \\0\$aIntuition.	
=650 \\0\$aReasoning.	
=650 \\0\$aMotivation (Psychology)	
=650 \\0\$aSuccess in business.	
=650 \\0\$aConduct of life.	
=650 \\0\$aCustomer relations.	
=650 \\0\$aConsumer complaints.	
=650 \\0\$aSuccess.	
=650 \\0\$aCorporate culture.	
=650 \\0\$aPersonnel management.	
=650 \\0\$aEmployee motivation.	
=650 \\0\$aManagement games.	
=650 \\0\$aBusiness.	
=700 1\\\$aRath, Tom.	
=700 1\\\$aKahneman, Daniel.	
=700 1\\\$aPink, Daniel H.	
=700 1\\\$aDalio, Ray.	
=700 1\\\$aCarnegie, Dale.	
=700 1\\\$aLencioni, Patrick.	
=700 1\\\$aBlanchard, Ken.	
=700 1\\\$aJohnson, Spencer	
=700 1\\\$aNewstrom, John.	
=700 1\\\$aScannell, Edward.	
=740 02\$aStrengths based leadership.	
=740 02\$aThinking, fast and slow.	
=740 02\$aDrive .	
=740 02\$aLife & work principles.	
=740 02\$aHow to win friends & influence people.	
=740 02\$aIdeal team player.	
=740 02\$aNew one minute manager.	
=740 02\$aBig book of team building games.	
=740 02\$aManagement sparkcharts.	
=830 \\0\$aBusiness kits.	
=904 \\\$aMARCIVE 2017	
=901 \\\$a2747416\$b\$c2747416\$tbiblio	

2.6 Equipment

Equipment bib records are often the trickiest, but mainly that's just because catalogers don't need to create them as often as other material bibs. These standards can be applied to many different things, like kits, realia, "Library of Things" materials, and other tricky items. When creating a MARC record for equipment, fill in as many of the fields (including fixed fields) as you can. There will most likely be a lot of added information in the 500 fields. Always find some type of subject headings that pertain to the equipment to help with discovery. These types of special MARC records are often filled with judgement calls made by the cataloger.

Equipment

001 – Record's Title Control Number (TCN). This is auto-generated by the system.

007 - A kit record may or may not contain an 007 field, depending on the contents.

008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:

Type – r (Three-dimensional artifact or naturally occurring object)

ELvl – l

Audn – e (adult), j (juv), g (general)

Lang – eng (English)

BLvl – m (monograph)

Ctry – pub place (state code+u) (will match 300 field)

Desc – i (RDA record)

DtSt – pub date type. s (single date)

Date1 – date (will match 300 field)

049 – Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)

082 – Dewey

245 – Title

264 – Pub imprint

300 – Physical description (will often look very different from a tradition 300 field)

33X – RDA tags

500 – Any notes (this field is repeatable and will likely be heavily used)

520 – Description

650 – Subject headings. Try to have at least 3

Equipment MARC record example:

=LDR 01604crm a22003254i 4500

=001 3734754

=003 ME

=005 20191108195556.0

=007 fc\ncznnnz

=008 141107s2017\\mouab\\er\\000\0\eng\u

=035 \\\$a(ME)3734754

=040 \\\$beng\$erda

=082 04\$a615

=245 00\$aMobility :\$bMedline heavy duty rollator.

=246 30\$aMobility equipment. Jefferson County Library

=246 30\$aMobility walker

=264 \1\$a[Place of publication not identified] :\$bMedline ;\$c2019.

=300 \\\$aHeavy duty rollator

=336 \\\$aother\$bxxx\$2rdacontent

=337 \\\$aunspecified\$bz\$2rdamedia

=338 \\\$aunspecified\$bzu\$2rdacarrier

=500 \\\$aWalker with seat, supports up to 500 lbs, 8" wheels, steel frame, foldable, adjustable handles.

=520 \\\$aThe Medline Bariatric Rollator features a durable steel frame and large 8" wheels. This heavy-duty rolling walker is ideal for persons with health and rehab conditions. It features height adjustable handles and greater distance between the handles for seniors and people that need or want the extra room. Built for comfort, the medical walker has a padded seat and back support, so you can sit and rest in comfort after walking. The foldable design makes it super easy to store away when not in use.--From manufacturer.

=650 \0\$aPeople with disabilities\$xOrientation and mobility.

=650 \0\$aOverweight persons\$xOrientation and mobility.

=650 \0\$aOlder people\$xOrientation and mobility.

=650 \0\$aPatients\$xPositioning.

=650 \0\$aSelf-care, Health.

3 Guidance for specific fields in MARC records

The [Library of Congress MARC 21 Formats](#) website and the [OCLC Formats and Standards](#) website will be extremely helpful when looking for specific information about each field. The guidelines provided in this manual are just a brief overview and are not a comprehensive review of all MARC fields, and these websites will be referred to often, especially concerning indicator and subfield codes. *Only MARC fields most often used in day-to-day cataloging will be reviewed.*

Information regarding the physical item should always be taken from the title page and the t.p. verso (the page behind the title page). CIP (Cataloging-in-Practice) information is usually available on the t.p. verso. For A/V materials, catalog from the cover packaging/insert, but often there are identifying numbers on the discs themselves that should also be applied in the bib record.

3.1 Fixed fields

Fixed fields tend to be the most complicated fields in a MARC record, with pages of details about what characters to use and where. This training manual can't possibly do better than the excellent information outlined in great detail on the two websites mentioned in this chapter's intro. Please see those sites for the best information on each character designation for these fields.

3.2 01X-09X

The 0XX fields are full of numbers and codes that help identify the item. Outlined below are some of the most common numbers used in MARC records.

010 – Library of Congress number

010 // \$aLC Control #

020 – ISBN - Many systems allow more than one set* of ISBNs in a bib record if the contents of the item are the same with no obvious changes. Obvious changes would be: Difference of 10 +/- in number of pages, different print sizes, different illustrators or translators, or new accompanying material (to name a few).

*ISBNs most often come in sets; a 13-digit ISBN and it's accompanying 10-digit ISBN. These numbers will be nearly identical, except for the 3-number prefix and the last digit, which is a check digit.

020 // \$aISBN\$qQualifier

020 // \$a9781532468423\$q(paperback)

020 // \$a1532468420\$q(paperback)

024 – UPC code or Other standard identifier – Used most often on A/V materials that don't have an ISBN. An ISBN is always preferred. On print items, the UPC code is most often the ISBN. If it is not, do not put a UPC code in a print item. See websites mentioned for indicator and subfield standards.

024 10 \$a045496596828

040 - Cataloging Source - Also used to identify the descriptive cataloging rules used to create the record. Each time a record is edited/updated, a new subfield is added by the editing library, using their OCLC code. See websites mentioned for indicator and subfield standards.

040 // \$aDLC\$beng\$serda\$cMH\$dMJ8

043 - Geographic area code - This field directly correlates to the 650 and 651 subject headings. If a geographic area is indicated in these subject headings, a corresponding 043 field is needed. Use the LoC [MARC 21 Code List for Geographic Areas](#) to find the correct code sequence. This field is 7 characters long and any unfilled character positions should be filled with a hyphen.

043 // \$anl-----

651 /0 \$aGreat Lakes Region (North America)

043 // \$an-us-il

651 /0 \$aNew Salem (Menard County, Ill.)\$vBiography.

050 - Library of Congress Classification number (call number) - This classification standard is most often used in academic libraries. See websites mentioned for indicator and subfield standards.

050 14 \$aDD259.4\$b.B527 1973

082 - Dewey Decimal classification number (call number) - This classification standard is widely used in public libraries. See websites mentioned for indicator and subfield standards.

082 /4 \$a589.3

3.3 1xx fields

1xx fields are used for names or titles used as the primary access point. This field is heavily guided by the [Library of Congress Authorities](#), where one finds **Authorized Access Points** (AAP) for authors. A majority of authors will have an established AAP and the field must be transcribed as indicated in that authority record.

100 - Personal name - There can only be one 100 field in a record. If the item was authored by more than one author, the first named author is given the main 100 entry, and added authors and people of notes' AAPs go into a 700 field. See websites mentioned for indicator and subfield standards.

100 1/ \$aOwens, Jesse,\$d1913-1981,\$eauthor

100 0/ \$aHenry\$bVIII,\$cKing of England,\$d1491-1547,\$eauthor.

110 - Corporate name - Used most often for music bands, government entities and groups.

110 2/ \$aBound (Musical group),\$eperformer

110 2/ \$aKentucky Quilt Project,\$efilmmaker

3.4 2xx fields

2xx fields contain information about the title of the item. For books, title information is taken from the title page, as opposed to the cover. The \$c subfield is copied straight from the item, which may differ slightly from the actual author statement. As only the most-often used fields are covered in this manual, several 2xx fields have not been included. Please see the websites mentioned for further information about more in-depth 2xx fields.

245 - Title statement - There is only one 245 in a record and it contains the title proper and statement of responsibility. The second indicator in a 245 statement is for non-filing characters. It is still common practice to use sentence case for readability, despite the fact that RDA states titles can be copied as found on the item. Please see section 1.2 for an explanation. See websites mentioned for indicator and subfield standards, as well.

245 10 \$aMermaids in paradise :\$ba novel /\$cLydia Millet.

245 00 \$aColorado heritage :\$bthe journal of the Colorado Historical Society

245 13 \$aAn A-Z of employment law :\$ba complete reference source for managers /\$cPeter Chandler.

246 - Varying form of title - There are several ways this field can be used. Often it is used to place a variant of the title that a patron might search for. It can be used for a portion of the title or an alternative title, perhaps if the title page and cover title vary slightly. Indicator and subfield information for this field is a bit complicated, see websites mentioned for that information.

245 10 \$aBrandon, Vt. /\$cdrawn & published by L.R. Burleigh, Troy, N.Y.

246 3/ \$aBrandon, Vermont

245 04 \$aThe Berkeley book of modern writing.

246 30 \$aModern writing

245 00 \$aMonthly checklist of state publications.

246 14 \$aState publications monthly checklist

260 - Publication, distribution, etc. (imprint) - While this field is not obsolete, it should not be used in new bib records. If you come across an older record and see a 260, you do not need to change it, it simply means the record was recorded using AACR2 cataloging standards. RDA cataloging now uses a 264 field.

264 - Production, publication, distribution, manufacture, and copyright notice - See websites mentioned for indicator and subfield standards.

264 /1 \$aWarrendale, PA :\$bSAE International, \$c1994

264 /1 \$a[Place of publication not identified] :\$b[publisher not identified], \$c2009

264 /2 \$aWaverly, IA :\$bDistributed by CQ Products, \$c2010.

3.5 3xx fields

3xx fields describe the physical characteristics of the item and any accompanying material. 3xx fields are very comprehensive and vary from the format of an item. Several 3xx fields are only used for media material, while others are only used for musical scores.

300 - Physical description - Physical description of items including extent, dimensions, accompanying material, and any other physical details. See websites mentioned for indicator and subfield standards.

300 // \$a578 pages ;\$c22 cm

300 // \$a1 volume (unpaged) :\$billustrations ;\$c26 cm

300 // \$axxiv, 476 pages, 6 unnumbered leaves of plates :\$billustrations (chiefly color) ;\$c23 cm

300 // \$a2 scores (58 pages) + 1 piano conductor part (14 pages) + 8 parts ;\$c27 cm.

300 // \$a3 videodiscs (60 min.) :\$bsound, color ;\$c4 ¾ in.

300 // \$a2 audio discs (69 min.) ;\$c4 ¾ in.

300 // \$a299 pages :\$billustrations ;\$c24 cm + \$eteacher's guide

336 - Content type - Form of communication through which the item is expressed. Multiple content types should be recorded in separate 336 fields. This field has a list of vocabularies that are linked to in the websites mentioned above. This field can only contain values from those vocabularies. See websites mentioned for indicator and subfield standards.

336 // \$atext\$btxt\$2rdacontent

336 // \$atwo-dimensional moving image\$btdi\$2rdacontent

336 // \$aperformed music\$bprm\$2rdacontent

337 - Media type - Reflects the general type of device required to view, play, run, etc. the content of the item. Multiple media types should be recorded in separate 337 fields. This field has a list of vocabularies that are linked to in the websites mentioned above. This field can only contain values from those vocabularies. See websites mentioned for indicator and subfield standards.

337 // \$aaudio\$bs\$2rdamedia

337 // \$acomputer\$bv\$2rdamedia

337 // \$aunmediated\$bn\$2rdamedia

338 - Carrier type - Reflects the format of the storage medium and housing of carrier in combination with the media type. Multiple carrier types should be recorded in separate 338 fields. This field has a list of vocabularies that are linked to in the websites mentioned above. This field can only contain values from those vocabularies. See websites mentioned for indicator and subfield standards.

338 // \$audio disc\$bsd\$2rdacarrier

338 // \$videodisc\$bvd\$2rdacarrier

338 // \$volume\$bnc\$2rdacarrier

3.6 4xx fields

The only 4xx field in use in the 490 series statement.

490 - Series statement - Series statement for series title, statement of responsibility, etc. This field is used with a corresponding [series AAP](#) in an 800 or 830 field. A 490/800 combination is used when the series is authorized with an author's access point (statement of responsibility), while a 490/830 combination is only a title statement. Use the 490 field to record what you see on the item. The 8xx fields are used for the exact wording of the series AAP. See websites mentioned for indicator and subfield standards.

490 1/ \$aDiary of a wimpy kid ;\$v13.

800 1/ \$aKinney, Jeff.\$tDiary of a wimpy kid (Series) ;\$v13.

490 1/ \$aGilda Joyce books

800 1/ \$aAllison, Jennifer.\$tGilda Joyce, psychic investigator

490 1/ \$aHot Wheels

830 /0 \$aHot Wheels (Series)

3.7 5xx fields

5xx fields are used for notes about the resources identified in the record. There are fields for general notes and other fields for more specialized notes. 5xx fields are very comprehensive and can vary by the format of the item.

500 - General note - Provides general information for which a specialized field has not been defined. See websites mentioned for indicator and subfield standards.

500 // \$aMap in back pocket.

500 // \$aIncludes index.

500 // \$a"The first American Jewish weekly of its kind" -- Cover.

504 - Bibliography, etc. note - Used when there is a bibliography, discography, or any bibliographic references in an item. When an index and bibliography are present, put that information in a 504.

504 // \$aIncludes bibliographic references.

504 // \$aIncludes bibliographic references (pages 310-325) and index.

505 - Formatted contents notes - Can be coded in two levels: basic or enhanced (generally encouraged). Contains the titles of separate works or parts of an item, including statements of responsibility associated with the parts. Volume or sequential designations are used. See websites mentioned for indicator and subfield standards.

505 00 \$a\$g vol. 1. \$tThe history of Anne Arundel County -- \$gvol. 2. \$tThe history of ... *[Intermediate volumes are omitted from this example]* -- \$gvol. 23. \$tThe history of Prince Georges County --

505 20 \$gManual 1. \$tPrinciples of solar geometry and optics -- \$gManual 2. \$tSolar radiation quantitative analysis --

\$gManual 3. \$ Heat transfer principles for solar applications -- \$gManual 4. \$tPassive solar heating systems.

511 - Participant or performer note - Used for narrator, anchor, cast list, etc. Names listed in this field will often need a 700 field for name added entry. See websites mentioned for indicator and subfield standards.

511 01 \$aNarrated by Burl Ives.

511 11 \$aVoices: Peter Ustinov, Cloris Leachman, Sally Kellerman, Andy Devine.

520 - Summary - Unformatted note that describes the general content of the material. Use for abstract, annotation, reviews, summary, etc.

520 // \$aAn illustrated collection of nursery rhymes set to music.

520 // \$aKate and Ben follow their rabbit into a haunted house and discover the source of the house's ghostly sound.

520 2/ \$a"Thrown in prison for a crime he has not committed, Edmond Dantes is confined to the grim fortress of If. There he learns of a great hoard of treasure hidden on the Isle of Monte Cristo and he becomes determined not only to escape, but also to unearth the treasure and use it to plot the destruction of the three men responsible for his incarceration. Dumas' epic tale of suffering and retribution, inspired by a real-life case of wrongful imprisonment, was a huge popular success when it was first serialized in the 1840s."--Goodreads

586 - Awards note - Used to notate awards associated with the item.

586 // \$aCaldecott Medal, 1979

586 // \$a"Emmy Award for Best Classical Program in the Performing Arts, 1980/81"

3.8 6xx fields

6xx fields provide subject AAPs. Subject access points are assigned to a bibliographic record to provide access according to established principles and guidelines. Subject headings describe the content of the item while genre headings describe what the cataloged resource is, not what it is about. See websites mentioned for indicator and subfield standards.

600 - Subject added entry, personal name - An authorized personal name used as a subject access point, meaning this person was a character, or subject, in the material.

600 00 \$aLiberace,\$d1919-1987\$vDrama

600 00 \$aRuth, Babe,\$d1895-1948\$vJuvenile literature

610 - Subject added entry, corporate name - An authorized corporate name used as a subject access point, meaning this group, corporation, etc. was a subject in the material.

610 20 \$aOrthodox Eastern Church

610 20 \$aEmpire State Building (New York, N.Y.)

610 10 \$aUnited States. \$bCongress \$n(87th, 2nd session : \$d1962)

650 - Subject added entry, topical term (aka, subject heading) - A topical subject used as a subject AAP. Subject headings describe the content of the item. These subject headings help end users to search subjects they may be interested in locating items for. See websites mentioned for indicator and subfield standards.

650 /0 \$aJavaScript (Computer program language)

650 /0 \$aAstronauts\$xNutrition

650 /0 \$aPiano\$xInstruction and study\$vJuvenile literature.

650 /0 \$aRoads\$zCalifornia\$xInterchanges and intersections\$xSafety measures

650 /0 \$aCivil War\$vDrama

651 - Subject added entry, geographic name - A geographic name used as a subject AAP. These subject headings help end users to search subjects they may be interested in locating items for. See websites mentioned for indicator and subfield standards.

651 /0 \$aAntarctica\$xDiscovery and exploration

651 /0 \$aGrand Canyon (Ariz.)\$xPictorial works

651 /0 \$aDisneyland (Calif.)\$xJuvenile fiction.

655 - Genre/form heading - Indicates the form, genre, and/or physical characteristics of the materials being described. Authorized genre terms differ from subject headings because genre terms describe what the item is as opposed to what the item is about.

Genre/form terms are a controlled vocabulary; [check here to see AAP terms](#). See websites mentioned for indicator and subfield standards.

655 /0 \$aOperas.\$2lcgft

655 /0 \$aTelevision mini-series.\$2lcgft

655 /0 \$aChristmas fiction.\$2lcgft

3.9 7xx fields

7xx fields provide authorized search terms for names and/or titles having various relationships to the resource you are cataloging, for example, when there are multiple authors, cast members, narrators, etc.

700 - Added entry, personal name - Personal name associated with the item being cataloged. This field is often used to list additional authors, cast members, and narrators. See websites mentioned for indicator and subfield standards.

700 1/ \$aOlsen, Bjornar,\$eeditor

700 1/ \$aPossiel, Norman C.,\$eauthor

700 1/ \$aDaniels, Luke,\$enarrator

710 - Added entry, corporate name - Corporate name associated with the item being cataloged. See websites mentioned for indicator and subfield standards.

710 2/ \$aAutism Partnership (Organization),\$eissuing body

710 2/ \$aParamount Pictures Corporation,\$eproduction company

3.10 8xx fields

8xx fields are for series entry fields and for various miscellaneous fields.

800/830 fields - See section 3.6 for explanation on the usage of the 800 & 830 fields in correspondence with the 490 field.

856 - Electronic location and access - Information required to locate and access electronic resources and electronic resources related to the title.

856 42 \$3Project MUSE\$uhttp://muse.jhu.edu/books/9780812204896/

856 42 \$aTable of contents\$uhttp://catdir.loc.gov/catdir/toc/ecip0413/2004000025.html

3.11 9xx fields

9xx fields are not part of standard MARC format and are used for localized data. Consult with local catalogers to see if any local data fields are set for your library or consortium.

4 Crib sheets

4.1 PrimaryMARC Tags Crib Sheet

001 __ Control number (TCN)

007 __ Physical description field (drives the OPAC icons) (additional notes)

008 __ Fixed length data elements (additional notes)

010 __ LC number

020 __ ISBN

022 __ ISSN (serials)

024 1 _ UPC (a/v material)

028 X_ Publisher number (a/v material) (1st indicator is a 0 if sound recording, 4 if video recording)

049 __ OCLC code (only if 049 is not already present)

082 00 Dewey number

1xx tags

100 X_ Main entry – Personal name (1st indicator is 0 if forename (Jesus, Madonna), 1 if regular surname, 2 if multiple surname (Clark-Darnell))

110 X_ Main entry – Corporate name (1st indicator is a 1 if jurisdiction name (ex. United States), 2 if direct name (ex. Ford motor company))

111 2_ Main entry – Meeting name

2xx tags

245 XX Title proper (1st indicator 0 if no 1xx tag, 1 if 1xx tag present)(2nd indicator is non-filing)

246 XX Varying form of title (indicators, see additional notes)

250 __ Edition statement

260 __ Publication imprint (full) (AACR2)

264 _1 Publication imprint (RDA)

264 _4 Publication date

3xx tags

300 __ Physical description

336 __ Content type (RDA)

337 __ Media type (RDA)

338 __ Carrier type (RDA)

4xx tags

490 X_ Series statement (0 if local, 1 if authorized) (title on item) (corresponds with 8xx fields below)

5xx tags

500 __ General note

504 __ Bibliography presence note

505 XX Contents note (1st indicator 0 if complete contents, 1 if incomplete) (2nd use 0 if enhanced (g, t, and r), otherwise blank)

520 __ Summary note

586 __ Awards note

6xx tags

600 X_ Subject added entry – Personal name (same rules as 100)

610 X_ Subject added entry – Corporate Name (same rules as 110)

611 2_ Added entry – Meeting name

650 _0 Subject added entry - Topical heading
 651 _0 Subject added entry – Geographic heading
 655 _7 Subject added entry – Genre heading (more notes)

7xx tags

700 X_ Added entry – Personal name (same rules as 100)
 710 X_ Added entry – Corporate name (same rules as 110)
 711 2_ Added entry – Meeting name
 730 X_ Added entry – uniform title (1st indicator is non-filing)

8xx tags

800 1_ Series added entry – Personal name (corresponds with authorized 490 with author)
 830 _X Series added entry – Series name (corresponds with authorized 490 with NO author)
 856 __ Electronic location and access

4.2 007 field crib sheet

ILS's often have a wizard to help guide a cataloger with formatting the 007 field. While this is helpful, for each format, 007s are generally the same across all MARC records and this information can just be copied/pasted into the field.

AUDIO – sd fsngnnmmned

DVD - vd cvaizq

Blu-ray – vd csaizq

Book & CD (readalong) – sd fsngnnmmned

Kit – fd n zz z

Music CD – sd fsngnnmmned

PLAYAWAY (use BOTH together in separate 007s, in this order)

cz\nza

sz\fsngnnmmned

PLAYAWAY VIEW – cz cza| | | | | |

Software (game) – co cga

Software (CD-ROM) – co bg nnn

VHS – vf cbahou

4.3 008 field crib sheet

008 fields will vary depending on the form of the item. The top grid section below is just a visual example of what an 008 will look like after formatting. In some ILS's, if you right-click on some of these boxes, a wizard list will appear for you to choose from.

Type	a	Elvl	l	Src	d	Audn	d	Ctrl		Lang	eng
Blvl	m	Form		Conf	0	Biog	0	MRec		Ctry	nyu
		Cont	6	GPub	0	LitF	1	Index	0		
Desc	i	Ills	a	Fest	0	DtSt	s	Date1	2018	Date2	

Type

a – books
g – dvd
i – audiobook
j – music
o – kit

Elvl (encoding level)

I - use if MARC is in good shape and it's not already filled out
K - if present and you've improved the record, change to I
M – if present, ok to leave
0-8 – Do not use

Srce (source)

d – other
If blank, that's alright

Audn (audience)

e – adult
j – juvenile
g – general
a,b,c,d – More specific juv groups

Ctrl (Type of control)

Blank

Lang (language)

www.loc.gov/marc/languages

Blvl (bibliographic level)

m – monograph/item

Form

d – large print
q – playaway (in tandem with i in type)
Blank – used most often

Conf (Conference)

Blank

Biog (biography)

a – autobiography
b – individual biography
c – collective biography
d – contains biographical information

MRec – (modified record)

Blank

Ctry (country)

www.loc.gov/marc/countries

Look to 260/264 fields. Should match.

Cont (contents)

d – dictionaries
e – encyclopedias
f – handbooks
r – directories
6 – comics or graphic novels

GPub (government publication)

Blank

LitF (literary form)

1 – fiction
0 – nonfiction
p – poetry

Index

0 – no index
1 – index present

Desc (descriptive cataloging form)

i – ISBD

Ills (illustrations)

a – illustrations present
b – maps
c – portraits
d – charts
Look to 300 field. Should match.

Fest (festschrift) (in memoriam to someone)

0 – not a festschrift
1 – festschrift

DtSt (dates. Corresponds with Date 1 & Date 2)

s – single date
r – reprint dates
t - Publication date and copyright date
Look to 260/264 fields. Should match.