

## Book Guidelines

- 1) Includes RDA standards
- 2) Punctuation follows RDA rules, MARC bibliographic indicates acceptable punctuation rules.
- 3) 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>

- 4) For authorized subject headings, author's names, genres, etc., refer to Library of Congress Authorities.

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

- 5) Paperback items can be placed on hardback MARC records. If the publisher information and physical description is significantly different, include a 590 field with library name and indicate the differences. See page 20 for 590 example or TCN 730710 Lover Avenged by J. R. Ward.
- 6) An on order item requires its own MARC record. See the Cataloging Guidelines for more details.
- 7) An interlibrary loan item (ILL) requires its own MARC record. See the Cataloging Guidelines for more details.
- 8) The examples shown are the most common types used in book cataloging.
- 9) MARC records for big books, board books, comics/graphic novels, and large print books require additional tag fields, see pages 26-27.
- 10) A book with CD is cataloged on its own MARC record using the book format and has additional tag fields located on pages 28-29.

## 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

x = 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 1<sup>st</sup> and/or 2<sup>nd</sup> indicators of a tag field

\* = space within the tag field

red font = examples

yellow highlight = punctuation

### Fixed fields grid

Type	a	ELvl	x	Srcce	d	Audn	x	Ctrl		Lang	xxx
BLvl	m	Form	x	Conf	0	Biog	x	MRec		Ctry	xxx
		Cont	x x x x	GPub		LitF	x	Indx	x		
Desc	i	Ills	x x x x	Fest	0	DtSt	x	Date1	xxxx	Date2	xxxx

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

008 are 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 <https://www.loc.gov/marc/bibliographic/bd008.html> for correct character positions.

**Type: Type of Record**

“a” for language material

**ELvl: Encoding Level**

When a grid box is blank, retain it. The empty grid box indicates the record is full-level—the most complete MARC record.

If it has any other characters besides blank, then the “**ELvl**” should be changed to “7”

An On Order will have a “3, 5, or 8” or until it is overlayed, merged or updated.

**Src: Cataloging Source**

d = other

**Audn: Audience** (click in box for drop down menu)

a = preschool (approximate ages 0-5 years)

b = primary (approximate ages 6-8 years, K – 3<sup>rd</sup> grade)

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

d = adolescent (approximate ages 14-17 years, 9th – 12th grade), also known as young adult

e = adult (18 and older)

**Ctrl: Type of control**

blank = no specific type of control

**Lang: Language** (click in box for drop down menu)

“eng”

Most material will be in English; materials published in a different language need to be coded appropriately. [https://www.loc.gov/marc/languages/language\\_name.html](https://www.loc.gov/marc/languages/language_name.html)

**BLvl: Bibliographic Level**

m = monograph item

**Form: Form of Item** (click in box for drop down menu)

Most commonly used alpha character will be for large print. (See page 27)

**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.** (click in box for drop down menu)

To find code, click on below link:

[http://www.loc.gov/marc/countries/countries\\_name.html](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 item, use “xx”

**Cont: Nature of Contents** (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** (click in box for drop down menu)

COOL cataloging uses the more general designations.

0 = Not fiction

1 = Fiction

**Indx: Index**

0 = no index

1 = index included

**Desc: Descriptive Cataloging Form**

i = follows RDA rules

Add 040 \ \$beng\$erda in the record if it is absent

**Ills: Illustrations** (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** (click in box for drop down menu)

s = single date

t = publication date and copyright date

n = unknown date

**Date1:** see 264 tag field explanation (pages 11-12)

**Date 2:** see 264 tag field explanation (pages 11-12)

**007** Delete

**008 Fixed-Lengths Data Elements**

See description below grid (pages 2-5)

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

1<sup>st</sup> indicator is blank

2<sup>nd</sup> 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 print form: 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

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Remove the space and colon after the ISBN

Delete 020 fields with **\$z**

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

**\$c** Delete

**\$q** Qualifying information in parenthesis

It is repeatable

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

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

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

It is repeatable

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Maintain hyphen in number

-ex: =022 \ \ \$a0093-7673 (People Weekly Magazine's ISSN)

**024** Delete

**028** Delete

**035 \ \ \$a System Control Number**

-Delete unless **\$a** contains "OCoLC"

**040 \ \ Cataloging Source**

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

**\$beng\$erda** are required subfields when **Desc** in the 008 grid is "i"

When importing from Z39.50, delete all other subfields.

When editing a local catalog record delete all subfields, with below exception.

**keep: \$beng\$erda\$dUtOrBLW**

## 041 \_ \ \$a Language code

1<sup>st</sup> indicator Translation indication

0 = item not a translation/does not include a translation

1 = item is or includes a translation

2<sup>nd</sup> 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](http://www.loc.gov/marc/languages/language_name.html)

If a 041 field exists a 546 field is required (page 19)

## 042 \ \ \$a Authentication Code

1<sup>st</sup> indicator is blank

2<sup>nd</sup> 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 6xx, 7xx fields are added to the record, verification in Library of Congress Authorities need completed.

## 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.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Subfield a (**\$a**) is seven character long. The code is found at the link below:

[https://www.loc.gov/marc/geoareas/gacs\\_name.html](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,

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator

4 = assigned by agency other than LC (use when original cataloging)

## 082 \_\_ \$a Dewey Decimal Classification Number

1<sup>st</sup> indicator (type of edition)

0 = full edition

1 = abridged edition

2<sup>nd</sup> indicator

0 = assigned by LC

4 = assigned by agency other than LC (use when 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

It is **not** a repeatable field

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

1<sup>st</sup> 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

2<sup>nd</sup> 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 \$a title \* \$b subtitle \* / \$c author.

It is **not** a repeatable field

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

1<sup>st</sup> indicator

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

1 = Use when 1XX field is present

The 2<sup>nd</sup> indicator is very important in this field. It can keep an item from being located in the database.

2<sup>nd</sup> 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 **\$b**. 490 field will be present. 8XX field will be present, if there is a 1 in the 1<sup>st</sup> indicator of 490 field.

If there is a subtitle on the cover or dust jacket but not on the title page, there is **no \$b** and include a 500 note.

-ex: =500 \\\$aA novel\*--Dust jacket cover.

## 245 \_\_ \$a Title Statement (continued)

Subfield c (**\$c**) is the statement of responsibility. It contains the author's name as seen on the title page. Subfield c may include 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

1<sup>st</sup> indicator (note/added entry controller)

Most commonly used:

1 = note, added entry

3 = no note, added entry

2<sup>nd</sup> indicator (type of title)

Most commonly used:

Blank = no type specified

0 = portion of title from the 245 field

3 = other title

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.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Type it as you see it

Ends with a period

Include publication date if it is shown with edition statement.

-ex: =250 \ \$aFirst edition, 2019.

-ex: =250 \ \$aFirst U.S. edition: 2023.

-ex: =250 \ \$aFirst Simon & Schuster hardcover edition March 2025.

**260** Change to 264. See 264 field.

**264 \1\$a Publication statement**

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is "1" = Publication

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. Information is bracketed with a 590 field explaining where the information was derived.

"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 2025" or "published in 2025"

-ex. =264 \1\$aNew York\* :\$bAlfred A. Knopf,\$c2025.

A period follows the year.

“s” in 008 **DtSt** grid (continued)

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 2<sup>nd</sup> indicator and the copyright date is required. **No** period follows the **\$c** in the second 264 field.

008 **DtSt** = s, with **Date1** = 2025

-ex. =264 \1**\$a**Bloomington, Minnesota \***;****\$b**Bethany House**;****\$c**[2025]  
=264 \4**\$c**@2025

“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 2025 with a copyright date of 2024. You would use “2025” in **Date1** and “2024” in **Date2**. The year in the 264 \1 **\$c** would be “2025.” (no brackets). A second 264 field is required with a “4” in the 2<sup>nd</sup> indicator and the copyright date. **No** period follows the **\$c** in the second 264 field.

-ex. =264 \1**\$a**New York \***;****\$b**Simon & Schuster**;****\$c**2025.  
=264 \4**\$c**@2024

“n” in the 008 **DtSt** grid indicates an unknown date

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

## 264 \1**\$a** Publication statement

Subfield a (**\$a**) = place of publication is 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 place 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**”.

## 264 \1\$a Publication statement (continued)

Subfield b (**\$b**) = name of publisher, transcribed as it appears on the title page, then title page verso. When publisher information is found outside the book, then the information will be bracketed. Add a 590 field to explain where the information was derived.

Use [**publisher not identified**] when publisher is unknown

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

The below example may occur for a local item given to a library where the cataloger has knowledge of year.

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

Use [**date of publication not identified**] when year is unknown.

“n” in the 008 **DtSt** grid indicates an unknown date

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

## 264 \ 4 \$c Copyright Date

Use the copyright symbol<sup>1</sup>

No period follows the date

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is “4”

-ex: =264 \4**\$c**@2025 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

If the book copyright year (ex. 2019) differs from the illustration copyright year (ex. 2024) or map year (ex. 2020), the 264 \4\$b is handled like this:

-ex: =264 \4**\$3**text**;**\$c@2019  
=264 \4**\$3**illustration**;**\$c@2024  
=264 \4**\$3**map**;**\$c@2020

<sup>1</sup>To 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 the numbers located above the alpha keyboard.

### 300 \ \$a Physical Description

1<sup>st</sup> indicator is blank

2<sup>nd</sup> 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 may have separate pagination.

-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. An “a” in fixed field “llls” 008 grid.

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

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

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

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

“a” for illustrations

“b” for maps

“f” for plates

A picture book with no words or very few words. “The Snowman” by Raymond Briggs or Carl books by Alexandra Day are examples of books with a 500 note stating “Chiefly illustrations”.

-ex: =500 \ \$aChiefly illustrations|

“a” in fixed field “llls” box in the 008 grid

## RDA 3XX fields

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Includes subfield b (**\$b**)

No periods at the end of these fields

### 336 - Content Type

**336** \\\$atext\$btxt\$2rdacontent

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

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

Books with an “a” in fixed field “**lls**” 008 grid

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

Books with “illustration(s)” in **\$b** of 300 field

Stories with few words

Add 340 field

**336** \\\$acartographic image\$bcric\$2rdacontent

Books with a “b” in fixed field “**lls**” 008 grid

Books with “map(s)” in **\$b** of 300 field

Add 340 field =340 \\\$pmap\$2rdaill

### 337 - Media Type

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

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

### 338 - Carrier Type

**338** \\\$avolume\$bncc\$2rdacarrier

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

### 340 - Physical Medium

Item contains color

=340 \\\$gpolychrome\$2rdacc

Item contains both illustrations and map

**340** \\\$pillustration\$pmmap\$2rdaill

Item contains only illustrations

**340** \\\$pillustration\$2rdaill

Item contains only map

**340** \\\$pmap\$2rdaill

Item has plates

**340** \\\$pplate **NO** \$2rdaill – not listed as approved in RDA illustrative content

## 440 Obsolete

### 490 \_ \ \$a Series Statement

1<sup>st</sup> indicator is either “0” or “1”

0 Series not traced (not LOC authorized)

1 Series traced (LOC authorized)

2<sup>nd</sup> indicator is blank

In 300 field, a period should follow “cm”

It is repeatable

Series title typed as seen in this order:

1. Title page

2. Title page verso

3. Dust jacket front or back

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

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

No punctuation at the end of \$v

If series is authorized, an 800 or 830 field is required

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, etc.), add a 590 field with “Series number from ...”

How to determine if a series name is authorized. Search Library of Congress Authorities:

1. Name/Title Authority Headings
2. Title Authority Headings
3. Keyword Authorities (All)

When an authorized series statement exists, search the local database to see how the majority of the book series have been typed in the 490 and 8XX fields. Follow the same wording and capitalization. If the 490 or the 8XX fields do not follow the rules above, then add a 590 statement:

-ex: =590 \ \$aSeries name from title page. Series number from Fantastic Fiction and NoveList. 800 field is based on previous COOL records and COOL procedures.

A 590 field should be used to clarify where the cataloger got the information.

-ex: =590 \ \$aSeries name from book. Series number from Fantastic Fiction, KDL What’s Next, and NoveList. LOC authorized name/title series.

If the series is found outside the book and it is not authorized:

-ex: =590 \ \$aSeries name from Amazon. No LOC authorized name/title series.

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 \ \$a Series Statement (continued)

If **multiple series volumes** are combined in **one book**, each series number has a separate 490 field and 8XX field. Example “A lineage of grace” by Francine Rivers has 5 volumes in one book. The MARC record should have five 490 fields and 800 fields.

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

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

## 500 \ \ \$a General Note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

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

-ex: =500 \ \ \$aillustrations on endpapers.

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

-ex: =500 \ \ \$aChiefly illustrations.

## 504 \ \ \$a Bibliography, Etc. Note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> 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

1<sup>st</sup> indicator is "0"

2<sup>nd</sup> indicator is blank

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

-ex: =505 0\$aDiamond drop\*/\$rRoxanne St. Claire\*--\$tCold moonlight\*/\$rCarla Neggers\*--  
\*Poisoned\*/\$rBeverly Barton.

Enhanced formatted contents notes<sup>2</sup>

1<sup>st</sup> indicator is "0"

2<sup>nd</sup> indicator is "0"

The "0" in the 2<sup>nd</sup> 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.

<sup>2</sup>Currently, Evergreen does not support a search by title and/or author field in the enhanced formatted contents field. Using the enhanced formatted contents is in preparation for the future development in OPAC. It can still be found by a keyword search.

## 520 \ \ \$a Summary, Etc.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Keep the longest summary if there are 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 summary 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 Local Catalog

-if Z39.50 import and can confirm from book or website, keep. If not, remove.

1<sup>st</sup> indicator<sup>3</sup> is blank unless a Lexile note. See example below

2<sup>nd</sup> indicator is blank

**<sup>3</sup>Currently, Evergreen does not show “display constant” information in the OPAC view. Please type in the phrase and do not type 0, 1, or 2 in 1<sup>st</sup> indicator.**

In subfield a (\$a) type the following wording as needed:

Reading grade level: Grade

Interest age level: Ages

Interest grade level: Grades

-ex: =521 \ \ \$aReading grade level:\*Grade 2.2.

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

-ex: =521 \ \ \$aReading grade level:\*Grade 2.2.

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

## 526 0 \ \$a Study Program Information Note

1<sup>st</sup> indicator      Display constant (This wording would automatically show in OPAC view)<sup>4</sup>

0                  Reading program

8                  no display constant generated

2<sup>nd</sup> indicator is blank

-Delete, if importing from Z39.50

-KEEP if in native-Evergreen catalog

**<sup>4</sup>Currently, Evergreen does not show “display constant” information in the OPAC view. Please type in the phrase. Do not use 1<sup>st</sup> indicator.**

## 546 \ \ \$a Language Note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

If a 041 field is present, include 546 field

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

-ex: =546 \ \ \$aIn English, translated from Spanish.

## 586 \_ \ \$a Awards Note

1st indicator      Display constant (This word would automatically show in OPAC view)<sup>5</sup>  
    blank            Awards  
    8                no display constant generated  
2<sup>nd</sup> indicator is blank  
No punctuation at the end

<sup>5</sup>Currently, Evergreen does not show “display constant” information in the OPAC view.

## 590 \ \ \$a Local Note

1<sup>st</sup> indicator is blank  
2<sup>nd</sup> indicator is blank

A 590 field clarifies information in the MARC record.

-ex: =590 \ \ \$aSeries name from book. Series number from KDL What's Next. LOC authorized name/title series.

-ex: =590 \ \ \$aTitle from cover.

If attaching a paperback item to a hardback MARC record, add a 590 to explain the library owns the paperback copy indicating differences. For example the publisher, publication date, pagination, and size. See TCN 730710 *Lover Avenged* by J. R. Ward

-ex: =590 \ \ \$aBlanchester's copy is paperback. New York\*:Harlequin, 2018. 326 pages\*;18 cm.

## 6XX fields – Subject Added Entry

Keep 600-651 fields, if 2<sup>nd</sup> indicator is a “0”.

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

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

If 6XX, 2<sup>nd</sup> 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.

## 6XX fields – Subject Added Entry (Continued)

Delete 600-651 fields, if **2<sup>nd</sup> indicator** is a “**2**”, “**3**”, “**4**”, “**5**”, “**6**”, “**7**”.

If adult or young adult fiction (**Audn** = “**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 1<sup>st</sup> indicator information in 100 field

2<sup>nd</sup> indicator is “**0**”

If the book is a biography, there is **no \$vBiography** after the person’s name.

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

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

1<sup>st</sup> indicator is blank

2<sup>nd</sup> 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)

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is “**0**”

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

## 655 \ 7\$a Index Term – Genre/Form

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is “7”

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

No period after \$2

Remove =655 \ 7\$aNovels.\$2lcgft and =655 \ 7\$aFiction.\$2lcgft

Juvenile MARC records – no \$vJuvenile fiction or \$vJuvenile literature before or after \$2lcgft

-ex 1: =655 \ 7\$aDetective and mystery fiction.\$2lcgft

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

-ex 2: =655 \ 7\$aWordless picture book.\$2lcgft

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

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

**EXCEPTION:** Young adult fiction:

2<sup>nd</sup> indicator is “0”

No subfield 2 (\$2)

=655 \ 0\$aYoung adult fiction.

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

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is “4”

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

Book with CD.

Consortial kits.

Program packs.

STEAM (Science, technology, engineering, arts, mathematics)

STEM (Science, technology, engineering, mathematics)

STEAM fiction (Science, technology, engineering, arts, mathematics)

STEM fiction (Science, technology, engineering, mathematics)

## 690 \4 \$a Local Subject Added Entry - Topical Term (continued)

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

A book may have multiple series attributed to the book. See TCN 1679702 Revenge Prey by John Sandford. Both of these series are authorized consequently they have 800 fields. Since the 800 field is authorized, there would be no 830 series title field with “Prey series” or “Lucas Davenport novel.” 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 1<sup>st</sup> indicator is present

It is repeatable

2<sup>nd</sup> 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)

Type authorized name/title series as it is in the Library of Congress Authorities database.

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

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

-ex: =800 1\ \$aParker, Robert B.\$d1932-2010.\$tJesse Stone novels\*;\$v08.

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

A 590 field is included in the MARC record. It explains where the name/title series came and if it is authorized or not. See 590 field (page 20)

## 830 \ \_ \$a Series Added Entry – Uniform Title

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator shows nonfiling characters. Refer to 245 field for further explanation

-ex: =830 \0\$aLove finds you in.

-ex: =830 \0\$aI can read book.

To be an 830 field, a series must be authorized in LOC. The 490 will have a “1” in the 1<sup>st</sup> indicator. If the series title is not authorized in LOC. The 490 will have a “0” in the 1<sup>st</sup> indicator and NO 830 field.

These are series that have no author designation, thus go by title only.

If an 830 field exists, a 490 field with a “1” in the **1<sup>st</sup> indicator** needs to be present.

A 590 field is included in the MARC record. It explains where the title series came and if it is authorized or not. See 590 field (page 20)

## 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 in the Local Catalog record.

**905 \ \ \$u Local Note** This field populates when vendor records are imported or records have gone through authority work.

Keep in Local Catalog record.

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

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

**990 \ \ \$aON ORDER BRIEF RECORD**

or

**990 \ \ \$aILL BRIEF RECORD**

These fields and its verbage prevents the record from being sent to Backstage for authority work. Each record costs the consortium money to be reviewed by Backstage.

## Special format books:

The 380 field has to be **typed exactly** as in each section for the correct format image to display.

### Big Book MARC record

Big books are used for large group presentations (i.e. story times, classrooms). Oversized or coffee table books **DO NOT** use this format.

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

### Board Book MARC record

008 **Audn** = a  
008 **lls** = a  
=020 \\\$a \$q(board book)  
=336 \\\$astill image\$bsti\$2rdacontent  
=340 \\\$pillustration\$2rdaill  
=380 \\\$aBoard book\$2local  
=500 \\\$aOn board pages.  
=655 \7\$aBoard books.\$2lcgft

### Comic or Graphic Novel MARC record

008 **Cont** = 6  
008 **lls** = a  
008 **LitF** = 1 unless it is Not fiction/Biography in a graphic novel format, then in grid box "0"

In a graphic novel's title field, it is common to have a volume (**\$n** = number of part) and secondary name (**\$p** = name of part) in the 245 field.

=245 \_\_ \$a.\$n.\$p\*/\$c  
=336 \\\$astill image\$bsti\$2rdacontent  
=340 \\\$pillustration\$2rdaill  
=380 \\\$aComic or graphic novel\$2local

## Comic or Graphic Novel MARC record (continued)

No 490 field if \$n and/or \$p are present in 245 field.

=500 \ \$aChiefly illustrations.

=655 \7 \$aGraphic novels;\$2lcgft  
and/or

=655 \7 \$aComics (Graphic works);\$2lcgft  
and/or

=655 \7 \$aManga;\$2lcgft

=700 1\ \$a \$eartist.

=700 1\ \$a \$eletter.

## Large Print MARC record

008 Form = d

=020 \ \$a\$q(large print\*; \*hardback) or \$q(large print\*; \*paperback)

=250 \ \$aLarge print edition.

=300 \ \$a\*pages (large print)\*;\$c\*cm

=340 \ \$nlarge print\$2rdafs

=655 \7 \$aLarge print books;\$2lcgft

## Book with CD

=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\$btxt\$2rdacontent  
=337 \\\$3book\$aunmediated\$bn\$2rdamedia  
=338 \\\$3book\$avolume\$bnc\$2rdacarrier  
**=336 \\\$3CD\$a (see options below for picture book, audiobook & music CD)**  
=337 \\\$3CD\$aaudio\$bs\$2rdamedia  
=338 \\\$3CD\$aaudio disc\$bsd\$2rdacarrier  
=340 \\\$3book\$aillustration\$2rdaill  
=340 \\\$3CD\$a4 ¾ in.\$2rda  
=344 \\\$3CD\$aadigital\$boptical\$c1.4 mps\$gstereo\$2rda  
=347 \\\$3CD\$aaudio file\$bCD audio\$2rda  
=347 \\\$bBook with CD

If picture book, add  
=336 \\\$3book\$astill image\$bsti\$2rdacontent

If spoken audiobook, add  
=336 \\\$3CD\$aspoken word\$bspw\$2rdacontent

## Book With CD additional information required (continued)

If music CD, add

=336 \3CD\$a**performed music**\$b**pr**\$2**rd**acontent

=655 \7\$a**Picture books**.\$2**l**cgft (for picture books)  
=655 \7\$a**Children's audiobooks**.\$2**l**cgft (for picture books)  
=655 \7\$a**Audiobooks**.\$2**l**cgft (for adult audiobooks)

=690 \4\$a**Book with CD.**