Audiobooks Guidelines

1) CD Audiobook only (no audio cassettes included)

2) Includes RDA standards

3) Series and subject headings match the book record

4) Punctuation follows AACR2 rules, MARC bibliographic indicates acceptable punctuation rules

5) An On Order MARC record requires a 990 field with $aON ORDER BRIEF RECORD

6) loc.gov Marc 21 is the definitive authority for making decisions
https://www.loc.gov/marc/bibliographic/

7) For a quick double-check, OCLC bibformats may be easier to navigate as a reference tool.
https://www.oclc.org/bibformats/en.html

8) For subject heading, author's names, genres, etc., please refer to Library of Congress Authorities.
http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

9) The examples shown are the most common types used in cataloging audiobooks

10) A book **with** CD is cataloged on its own MARC record using the book format. See page 25 of the book guidelines

LEGEND

Italic text and/or _ (underscore) = places where information from the item goes, but is item specific and therefore variable. Please consult MARC 21 Bibliographic format

bold fields = **only use the characters shown**

blank = leave field blank

x = there is a code needed that will vary by item. Number of x(s) indicate character positions available in that field.

\ = indicates undefined and is left blank in the 1st and 2nd indicators of a tag field

* = space within the subfield   red font=examples   yellow highlight=punctuation

Fixed fields grid

Type	**i**	ELvl	*x*		Audn	*x*	Ctrl	blank	Lang	*xxx*
BLvl	**m**	Form	blank				MRec	blank	Ctry	*xxx*
Desc	**i**				DtSt	x	Date1	*xxxx*	Date2	blank
TrAr	**n**	Part	n	LTxt	**xx**	FMus	**n**	AccM	blank	Comp	**nn**

008 grid information populates to both the Leader field and the 008 field.

008 is the fixed fields. This field is comprised of 40 character positions. These fields are character position sensitive. In the 008 field, the character position starts with 0 NOT 1. These fields are important for searching in the catalog. As the character position is critical, the easiest way to input these fields will be to edit the "Fixed Fields" grid located at the top of the MARC record screen.

If typing in the 008 field (not the grid box), refer to http://www.loc.gov/marc/bibliographic/bd008.html for correct character positions.

Type: Type of record

> i = non-musical sound recording

ELvl: **Encoding Level**

   Use "7" unless it is either:

   blank = the record is full-level—the most complete MARC record

   or

   a pipe "|" = the record is full-level input by OCLC participants.

   Any other characters in the "ELvl" should be changed to "7"

Audn: **Audience** (right click for drop down menu)

   a = preschool (0-5 years)

   b = primary (6-8 years, K – 3rd grade)

   c = pre-adolescent (9-13 years, 4th – 8th grade)

   d = adolescent (14-17 years, 9th – 12th grade)

   e = adult (18 and older)

Lang: **Language** (right click for drop down menu)

   eng = English

   Most material will be in English; materials published in different languages need to be coded

   appropriately.

Blvl: **Bibliographic Level**

   m = monograph/Item

Form: **Form of Item**

   blank = not applicable

MRec: **Modified Record**

   blank = not a modified record

Ctry: Country of Publication, etc. (right click for drop down menu)

    To find code, click on below link:

        http://www.loc.gov/marc/countries/countries_name.html

    Within the United States, use the 2 letter postal code and "u"

        -ex: Ohio = ohu

    If just United States, use "xx" and "u"

        -ex: United States = xxu

    If no place of publication is identified on the resource, use "xx"

Desc: Descriptive Cataloging Form

    i = follows RDA rules.

    You need to have 040 \\$beng$erda in your record

DtSt: Type of Date/Publication Status (right click for drop down menu**)**

    s = single date

    n = unknown date

Date 1: Only one date is used for an Audiobook record, so the DtSt would be "s" unless the date is unknown.

Date 2: blank

TrAr: Transposition and Arrangement

    n = not applicable

Part: Music Parts

    n = not applicable

LTxt: Literary Text for Sound Recordings (right click for drop down menu**)**

>   Type of literary text on spoken word sound recordings

>   Commonly used:

>   b = biography

>   f = fiction

>   h = history

>   i = instruction

>   https://www.loc.gov/marc/bibliographic/bd008m.html

FMus: Format of Music

>   n = not applicable

AccM: Accompanying Matter

>   blank = no accompanying matter

Comp: Form of Composition (right click for drop down menu**)**

>   nn = not applicable / not a musical sound recording

>   Typing the code in the this field will rearragnge the information in the grid. Use the drop down menu to prevent this from happening.

007   sd fsngnn ed

Access the Physical Characteristics Wizard by clicking on the blue link icon at the end of the 007 field, and make your selections from the pull-down menu to complete this field.

>   Position 0 Category of material

>>   s = sound Recording

>   Position 1 Specific material designation

>>   d = sound disc

>   Position 2 space

>   Position 3 Speed

>>   f = for 1.4 mps (meters per second)

Position 4 Configuration of playback

> s = sterephonic

Position 5 Groove width or pitch

> n = not applicable

Position 6 Dimensions

> g = 4 ¾ in.

Position 7 Tape width

> n = not applicable

Position 8 Tape configuration

> n = not applicable

Position 12 Special playback characteristics

> e = digital recordings or u for unknown

Position 13 Capture and storage techniques

> d = digital storage or u for unknown

More detail can be found at: https://www.loc.gov/marc/bibliographic/bd007s.html

008 See fixed field grid on page 1

010 \\$a Library of Congress Control Number (12 characters in length)

> 1st indicator is blank
>
> 2nd indicator is blank
>
> if the item was published 2000 or before, 3 spaces before typing the LCN# and one space after
>
> if the item was published 2001 or after, 2 spaces before typing the LCN#

> -ex: =010 **$a*****68004897* *[LCCN structure A; number on printed card: 68-4897]*
>
> -ex: =010 **$a****2001045944 *[LCCN structure B; number in print form: 2001-45944]*

> If it starts with an alpha character, delete the 010 field

020 \ \ $a ISBN (International Standard Book Number)

        It is repeatable

        Input 13 & 10 ISBN digits, if possible.

        13 ISBN appears first

        1st indicator is blank

        2nd indicator is blank

        Remove the space and colon after the ISBN

020 \ \ $a ISBN (International Standard Book Number) (Continued)

    $c Delete

    $q Qualifying information in parenthesis

        It is repeatable

-ex: =020 \\$a9780593170263$q(Penguin Random House)

-ex: =020 \\$a9780525639275$q(Books on Tape)

If there is an existing audiobook record, with a different ISBN and/or publisher, it can be added to the existing record, so long as the number of discs, narrator, and duration of an audiobook is the same.

Add the 020 and/or 024 field with qualifying information and a note in the 590 field stating place of publication and publisher.

-ex: =590 \ \$aBooks on Tape edition published in Westminster, Md.

024 1\$a Other Standard Identifier

    1st indicator = 1 for Universal Product Code (UPC)

    2nd indicator = blank for no information provided

    Add $q for any qualifying information

-ex =024 1\$a883929624973$q(Blackstone)

028 01Publisher or Distributor number $a**xxxx**$bPublisher name**$q**qualifying info

> 1st indicator = 0 for Issue number
>
> 2nd indicator = 1 for Note, access point required

> Publisher number can be taken from the container as well as the disc. If there is more than 1 number, use the $q to indicate where the number was taken from. If there is a single number that is the same on the container and disc, there is no need to add qualifying information.
>
> -ex = 028 01**$a**134010**$b**Blackstone**$q**(container)
>
> -ex = 028 01**$a**134010A**$b**Blackstone**$q**(disc)

035 \ \ $a System Control Number

> -Delete unless it has OCLC

040 \ \ Cataloging Source

> 1st indicator is blank
>
> 2nd indicator is blank

> **$b**eng**$e**rda are required subfields when **Desc** in the 008 grid is **"i"**
>
> When importing from from Z39.50, delete all other subfields
>
> When editing a native-evergreen-catalog record delete all subfields
>
> > **except: $b**eng**$e**rda**$d**UtOrBLW

041 _ \ $a Language code

> 1st indicator   Translation indication
>
> > 0 = item not a translation/does not include a translation
> >
> > 1 = item is or includes a translation
>
> 2nd indicator is blank
>
> You can find the language code from the link below:

> http://www.loc.gov/marc/languages/language_name.html

042 \ \ $a Authentication Code

    1st indicator is blank

    2nd indicator is blank

    If you see "pcc" (Programs for Cooperative Cataloging) in the **$a**, these records have had name/subject authorities checked. You do not have to check them for this record. However, if you add any additional 6xx, 7xx fields to the record, you must verify the authority file on LC.

043 \ \ $a Geographic Area Code (derived from the 6XX field)

    1st indicator is blank

    2nd indicator is blank

    Subfield is seven characters long.

        If Middle East is the geographic location the field would be:

            -ex: =043 **$a**aw-----

    You can find the code from the link below:

        https://www.loc.gov/marc/geoareas/gacs_name.html

046 _ _$a Special Coded Dates

    1st indicator is blank

    2nd indicator is blank

    If the copyright date of the book is different than the audiobook, record the copyright date in the 046 field with a subfield "k".

        -ex. =046 **$k**2018

050 _ _$a Library of Congress Call Number

    When adding this tag field,

        1st indicator is blank

        2nd indicator

            4 = Assigned by agency other than LC (use if we are original cataloging)

082 _ _$a Dewey Decimal Classification Number

  1st indicator (Type of edition)

  blank = no edition information recorded

  0 = Full edition

  1 = Abridged edition

  2nd indicator

  0 = Assigned by LC

  4 = Assigned by agency other than LC (use if we are original cataloging)

For American literature (Fiction) DDC 23 shows:

813/.6	2000-
813/.54	1945-1999
813/.52	1901-1944

100 _ _ $a Main Entry – Personal Name *$aauthor name,$dxxxx-$eauthor.*

  It is **not** a repeatable field

  Editors do not go in a 100 field; they go in a 700 field

  1st indicator

  0 = Forename with birth year

  -ex. 1: =100 0\\$aRihanna,$d1988-$eauthor.

  1 = Surname with birth and death year

  -ex. 2: =100 1\\$aTwain, Mark,$d1835-1910,$eauthor.

  1 = Surname with no birth and death year and he wrote and narrated book

  -ex 3. =100 1\ $aRansom, James,$eauthor,$enarrator.

  2nd indicator is blank

  Name authority check:

  http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

  Relator term check:

  http://www.loc.gov/marc/relators/relaterm.html

245 _ _ $aTitle Statement $atitle*:$b*subtitle*/$c*author*.

It is **not** a repeatable field

Only capitalize the first word in the title and proper names.

1st indicator

0 = Use when 1XX field is not present in the record

1 = Use when 1XX field is present

The 2nd indicator is very important in this field as it can keep an item from being located in the database.

2nd indicator (the number of character positions associated with a definite or indefinite article (i.e. a, an, the, le, la, or les) and the space after it.

-ex: =245 _0**$a**Alexander and the terrible, horrible, no good, very bad day

-ex: =245 _2**$a**A wonderful stroke of luck

-ex: =245 _3**$a**An affair of poisons

-ex: =245 _4**$a**The tinderbox

-ex: =245 _4**$a**Les misérables

Subfield a (**$a**) contains the title as it is seen on the disc

Subfield b (**$b**) contains the remainder of the title as seen on the disc or container.

If there is a subtitle on the container and on the book record, but not on the disc, include the subtitle and a 500 note.

-ex: =500 **$a**Subtitle from container.

If the book record includes a subtitle, but there is not one on the container or disc, include the subtitle and use a 500 note.

-ex: =500 **$a**Subtitle from book record.

If there is a 490 and 8XX field for the series. Do not use the subfield b in the 245 field

Container says "A Stephanie Plum novel". No subfield b. 490 and 8XX fields should be present.

245 _ _ $aTitle Statement (continued)

Subfield c (**$c**) is the statement of responsibility. It contains the author's name as seen on the disc. If there are multiple authors present, a cataloger can choose to use only the first author and add "[and others]" or "[and 5 others]" after the first author.

When "a novel by" is on the disc or container and right above the author's name, then the whole statement "a novel by James Smith" is placed in the **$c** and **NOT** in **$b**

-ex: =245 _0**$a**Don't ever look back*/**$c**a mystery by Dan Friedman.

246 _ _ $a Varying Form of Title

It is a repeatable field

No ending punctuation unless it is literally in the title

Articles (the, an, and a) at the beginning of the title are not used

Indicators tell how it appears in the catalog and where the title comes from

1st indicator (note/added entry controller)

Most commonly used:

1 = note, added entry

3 = no note, added entry

2nd indicator (type of title)

Most commonly used:

Blank = no type specified

0 = portion of title from the 245 field

4 = cover title

8 = spine title

246 _ _ $a Varying Form of Title (continued)

Examples of other title information you may see:

-ex: =246 1\\$iTitle could be read as:$a

-ex: =246 1\\$iAt head of title:$a

The link below shows the complete list.

https://www.loc.gov/marc/bibliographic/bd246.html

250 \ \ $a Edition Statement

1st indicator is blank

2nd indicator is blank

Use to indicate if it is an abridged or unabridged edition.

Ends with a period

-ex: =250 \ \$aUnabridged.

260   Change to 264. See 264 field.

264 \1$a Production, Publication, Distribution, Manufacture, and Copyright Notice

1st indicator is blank

2nd indicator is "1"

This information can be taken from anywhere on the item with order of preference:

1. Disc

2. Container

3. Outside the item and container.

264 \1$a Production, Publication, Distribution, Manufacture, and Copyright Notice (continued)

Subfield a (**$a**) – Place of production, distribution, or manufacture, transcribed as it appears on the disc or container

Every effort is made to determine a place of publication, if not on the item, then by an internet search. When information is found outside of the item, then the information will be bracketed.

As a last resort, [Place of publication not identified] can be used when you can't find any place of publication information. Add a 590 field to explain where the information was derived.

In the fixed field "**Ctry**" box of the 008 grid, you will type "**xx**".

-ex: 1**$a**[Los Angeles, CA]*:**$b**Visiona Romantica, Inc.,**$c**2016.

-ex: 590**$a**Place of publication taken from Worldcat.

Subfield b (**$b**) – Name of production, distribution, or manufacture, transcribed as it appears on the disc or container.

 [publisher not identified] can be used if you are are unable to find any information online

Subfield c (**$c**) – Date of production, distribution or manufacture

 [date of publication not identified] can be used if you are are unable to find any information online

The date is taken from the disc surface and is preceded by ℗. This is usually the same as the copyright date, but not always. If the copyright date is different, record the copyright date in the 046 field with a subfield "k".

Date should not be in [brackets], unless the date is not on the item and is being taken from another source. A 590 note would be added listing where the date came from.

-ex: =264 \ 1**$a**[United States]*:**$b**Tantor,**$c**2015.

264 \1$a Production, Publication, Distribution, Manufacture, and Copyright Notice (continued)

The date is taken from the disc surface and is preceded by Ⓟ. This is usually the same as the copyright date, but not always. If the copyright date is different, record the copyright date in the 046 field with a subfield "k".

300 \ \ $a Physical Description

      1st indicator is blank

      2nd indicator is blank

      Ends in a period

Subfield a (**$a**) – Extent- number of discs and time in hours & minutes

Subfield b (**$b**) – Other physical details "digital, CD audio"

Subfield c (**$c**) – Dimensions   disc suze 4 3/4 in

    -ex: =300 **$a**12 audio discs*(9 hr. 6 min.)*: **$b**digital,CD audio*; **$c**4 ¾ in.

RDA 3XX fields

      1st indicator is blank

      2nd indicator is blank

      Includes subfield b (**$b**)

      No periods at the end of these fields

RDA Content Type

    336 \ \ **$a**spoken word**$b**spw**$2**rdacontent

      http://www.loc.gov/standards/valuelist/rdacontent.html

RDA Media Type

    337 \ \ **$a**audio**$b**s**$2**rdamedia

      http://www.loc.gov/standards/valuelist/rdamedia.html

RDA Carrier Type

    338 \ \ $a**audio disc**$bsd**$2**rdacarrier

        http://www.loc.gov/standards/valuelist/rdacarrier.html

RDA Physicial Medium

    340 \\$b4 ¾ in.**$2**rda

        www.oclc.org/bibformats/en/3xx/340.html

RDA Sound Characteristics

    344 \ \ $a**digital**$gstereo**$2**rda

        https://www.oclc.org/bibformats/en/3xx/344.html

RDA Digital File Characteristics

    347 \ \ $a**audio file**$bCD audio**$2**rda

        https://www.oclc.org/bibformats/en/3xx/347.html

440   Change to 490

490 1\ $a Series Statement

        1st indicator is "1"

        2nd indicator is blank

        Needs to match book record

How to determine a series name: Search the local database first to see how the majority of the book series have been handled, then follow the same wording. You will need to look at the MARC record 490 field to see how it has been typed.

A local 590 note should be used to clarify where the cataloger got their series name and/or number if it is not on the book.

    -ex: =590 \\$aSeries name and number from KDL What's Next.

490 1**$a***series name****;$v***volume*

490 1\\$aseries name*;$vvolume

It is repeatable

Volumes 1-9 should be listed as 01, 02, 03, etc.

No punctuation at the end of **$v**

Requires either 800 **or** 830 field

No articles (A, An, The) at the beginning of subfield a (**$a**)

No descriptive after the character's name (novel, mystery, novels, etc.) in subfield a ($a)

If the volume/series number is not contained within the book, but you find it from another source (i.e. NoveList, KDL What's Next, Fantastic fiction, author's website), add a 590 field with "Series name and number from …."

Series about a character follows the format example below:

-ex: =490 1**$a**Harry Potter*;**$v**02

A main series with a subseries follows the format below:

-ex: =490 1**$a**I can read! My first shared reading

-ex: =490 1**$a**Warriors. Dawn of the clans*;**$v**03

If multiple series volumes are combined in one book, each series number will be on a separate 490 line and 8XX line. Example "A lineage of grace" by Francine Rivers has 5 volumes in one book. The MARC record should have five 490 fields and 8XX fields.

-ex: =490 1**$a**Lineage of grace*;**$v**01

-ex: =490 1**$a**Lineage of grace*;**$v**02

-ex: =490 1**$a**Lineage of grace*;**$v**03

-ex: =490 1**$a**Lineage of grace*;**$v**04

-ex: =490 1**$a**Lineage of grace*;**$v**05

500 \ \ $a General Note

1st indicator is blank

2nd indicator is blank

-ex: =500 \\$aCompact discs.

505 _ _$a Formatted Contents Note

Basic formatted contents notes

1st indicator is "**0**"

2nd indicator is blank

Words in this text will be found by a keyword search only.

-ex: =505 0\$aDiamond drop*/*Roxanne St. Claire*--*Cold moonlight*/*Carla Neggers*--*Poisoned*/*Beverly Barton.

Enhanced formatted contents notes[1]

1st indicator is "**0**"

2nd indicator is "**0**"

The "**0**" in the **2nd** indicator of the 505 indicates an enhanced search feature allowing a title, author, or keyword search through the subfield t (**$t**) and/or subfield r (**$r**)

-ex: =505 00**$t**Diamond drop*/**$r**Roxanne St. Claire*--**$t**Cold moonlight*/**$r**Carla Neggers*--**$t**Poisoned*/**$r**Beverly Barton.

[1]Currently, Evergreen does not support a search by title and/or author field. Doing the enhanced formatted contents is in preparation for the future development in OPAC view. It can still be found by a keyword search.

511 0 \$aPerformer note

1st indicator is a "0" = no display constant generated

-ex: =511 0\$aRead by Emma Galvin.

Add a 700 field, or if narrated by the author, add relator term

-ex: =700 01$aGalvin, Emma,$enarrator.

-ex: =100 10$aGalvin, Emma,$eauthor,$enarrator.

520 \ \ $a Summary, Etc.

1st indicator is blank

2nd indicator is blank

There should only be 1 summary, keep the longest one if there are more than one

Summaries do not have to be in quotation marks. A summary may be derived from the item or a reputable source such as Worldcat, NoveList, author's website. A review from Library Journal, Publisher's Weekly, School Library Journal, Booklist is acceptable to use. Please note in **$c** where the review came from.

-ex. --**$c**from Novelist.

However, a customer review from Amazon reflects a personal opinion and is not objective, therefore, not usable as a summary.

521 _ \ $a Target Audience Note

-KEEP if in native-evergreen-catalog

-if Z39.50 import and can confirm from item, KEEP. If not, DELETE.

1st indicator	Display constant (These words would automatically show in OPAC view)[2]
#	Audience
0	Reading grade level
1	Interest age level
2	Interest grade level
3	Special audience characteristics
4	Motivation/interest level
8	[no display constant]

2nd indicator is blank

-ex: =521 1**$a**For ages 8 and up.

[2]Currently, Evergreen does not show "display constant" information in the OPAC view

586 _ \ $a Awards Note

> 1st indicator   Display constant (This word would automatically show in OPAC view)[2]

> > \#   Awards
> >
> > 8   no display constant

> 2nd indicator is blank

> No punctuation at the end

[2]**Currently, Evergreen does not show "display constant" information in the OPAC view**

590 \ \ $a Local Note

> 1st indicator is blank

> 2nd indicator is blank

> A 590 field should be used to clarify where the cataloger got the information if it is not located on the item.

> > -ex: =590 \\$aSeries number assumed by cataloger.
> >
> > -ex: =590 \\$aNarraor taken from WorldCat.

6XX fields – Subject Added Entry

> Keep 600-651 fields, if **2nd indicator** is a "**0**".

> Subfield y (**$y**) = Chronological subdivision

> Subfield z (**$z**) = Geographical subdivision

> Subfield v (**$v**) = Form subdivision

> If 600, **2nd indicator** is a "**1**", verify that the subject is an approved LC **adult** heading http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First and convert to "**0**", then add the appropriate **$v**Juvenile fiction OR **$v**Juvenile literature.

> Delete 600-651 fields, if **2nd indicator** is a "**2**", "**3**", "**4**", "**5**", "**6**", "**7**".

> If adult or young adult fiction (audience code "**d**" in 008), following the subject add: **$v**Fiction.

> If juvenile fiction, following the subject add: **$v**Juvenile fiction.

> If juvenile nonfiction, following the subject add: **$v**Juvenile literature.

6XX fields – Subject Added Entry (continued)

Delete any 600-651 fields that contain **$2** "**fast**", "**bisacsh**", "**sears**" and "**gsafd**"

Subject headings follow the Library of Congress authorities for adult headings.

http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

600 _ 0 $a Subject Added Entry - Personal Name. *Field for when the audiobook is about a person*.

Follow the 1st indicator information in 100 field

2nd indicator is "**0**"

http://www.loc.gov/marc/bibliographic/bd600.html

650 \ 0 $a Subject Added Entry - Topical Term (Follow the above 6XX guidelines regarding juvenile)

1st indicator is blank

2nd indicator is "**0**"

http://www.loc.gov/marc/bibliographic/bd650.html

651 \ 0 $a Subject Added Entry - Geographic Name (Follow the above 6XX guidelines regarding juvenile)

1st indicator is blank

2nd indicator is "**0**"

http://www.loc.gov/marc/bibliographic/bd651.html

655 \ 7$a Index Term – Genre/Form

1st indicator is blank

2nd indicator is "**7**"

A period follows the **$a** before **$2** unless it ends with a parenthetical.

No period after **$2**

-ex 1: =655 \7**$a**Detective and mystery fiction.**$2**lcgft

-ex 2: =655 \7**$a**Thrillers (Fiction)**$2**lcgft

Approved lcgft (Library of Congress Genre and Form Term) genre forms see link below.

http://id.loc.gov/authorities/genreForms.html

EXCEPTIONS: Christian fiction and Young adult

      2nd indicator is "**0**"

      No subfield 2 (**$2**)

      =655 \0**$a**Christian fiction.

      =655 \0**$a**Young adult fiction.

655 _ 7$aAudiobooks.$2lcgft

1st indicator is blank

2nd indicator is "**7**"

Present in all audiobook records

Use "Children's audiobooks" for Juvenile sound recordings

690 \4 $a Local Subject Added Entry - Topical Term

      1st indicator is blank

      2nd indicator is "**4**"

Currently there are eight approved local subject headings and state/local notable persons' profession.

      Book with CD
      Consortial kits
      Manga
      Program packs
      STEAM (Science, technology, engineer, art, mathematics)
      STEM (Science, technology, engineer, mathematics)
      STEAM fiction (Science, technology, engineer, art, mathematics)
      STEM fiction (Science, technology, engineer, mathematics)

      Examples of a state/local notable persons:

          =690 \4**$a**Wilmington (Ohio) authors.

          =690 \4**$a**Blanchester (Ohio) aviators.

          =690 \4**$a**Arcanum (Ohio) military generals.

          =690 \4**$a**Ohio astronauts.

700 1 \ $a Added Entry - Personal Name

For additional authors, narrators, editors, translators, and compilers, etc.

Follow 100 field guidelines

-ex: =700 1\$aGalvin, Emma,$enarrator.

Relator term check:

http://www.loc.gov/marc/relators/relaterm.html

8XX field Series statement

Either an 800 field exists or an 830 field exists. Not both

800 1 \ $a Series Added Entry - Personal Name

Traced series. A 490 field with "1" in 1st indicator is present

It is repeatable

2nd indicator is blank

Volumes 1-9 should be listed as 01, 02, 03, etc.

Period at the end of this statement

No articles (A, An, The) at the beginning of subfield t (**$t**)

No descriptive after the character's name (novel, mystery, novels, etc.) in subfield t (**t**)

-ex: =800 1\$aOsborne, Mary Pope.$tMagic tree house*;$v04.

-ex: =800 1\$aPatterson, James,$d1944-$tAlex Cross*;$v01.

-ex: =800 1\$aSanders, Lawrence,$d1920-1988.$tArchy McNally*;$v08.

-ex. =800 1\$aHunter, Erin.$tWarriors.$pDawn of the clans*;$v03.

830 \ _ $a Series Added Entry – Uniform Title

    1st indicator is blank

    2nd indicator shows nonfiling characters. Refer to 245 field for further explanation

    Use when there are either different authors for a series or an author has died and a different

        author has continued the series (example Robert B. Parker's Spenser character).

            -ex: =830 \0**$a**Spenser **;$v**48.

            -ex: =830 \0**$a**Love finds you in.

            -ex: =830 \0**$a**I can read book.

If an 830 field exists, a 490 field with a **"1"** in the **1st indicator** needs to be present**.**

852   Location

    -Delete

856   Electronic Location and Access

    -Delete

901 \ \ $a Local Note This field populates upon Z39.50 import by the Evergreen software.

    Keep if Native Evergreen record

905 \ \ $u Local Note This field populates when vendor records are imported or records have gone

    through authority work.

900, 902-904, 906-907 *Delete*

If the MARC record is an "On Order", add

990 \ \ $aON ORDER BRIEF RECORD