

Book Guidelines

- 1) The item is not large print
- 2) Includes RDA standards
- 3) Punctuation follows AACR2 rules, MARC bibliographic indicates acceptable punctuation rules.
- 4) loc.gov Marc 21 is the definitive authority for making cataloging decisions.
<https://www.loc.gov/marc/bibliographic/>

For a quick double-check, OCLC bibformats may be easier to navigate as a reference tool.

<https://www.oclc.org/bibformats/en.html>

- 5) For subject headings, author's names, genres, etc., please refer to Library of Congress Authorities.
<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- 6) Paperback items can be placed on hardback MARC records. If the publisher information and physical description is significantly different, use a 590 field giving library name and indicate the difference.
- 7) An On Order MARC record requires a 990 field with **\$aON ORDER BRIEF RECORD**
- 8) The examples shown are the most common types used in book cataloging.
- 9) MARC records for big books, board books, comics/graphic novels have additional tag fields at the end of the guidelines (page 24)
- 10) A book with CD is cataloged on its own MARC record using the book format (pages 25-26)

LEGEND

Italic text and/or (underscore) = places where information from the item goes, but is item specific and therefore variable. Consult MARC 21 Bibliographic format as the authoritative source.

bold fields = only use the characters shown

blank = leave field blank

 = a code may be 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/or 2nd indicators of a tag field

* = space within the subfield

red font = examples

yellow highlight = punctuation

Fixed fields grid

| | | | | | | | | | | | |
|------|---|------|-------------|------|--------------|------|-----------|-------|--------------|-------|-------------|
| Type | a | ELvl | <u> </u> | | | Audn | <u> </u> | Ctrl | <i>blank</i> | Lang | <u>XXX</u> |
| BLvl | m | Form | <u> </u> | Conf | 0 | Biog | <u> </u> | MRec | <i>blank</i> | Ctry | <u>XXX</u> |
| | | Cont | <u>XXXX</u> | GPub | <i>blank</i> | Litf | 0 or 1 | Indx | 0 or 1 | | |
| Desc | i | llls | <u>XXXX</u> | Fest | 0 | DtSt | <u> </u> | Date1 | <u>XXXX</u> | Date2 | <u>XXXX</u> |

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

“a” for language material

ELvl: Encoding Level

“7” **unless** it is either:

blank which means the record is full-level—the most complete MARC record

or

a pipe “[|]” which indicates it has the 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)

Ctrl: Type of control

blank = no specific type of control

Lang: Language (right click for drop down menu)

“eng”

Most material will be in English; materials published in a different language need to be coded appropriately.

BLvl: Bibliographic Level

m = monograph item

Form: Form of Item (right click for drop down menu)

Most commonly used alpha character will be for large print. (See large print guidelines)

Conf: Conference Publication

0 = not a conference publication

Biog: Biography

a = autobiography

b = individual biography

c = collective biography (two or more individual biographies)

d = contains biographical information

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”

Cont: Nature of Contents (right click for drop down menu, may use up to 4)

Most commonly used characters:

6 = comics/graphic novels

b = bibliographies

f = handbooks

r = directories

y = yearbooks

GPub: Government Publication

blank = not a government publication

LitF: Literary Form (right click for drop down menu)

0 = non fiction

1 = fiction

Indx: Index

0 = no index

1 = index included

Desc: Descriptive Cataloging Form

i = follows RDA rules

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

Ills: Illustrations (right click for drop down menu, may use up to 4)

Most commonly used characters:

a = illustrations

b = maps

f = plates

g = music

j = genealogical tables

Fest: Festchrift

0 = not a festchrift

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

s = single date

t = publication date and copyright date

n = unknown date

Date1: see 264 tag field for explanation

Date 2: see 264 tag field for explanation

007 Delete

008 Fixed-Lengths Data Elements

See description below grid (pages 1-5)

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

1st indicator is blank

2nd indicator is blank

if book was published 2000 or before, 3 spaces before typing the LC# and one space after

if book was published 2001 or after, 2 spaces before typing the LC#

-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

1st indicator is blank

2nd indicator is blank

Remove the space and colon after the ISBN

Delete 020 fields with \$z and ISBN information

\$c Delete

\$q Qualifying information in parenthesis

It is repeatable

-ex: =020 \ \ \$a9780525428312**\$q**(jacketed hardback)

-ex: =020 \ \ \$a9780440410362**\$q**(paperback : Penworthy prebound)

Delete any e-book ISBN's or large print ISBN's on a regular book record

022 \ \ \$a ISSN (International Standard Serial Number)

It is repeatable

1st indicator is blank

2nd indicator is blank

Maintains hyphen in number

024 Delete

028 Delete

035 \ \ \$a System Control Number

-Delete unless it has OCLC

040 \ \ Cataloging Source

1st indicator is blank

2nd indicator is blank

\$beng\$erda 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: \$beng\$erda\$dUtOrBLW

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

Subfield a (**\$a**)language code associated with the item

Subfield h (**\$h**)language of the original

-ex. =041 1\ \$aeng\$hspa

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 fields)

This field will be present if you have a 600 or 650 field with a **\$z** geographic subdivision or a 651 field.

1st indicator is blank

2nd indicator is blank

Subfield a (**\$a**) is seven character long. You can find the code from the link below:

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

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

-ex: =043 \ \ \$aaw-----

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)

DDC23 (Dewey Decimal Classification) for American literature (Fiction) published in the below years under these call numbers:

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 or compilers do not go in a 100 field; they go in a 700 field

1st indicator (type of personal name)

0 = Forename with birth year

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

1 = Surname with birth and death year

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

1 = Surname with no birth and death year. He wrote and illustrated the book

-ex: =100 1\ \$aRansom, James,\$eauthor,\$eillustrator.

2nd indicator is blank

100 _ \ \$a Main Entry – Personal Name (continued)

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 __ \$a Title 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. 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 preceding the next word.

-ex: =245 _0\$aAlexander and the terrible, horrible, no good, very bad day

-ex: =245 _2\$aA wonderful stroke of luck

-ex: =245 _3\$aAn affair of poisons

-ex: =245 _4\$aThe tinderbox

-ex: =245 _4\$aLes misérables

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

Subfield b (**\$b**) contains the remainder of the title (known as subtitle) as seen on the title page.

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

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

If there is a subtitle on the cover but not on the title page, there is no subfield b and include a 500 note.

-ex: =500 \\\$aA novel —Cover.

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

When "a novel by" is on the title page 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\$aDon't ever look back*/\$ca mystery by Daniel Friedman.

246 __ \$a Varying Form of Title

It is a repeatable field

No ending punctuation unless it is literally in the title

Do not include articles (A, An, and The) at the beginning of the title

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

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

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, only if in book.

1st indicator is blank

2nd indicator is blank

Type it as you see it

Ends with a period

Include publication date if it is shown with edition statement.

250 \ \ \$a Edition Statement (continued)

-ex. =250 \ \ \$aFirst edition, 2022.

-ex. =250 \ \ \$aFirst U.S. edition: 2022.

-ex. =250 \ \ \$aFirst Simon & Schuster hardcover edition.

260 Change to 264. See 264 field.

264 \1\$a Publication statement

1st indicator is blank

2nd indicator is "1"

Type as you see it from this order of preference:

1. Title page
2. Title page verso (back side of title page)
3. Item
4. Outside the item (bracketed)

"s" in 008 **DtSt** grid

1. Year will be on the title page near the publisher/place of publication
2. Year is next to the edition statement on book (usually found on title page verso)
3. There will be a published statement with year as in "published 2022" or "published in 2022"

-ex. =264 \1\$aNew York* :\$bAlfred A. Knopf,\$c2022.

A period follows the year

4. The "inferred" publishing date comes from the copyright date AND they are the same year.

If there is only a copyright date, then the publishing date is inferred from the copyright date. Because it is inferred, the year is bracketed with no period and a second 264 field with a "4" in the 2nd indicator and the copyright date is required. No period follows the \$c in the second 264 field.

008 **DtSt** = s, with **Date1** = 2022

-ex. =264 \1\$aBloomington, Minnesota* :\$bBethany House,\$c[2022]
=264 \4\$c©2022

264 \1\$a Publication statement (continued)

“t” in the 008 DtSt grid, use when the published date is different than the copyright date.

In the example below, it was “published in 2022 with a copyright date of 2021. You would use “2022” in **Date1** and “2021” in **Date2**. The year in the first 264 \$c would be “2022.” (no brackets). A second 264 field is required. No period follows the \$c in the second 264 field.

-ex. =264 \1\$aNew York*:\$bSimon & Schuster,\$c2022!
=264 \4\$c©2021

“n” in the 008 DtSt grid, unknown date

Use “uuuu” in **Date1** and “uuuu” in **Date2**.

Subfield a (**\$a**) = place of publication transcribed as it appears on the title page, then the title page verso if it is not on the title page.

Every effort is made to determine a place of publication, if not on the item, then by an internet search. The place of publication should match the “**Ctry**” code in the 008 grid. When information is found outside of the book, then the information will be bracketed. Add a 590 field to explain where the information was derived.

As a last resort, [Place of publication not identified] can be used when you can’t find any place of publication information. In the fixed field “**Ctry**” box of the 008 grid, you will type “xx”.

Subfield b (**\$b**) = name of publisher, transcribed as it appears on the title page, then title page verso

[publisher not identified] is used when unknown

Subfield c (**\$c**) = date of publication

[date of publication not identified] is used when unknown

-ex. =264 \1\$a[Chesterville, Ohio]*:\$bprivately published,\$c2012!
=590 \aPlace of publication assumed by cataloger!

264 \ 4 \$c Copyright Date

Use the copyright symbol¹

No period follows the date

1st indicator is blank

2nd indicator is "4"

-ex: =264 \4\$c©1999 This is where the copyright date goes when:

a) the date published is different than the copyright date

or

b) the published date is inferred with brackets

¹To create the copyright symbol © – hold down the "ALT" key and type 0169 on the numeric key pad to the right of the keyboard. It does not work with numbers above the alpha keyboard.

300 \ \ \$a Physical Description

1st indicator is blank

2nd indicator is blank

No period after cm, unless there is a 490 field

Subfield a (**\$a**) = extent

Subfield b (**\$b**) = other physical details

Subfield c (**\$c**) = dimensions

A book with two books in one:

-ex: =300 \ \ \$a187, 154 pages* ; \$c25 cm

A book with additional pages that are unnumbered:

-ex: =300 \ \ \$a86 pages, 21 unnumbered pages* ; \$c24 cm

A book with no page numbers and illustrations:

-ex: =300 \ \ \$a1 volume (unpaged)* ; \$bcolor illustrations* ; \$c22 cm

An "a" for in fixed field "lls" 008 grid

300 \ \$a Physical Description (continued)

A book with preface numbers, plates in the middle, illustrations, and maps:

-ex: =300 \ \$axxiv, 500 pages, 8 pages of plates *; \$billustrations, maps *; \$c28 cm

Three characters will be in the fixed field “lls” box in the 008 grid

“a” for illustrations

“b” for maps

“f” for plates

A picture book with no words or very few words like “The Snowman” by Raymond Briggs or Carl books by Alexandra Day will have a 500 note with “Chiefly illustrations”.

-ex: =500 \ \$aChiefly illustrations.

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 \ \$atext \$btxt \$2rdacontent

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

336 \ \$astill image \$bsti \$2rdacontent

Examples of items with this field:

Graphic novel, manga with “6” in fixed field “Cont” 008 grid

Stories with few words

Children’s books with an “a” in fixed field “lls” 008 grid

RDA Media Type

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

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

RDA Carrier Type

338 \ \$avolume \$bnc \$2rdacarrier

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

440 Change to 490, add a “1” in the 1st indicator

490 1\ \$a Series Statement

1st indicator is “1”

2nd indicator is blank

A period should follow “cm” in the 300 field

How to determine a series name:

When you have a series statement, search the local database first to see how the majority of the book series have been handled

Follow the same wording and capitalization.

Look at the MARC record 490 and 8XX fields to see how they have 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

It is repeatable

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

Do not use number sign (#), “book”, or “bk” in front of series number

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

Requires either 800 **or** 830 field

No articles (A, An, and 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. NovelList, 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\ \$aHarry Potter *; \$v02

A main series with a subseries follows the format below:

-ex: =490 1\ \$aI can read! My first shared reading

-ex: =490 1\ \$aWarriors. Dawn of the clans *; \$v03

490 1 \ \$a Series Statement (continued)

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 \ \$aLineage of grace* ; \$v01
-ex: =490 1 \ \$aLineage of grace* ; \$v02
-ex: =490 1 \ \$aLineage of grace* ; \$v03
-ex: =490 1 \ \$aLineage of grace* ; \$v04
-ex: =490 1 \ \$aLineage of grace* ; \$v05

500 \ \ \$a General Note

1st indicator is blank

2nd indicator is blank

-ex: =500 \ \ \$a"Simply amazing tricks"- -*Cover.

-ex: =500 \ \ \$aIllustrations on lining pages.

-ex: =500 \ \ \$aIncludes index. In the fixed field “**Indx**” box of the 008 grid, there will be a “1” for index included

504 \ \ \$a Bibliography, Etc. Note

1st indicator is blank

2nd indicator is blank

-ex: =504 \ \ \$aIncludes bibliographical references (pages 256-289) and index.

In the fixed field “**Cont**” box of the 008 grid, there will be a “b” for bibliographies and

In the fixed field “**Indx**” box of the 008 grid, there will be a “1” for index included

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.

505 _ _ \$a Formatted Contents Note (continued)

Enhanced formatted contents notes¹

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\$tDiamond drop*/\$rRoxanne St. Claire*--\$tCold moonlight*/\$rCarla Neggers*--\$tPoisoned*/\$rBeverly Barton.

¹Currently, Evergreen does not support a search by title and/or author field in the enhanced formatted contents 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.

520 \ \ \$a Summary, Etc.

1st indicator is blank

2nd indicator is blank

Keep the longest summary if it has two or more.

If copying summary from another source (i.e. NoveList) record that as

-ex. --\$cfrom NoveList.

A space and "--" (two dashes) should precede the \$c

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 the \$c from where the review came.

However, a customer review from Amazon reflects a personal opinion and is subjective, 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 book, KEEP. If not, DELETE.

| <u>1st indicator</u> | <u>Display constant</u> (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 0\ \$a2.2.

-ex: =521 8\ \$aAD220L *\$bLexile

²Currently, Evergreen does not show “display constant” information in the OPAC view

526 0 \ \$a Study Program Information Note

| <u>1st indicator</u> | <u>Display constant</u> (This word would automatically show in OPAC view) ² |
|----------------------|--|
| 0 | Reading program |
| 8 | no display constant |

-Delete, if importing from Z39.50

-KEEP if in native-Evergreen catalog

586 _ \ \$a Awards Note

| <u>1st indicator</u> | <u>Display constant</u> (This word would automatically show in OPAC view) ² |
|----------------------|--|
| # | Awards |
| 8 | no display constant |

2nd indicator is blank

No punctuation at the end

²Currently, 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 book.

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

If attaching a paperback item to a hardback MARC record, add a 590

-ex: =590 \ \ \$aArcanum & Blanchester's copies are paperback. New York : Harlequin, 2018. 326 pages ; 18 cm.

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

If 6XX, 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 \$vJuvenile fiction OR \$vJuvenile 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: \$vFiction.

If juvenile fiction, following the subject add: \$vJuvenile fiction.

If juvenile nonfiction, following the subject add: \$vJuvenile literature.

Delete any 600-655 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 book 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\$aDetective and mystery fiction;\$2lcgft

-ex 2: =655 \7\$aThrillers (Fiction)\$2lcgft

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

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

EXCEPTIONS: Large print and young adult fiction:

2nd indicator is "0"

No subfield 2 (\$2)

=655 \0\$aLarge type books;

=655 \0\$aYoung adult fiction;

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\$aWilmington (Ohio) authors.

=690 \4\$aBlanchester (Ohio) aviators.

=690 \4\$aArcanum (Ohio) military generals.

=690 \4\$aOhio astronauts.

700 1 \ \$a Added Entry - Personal Name

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

Follow 100 field guidelines

Relator term check:

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

776 _ _ \$a Additional Physical Form Entry

Delete this field

8XX field Series statement

Either an 800 field exists or an 830 field exists. Not both for the same series.

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: =800 1\ \$aRivers, Francine,\$d1947-\$tLineage of grace*,\$v01.
- ex: =800 1\ \$aRivers, Francine,\$d1947-\$tLineage of grace*,\$v02.
- ex: =800 1\ \$aRivers, Francine,\$d1947-\$tLineage of grace*,\$v03.
- ex: =800 1\ \$aRivers, Francine,\$d1947-\$tLineage of grace*,\$v04.
- ex: =800 1\ \$aRivers, Francine,\$d1947-\$tLineage of grace*,\$v05.

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 \$aSpenser ;\$v48.
- ex: =830 \0 \$aLove finds you in.
- ex: =830 \0 \$aI 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.

Keep if native Evergreen record

900, 902-904, 906-907 Delete

If the MARC record is an “On Order”, add

990 \ \ \$aON ORDER BRIEF RECORD

Additional information required for:

Big Book MARC record

Big books are used for large group presentations (i.e. story times, classrooms), not oversized or coffee table books.

=020 \\\$a \$q(big book)
=380 \\\$aBig book\$2local
=650 \0\$aBig books.

Board Book MARC record

=020 \\\$a \$q(board book)
=380 \\\$aBoard book\$2local
=500 \\\$aOn board pages.
=650 \\\$aBoard books.

Comic or Graphic Novel MARC record

008 Cont = 6
008 III = a
=336 \\\$aStill image\$bsti\$2rdacontent
=380 \\\$aComic or graphic novel\$2local
=500 \\\$aChiefly illustrations.
=655 \7\$aGraphic novels.\$2lcgft
=655 \7\$aComics (Graphic works)\$2lcgft

Book with CD - additional information required

=007 ta

=007 sd\fsngnn ed

Uses book format

=008 grid, Type = a

=020 \\\$a\$q(paperback with CD)

=020 \\\$a\$q(jacketed hardback with CD)

Other Standard Identifier (UPC)

=024 1\\\$a\$q

Publisher or Distributor number

=028 01\$a\$b\$q(disc)

if the CD's copyright date is different than the book, it goes in 046 field, subfield k

=046 \\\$k

=300 \\\$a1 volume (unpaged) :\$bcolor illustrations ;\$c25 cm +\$e1 audio disc (digital, CD audio ; 4 ¾ in.)

=300 \\\$a218 pages ;\$c22 cm +\$e1 audio disc (digital, CD audio ; 4 ¾ in.)

=336 \\\$3book\$a\$text\$b\$txt\$2rdacontent

=337 \\\$3book\$aunmediated\$b\$n\$2rdamedia

=338 \\\$3book\$avolume\$bnc\$2rdacarrier

=336 \\\$3CD\$a (see options below for picture book, audiobook & music CD)

=337 \\\$3CD\$aaudio\$b\$2rdamedia

=338 \\\$3CD\$aaudio disc\$b\$2rdacarrier

=340 \\\$3CD\$b4 ¾ in.\$2rda

=344 \\\$3CD\$a digital\$b optical\$c 1.4 mps\$g stereo\$2rda

=347 \\\$3CD\$a audio file\$b CD audio\$2rda

=347 \\\$bBook with CD

If picture book, add

=336 \\\$3book\$a still image\$b sti\$2rdacontent

If spoken audiobook, add

=336 \\\$3CD\$a spoken word\$b spw\$2rdacontent

If music CD, add

=336 \\\$3CD\$a performed music\$b prm\$2rdacontent

Book With CD additional information required (continued)

- =655 \7\$aPicture books.\$2lcgft (for picture books)
- =655 \7\$aChildren's audiobooks.\$2lcgft (for children's audiobooks)
- =655 \7\$aAudiobooks.\$2lcgft (for adult audiobooks)

- =690 \4\$aBook with CD.