

- **040** If you make changes or corrections to a bib record, add a \$d tag followed by your library's 3-5 character OCLC symbol. If you are unsure what your library's symbol is, go to the Missouri Evergreen website (moevergreenlibraries.org) and click on "Member Libraries" for a list.

Correct: =040 \ \$aNjBwBT\$beng\$erda\$cNjBwBT\$dNjBwBT\$dMUK

- **049** If you import a new record, note that by adding an 049 field and a \$a tag with your library's OCLC symbol followed by an "A." Again, if you are unsure what your library's symbol is, go to the Missouri Evergreen website (moevergreenlibraries.org) and click on "Member Libraries." If the record already has an 049 field from a non-ME library, remove it.

Correct: =049 \ \$aMJ8A

- **050** This field indicates the Library of Congress call number. Because we don't use that, this field should be removed.
- **092** If the record has an 092 field, delete that field which gives the local call number. As the catalog is shared by 50+ libraries, we do not add local data to bib records.
- **100** Be sure to use the proper format for the author's name (last name first).

Correct: =100 1\ \$aEvanovich, Janet,\$eauthor.

- **245** Use correct formatting and punctuation for the title field. If there is a subtitle, it preceded by a "\$b" tag and a space and "/" precedes a "\$c" tag. Punctuation for many fields change depending on the field that follows. Notice the first word of the subtitle is not capitalized.

Correct: =245 10\$a Brothers and wives :\$binside the private lives of William, Kate, Harry, and Meghan /\$cChristopher Andersen.

- **250** When combining/merging records, remove any edition statement in this field.

- **300** Include all the pertinent information for the physical attributes of the item. Dimensions are in centimeters, not inches. An exception is discs that are 4¾ inches.

Correct for books: =300 \\\$a286 pages ;\$c25 cm

 =300 \\\$a1 volume (unpaged) :\$bcolor illustrations ;\$c28 cm

- **500** If the record has hardcover and paperback ISBNs on it, make sure there is a 500 field like this:

 =500 \\\$aPublisher, publishing date and paging may vary.

- **590** Remove local information in the 590 field.

- **902** If you merge two or more bib records, add your library's OCLC code in the 040 field. In addition, the merging of records is noted in the 902 field.

Correct: =902 \\\$aMQT\$b11/12/2021\$cmerged