

Session 3: MARC Format

- What is MARC?
- Components of a MARC record
- Common fields

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In this session we will learn about MARC format. We will learn what MARC format is, and the components of a MARC record. However, this is not a comprehensive session on MARC format. It will only contain the most common MARC fields and we will only talk about book cataloging.

As we work through each MARC field, we will also look at a booklet in your packet, "The Joys of Cataloging", and decide how to enter it into a MARC bibliographic record.

What is MARC Format?

- MAchine-Readable Cataloging
- Machine-readable cataloging is an international standard for bibliographic records that can be read and interpreted by a computer
- If the bibliographic record is coded correctly, it will display and index correctly and therefore help library patrons find what they need

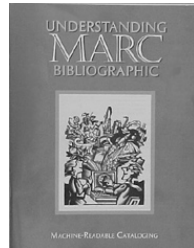
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MARC is an acronym for Machine-Readable Cataloging.
(Go through the points above)

Understanding MARC Bibliographic

- Available at:

<http://www.loc.gov/marc/umb>



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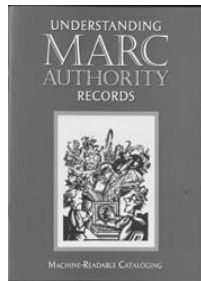
“Understanding MARC Bibliographic” is a great resource to give the basics of MARC format. This is the link to the electronic resource. (If you have Internet access, you can click on the link and show it).

There is a paper copy in your packet.

Understanding MARC Authority Records

- Available at:

www.loc.gov/marc/uma



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Authority records are also available in MARC format. These are used to help organize names, subjects and series and provide one correct way to put each name, subject or series into bibliographic records.

The Stephen King who writes horror fiction will only have one form of his name King, Stephen, 1947- on all bibliographic records and we will know it is that Stephen King not another one.

This is a link to “Understanding MARC Authority Records” if you would like more information about authority records. Today we will only be talking about MARC bibliographic records.

MARC Authority Record

The screenshot shows a web browser window titled "OCLC Connexion - [Online LC Authority File: King, Stephen, 1947-]". The main content area displays a MARC authority record for "King, Stephen, 1947-".

Record Information:
 ARN: 296711
 Rec stat: c
 Entered: 19790802
 Replaced: 20060307100103.0

| Field | Value | Field | Value | Field | Value |
|----------|-------|-------------|-------|-----------|-------|
| Type | z | Upd status | a | Enc lvl | n |
| Roman | 0 | Ref status | a | Mod rec | |
| Govt agn | 0 | Auth status | a | Subj | a |
| Series | n | Auth/ref | a | Geo subd | n |
| Ser num | n | Name | a | Subdiv tp | n |
| | | | | Source | |
| | | | | Name use | a |
| | | | | Subj use | a |
| | | | | Ser use | b |
| | | | | Rules | c |

010 | | | n 79063767 #z n 87125504

040 | | | DLC #b eng #c DLC #d DLC #d OCl #d DLC #d OCoLC #d OCl #d DLC #d OCoLC #d DLC

053 | 0 | PS3561.I483

100 | 1 | King, Stephen, #d 1947-

400 | 1 | King, Stiven, #d 1947-

400 | 1 | King, Stivn, #d 1947-

500 | 1 | Druse, Eleanor #w nnncc

500 | 1 | Bachman, Richard #w nnncc

663 | | | For works of this author written under other names, search also under #b Bachman, Richard, #b Druse, Eleanor

670 | | | His Carrie, 1974.

670 | | | Washington post, 4/9/85 #b (Stephen King has written 5 novels using the pseudonym Richard Bachman)

670 | | | Collins, M.P. The work of Stephen King, 1903- #b CIP online #b Stephen Edward King, 0/21/47, Portland, Me.)

At the bottom of the window, there are buttons for "Export", "Add", "Submit", "Replace", "Report Error", and "Validate". The status bar shows "13 of 125" and "INS | 38:47".

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Authority records not only give guidance on the form of the name or subject, they provide a way to put cross references in your catalog.

This is a MARC authority record from OCLC. We won't be looking at these anymore in this session. We will concentrate on the MARC Bibliographic Record.

OCLC MARC Record

Annotations:

- Leader
- Fixed Field
- Variable Fields

| Type | a | ELvl | Rec stat | c | Entered | 19861218 | Replaced | 200411 |
|------|---|------|----------|---|---------|----------|----------|--------|
| 3Lvl | m | Form | Cont | 0 | Blpg | b | MRec | Ctrl |
| Desc | a | Ills | a | | GPub | LitE | 0 | Indx |
| | | | Fest | 0 | Dist | s | Dates | 1987 |

| | |
|-----|---|
| 010 | 86033379 |
| 040 | DLC Ilc DLC Ilid MLX Ilid OCLCO |
| 019 | 29366901 |
| 020 | 0899193803 : Ilc \$15.95 |
| 042 | lcac |
| 043 | n-us— |
| 050 | 0 0 E457.905 Ib F73 1987 |
| 051 | E457.905 Ib F73 1987 Copy 2 Ilc Another copy. |
| 051 | E457.905 Ib F73 1987 Copy 3 Ilc Another copy. |
| 082 | 0 0 973.7/0924 Ilc B Ilc 92 Ilc 19 |
| 092 | Ib |

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The leader and fixed field will display differently on some computers. This is an OCLC display. OCLC combines the data so it displays better.

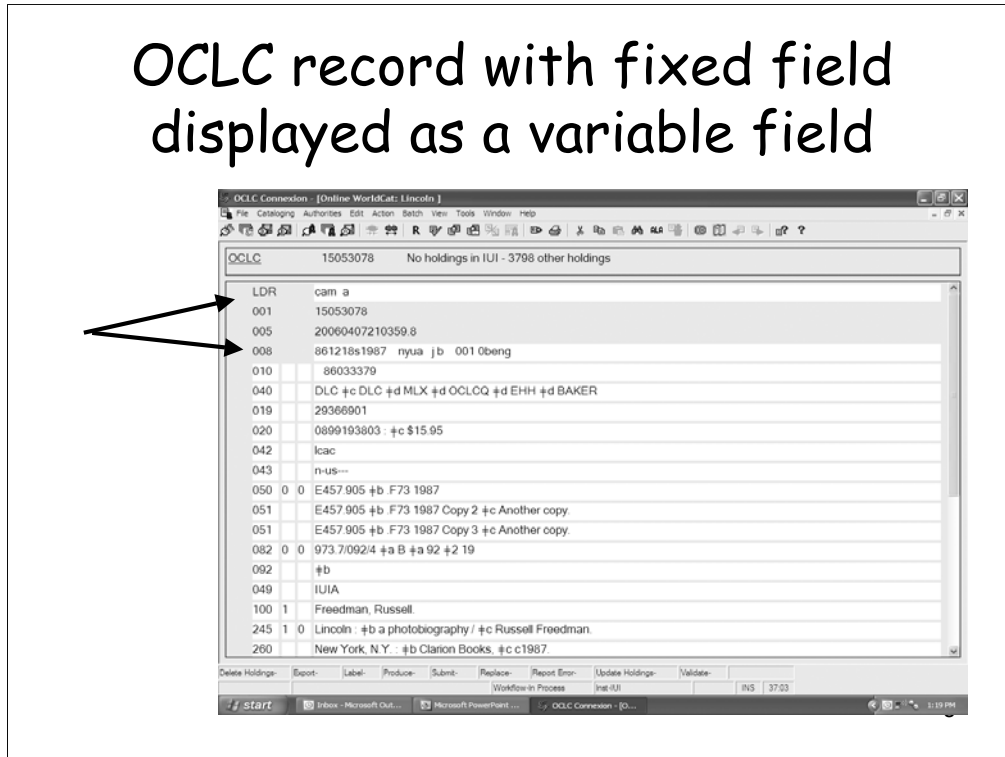
The leader includes the type of record (book, video, sound recording, etc.), the bib level (monograph or serial), and the information that shows how complete the cataloging is and which rules were used for punctuation (encoding level and description)

Fixed fields contain important information about the item in abbreviated form. Most of this information is used by the computer, often for qualifying searches.

Variable fields contain the descriptive cataloging information and the access points.

(Go through components). We will concentrate on the variable fields in this session.

OCLC record with fixed field displayed as a variable field



This is an optional display of the bibliographic record on OCLC. Some local databases may have this display, as well. Notice that the leader field and the 008 make up the components for the fixed field section in the previous record display.

Variable Fields

The diagram illustrates the structure of variable fields in a MARC record. Three arrows point from labels above to specific parts of the record:

- Tags:** Points to the first column of the record (e.g., 082, 092, 049).
- Indicators:** Points to the second and third columns (e.g., 0, 0).
- Subfields:** Points to the vertical bars that separate the subfields within a variable field (e.g., the bar between 'a' and 'b' in field 245).

| Tag | Indicator 1 | Indicator 2 | Subfield | Text |
|-----|-------------|-------------|----------|---|
| 082 | 0 | 0 | | 973.71092/4 Lc B Ila 92 I2 19 |
| 092 | | | b | |
| 049 | | | IEIA | |
| 100 | | | a | Freedman, Russell. |
| 245 | 1 | 0 | a | Lincoln : Ib a photobiography / Ic Russell Freedman. |
| 260 | | | a | New York, N.Y. : Ib Clarion Books, Ic c1987. |
| 300 | | | a | 150 p. : Ib ill. : Ic 24 cm. |
| 504 | | | a | Includes bibliographical references (p. 142-143) and index. |
| 520 | | | a | Photographs and text trace the life of the Civil War President. |
| 505 | 0 | | a | The mysterious Mr. Lincoln — A backwoods boy — Law and politics — Half slave and half free — Emancipation — This dreadful war — Who is dead in the White House? — A Lincoln sampler — In Lincoln's footsteps. |
| 600 | 1 | 0 | a | Lincoln, Abraham, Id 1809-1865 Iv Juvenile literature. |
| 650 | | 0 | a | Presidents Iz United States Iv Biography Iv Juvenile literature. |
| 600 | 1 | 1 | a | Lincoln, Abraham, Id 1809-1865. |
| 650 | | 1 | a | Presidents. |
| 710 | | 2 | a | Alfred Whital Stern Collection of Lincolniana (Library of Congress) I5 DLC |
| 856 | 4 | 2 | a | I3 Publisher description Iu http://www.loc.gov/catdir/description/hm021/86033379.html |

This is a better view of the variable fields. We will concentrate on these in the session today.

Tag numbers are listed on the left, indicator positions are the two spaces after the tag and subfields divide the variable fields into smaller sections. They may look different on other computer systems, sometimes like a dollar sign or an arrow pointing upward. The symbol is called a delimiter. Also, notice that the first subfield in each of these fields, except the last, is a subfield “a” even though the “a” doesn’t display at the beginning of the line.

Some local systems will display the subfield “a”.

Tags

- Three-digit numbers assigned to a particular field
 - 100 Personal name main entry
 - 245 Title and statement of responsibility
 - 260 Publication information

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Tags are divided into groups according to the first digit

- 0XX Control numbers and coded information
- 1XX Main entries
- 2XX Titles and title paragraph
- 3XX Physical description
- 4XX Series
- 5XX Notes
- 6XX Subjects
- 7XX Added entries; linking fields
- 8XX Series added entries; holdings
- 9XX Local

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MARC Parallel Tag Structure

| TAG GROUPS | Main entries 1XX | Series statements 4XX | Subject headings 6XX | Added entries 7XX | Series added entries 8XX |
|------------------------|---------------------------------|-------------------------------|--------------------------------------|----------------------------------|---|
| Personal name X00 | Personal main entry 100 | | Personal subject heading 600 | Personal added entry 700 | Personal series added entry 800 |
| Corporate name X10 | Corporate main entry 110 | | Corporate subject heading 610 | Corporate added entry 710 | Corporate series added entry 810 |
| Conference name X11 | Conference main entry 111 | | Conference subject heading 611 | Conference added entry 711 | Conference series added entry 811 |
| Uniform title X30 | Uniform title main entry 130 | | Uniform title subject heading 630 | Uniform title added entry 730 | Uniform title series added entry 830 |
| Title X40 | | Title series statement 440 | | | |
| Topical X50 | | | Topical subject heading 650 | | |
| Geographic X51 | | | Geographic subject heading 651 | | |
| Genre/Form X55 | | | Genre/Form headings 655 | | |

Personal names end with '00' →

Corporate names end with '10' →

Conference names end with '11' →

Uniform titles end with '30' →

D. Fritz, TMQ, MARC 21

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There is a parallel tag structure in MARC format which make tag numbers easier to remember. As I said on the previous screen, the beginning number tells what kind of tag to expect – 100 main entry, 400 series, 600 subject, 700 added entry, 800 series added entry.

The ending numbers also give us important information. If the second and third digits in a 1XX, 6XX, or 7XX are 00, then we know it is a personal name. The 100 would be a personal name as a main entry (author), the 600 would be a personal name as the subject of a book, and the 700 would be a personal name added entry. (Do 10 for corporate, 11 for conference and 30 for uniform title now)

Indicators

- Indicators help the computer file the information to make it search and display correctly
- There are two indicator positions in each field; they will either be left blank or contain digits 0-9, depending on the field
- Indicators are unique to each tag and are very important

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(Some examples are on the next screen)

Indicators (cont.)

245 1 4 The shining

The 1st indicator 1 tells the computer to trace (or make an access point) for the title.

The 2nd indicator 4 ignores "the" and the space after it when filing.

Indicators mean different things in different fields.

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In a 245 tag the 2nd indicator tells how many characters or spaces need to be ignored to file a title in the correct place. In a card catalog we would never file a title under an article (a, an, the). In an online catalog, the 245 2nd indicator tells the computer to ignore those articles when filing.

Indicators (cont.)

246 14 Spanish cookery

The 1st indicator 1 creates a note and a title added entry

The 2nd indicator 4 creates the print constant Cover title:

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In a 246 field the indicators mean something completely different than in the 245 field.

Match the Terms to their Definitions

1. Subfield
2. Tag
3. Indicator
- a) 3 digit number that identifies and begins a field
- b) Used to help computer file and display information correctly
- c) Smaller sections of data in a field
-
- ```
graph LR; 1[1. Subfield] --> c[c) Smaller sections of data in a field]; 2[2. Tag] --> a[a) 3 digit number that identifies and begins a field]; 3[3. Indicator] --> b[b) Used to help computer file and display information correctly];
```

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## Common Variable Fields

- 010 Library of Congress control number
- 020 ISBN
- 100 Personal name main entry
- 245 Title and statement of responsibility
- 246 Variant form of the title
- 250 Edition statement
- 260 Publication information
- 300 Physical description
- 440 Traced series statement
- 490 Untraced series or series traced differently

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## Common Variable Fields (cont.)

- 500 *General note*
- 504 *Bibliography*
- 505 *Contents*
- 520 *Summary*
- 521 *Audience*
- 600 *Personal name subject heading*
- 650 *Topical subject heading*
- 651 *Geographic subject heading*
- 700 *Personal name added entry*
- 740 *Title added entry*

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Get out your  
book and  
completed  
descriptive  
cataloging  
worksheet.

## **The Joys of Cataloging**

by Jane Blank



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At this point, we will begin to add MARC coding to your descriptive cataloging worksheet for the booklet “The Joys of Cataloging.”

## 010 Field (NR)

- Library of Congress control number

Subfield a      LCCN

Subfield z      Invalid or canceled LCCN

|                    |
|--------------------|
| 010 __ \$z 94-6586 |
|--------------------|

|                   |
|-------------------|
| 010 __ 2005009198 |
|-------------------|

If you type the LCCN in OCLC, the number will normalize.

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The 010 field is where we put the Library of Congress control number. The indicators are always blank for the 010 field.

This field is not repeatable.

# Our Book



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Now look for an LC number on your booklet and enter that information onto the work form, if needed.

## 020 Field (R)

- International Standard Book Number
- Entered with no dashes or spaces
- Can have multiple 020 fields in a record

|            |              |
|------------|--------------|
| Subfield a | ISBN         |
| Subfield z | Invalid ISBN |
| Subfield c | Price        |

```
020 __0838908756 $z 0838908746 : $c $35.00
020 __9780838908752
```

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An invalid ISBN is one that doesn't fit the proper sequence of numbers (misprint) or one that appears on more than one book.

The indicators are blank for the 020 field.

Note that the 2<sup>nd</sup> one is a 13 digit ISBN.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99

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Remember, the price is optional here and most people only put the price in the holdings record not the 020 \$c.

We could add (pbk.), optionally, in the subfield a after the ISBN.

## Call Number Fields

050 LC-assigned LC call number

050 00 RZ440 \$b.B673 1992

090 Member-assigned LC call number

090 \_\_ RZ440 \$b.B673 1992

082 LC-assigned Dewey call number

082 00 615.88 \$2 22

092 Member-assigned Dewey call number

092 \_\_ 615.88

099 Local call number

099 \_\_ VHS123

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Bibliographic records should have at least one call number field.

## 1XX Fields

100 Personal name main entry

100 1 \_ Maxwell, Robert L.

110 Corporate name main entry

110 2\_ Chilton Book Company.

111 Conference name main entry

111 2\_ Conference on Clean Air.

130 Uniform title main entry

130 0\_ Beowulf.

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(Go through each one and point out the examples)

We will talk about indicators on the next screen.

# Indicators for the 100

## 1<sup>st</sup> indicator

0 Forename (i.e., Aristotle)

1 Surname (i.e., Maxwell, Robert L.)

3 Family name (i.e., Smith family)

## 2<sup>nd</sup> indicator

Blank

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(Note that the 1<sup>st</sup> indicator 3 was discontinued for a time but is now alright to use again.)

## 100 Field (NR)

- Main Entry - Personal Name (author)

|            |                                                  |
|------------|--------------------------------------------------|
| Subfield a | Personal name                                    |
| Subfield b | Numeration                                       |
| Subfield c | Titles and other words associated with the title |
| Subfield q | Fuller form of the name                          |
| Subfield d | Dates associated with the name                   |

|        |                                                       |
|--------|-------------------------------------------------------|
| 100 0_ | John Paul \$b II, \$c Pope, \$d 1920-                 |
| 100 1_ | Fowler, T. M. \$q (Thaddeus Mortimer), \$d 1842-1922. |

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Who is the author of "The Joys of Cataloging"? Normally we check an authority file for names. That will be covered in a later session. Don't put anything on your worksheet yet since we haven't discussed access points and authority files yet.

## 110 Field (NR)

- Main Entry - Corporate name

1<sup>st</sup> indicator    1    Jurisdiction name

|        |                          |
|--------|--------------------------|
| 110 1_ | United States. \$b Army. |
|--------|--------------------------|

2    Name in direct order

|        |                       |
|--------|-----------------------|
| 110 2_ | Chilton Book Company. |
|--------|-----------------------|

2<sup>nd</sup> indicator                  Blank

Subfield a                  Corporate name

Subfield b                  Subordinate unit

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# 245 Indicators

## 1<sup>st</sup> indicator

- 0 No title added entry--Used when 1XX field is not present
- 1 Added entry for the title

## 2<sup>nd</sup> indicator - Non-filing characters

- 0 No initial article to ignore
- 1-9 Number of characters, spaces and punctuation to ignore because of initial articles

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(After going through the slide) If "a" was the first word in the title, you would ignore "a" and the space after it making the second indicator a 2.

Title main entry with 1<sup>st</sup> indicator 0, is hard concept to grasp.

## List of Initial Articles

<http://www.loc.gov/marc/bibliographic/bdapp-e.html>

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This is a link to the site that will show what the initial articles are in other languages.

## 245 and its subfields

|            |                                  |
|------------|----------------------------------|
| Subfield a | Title proper                     |
| Subfield n | Number of part/section of a work |
| Subfield p | Name of part/section of a work   |
| Subfield h | Medium                           |
| Subfield b | Subtitle                         |
| Subfield c | Statement of responsibility      |

|        |                                                                                       |
|--------|---------------------------------------------------------------------------------------|
| 245 14 | The road goes on \$h [microform] : \$b but never ends / \$c by George Jones.          |
| 245 13 | An apple a day. \$n Pt. 1, \$p Core competencies \$h [microform] / \$c by Steve Jobe. |

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These examples show the tag, indicators, subfields and correct punctuation to use.

A list of initial articles can be found in Appendix E of AACR. Need to think about what local systems might do differently

Notice that subfield h come before \$b, but after n and p. We don't usually use subfield h for books.

This tag is not repeatable.

Title from catalog record to  
**MARC**

**The Olympic Games : some surprising  
events / Sarah Dawson. - Rev. ed. -  
New York : Scholastic, c2003.**

245 14 The Olympic Games : \$b some  
surprising events / \$c Sarah Dawson.

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As you can see, the punctuation and capitalization is the same on each but we have added the MARC coding, a tag, two indicators and subfields b and c.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99

245 1 4 The joys of cataloging / \$c by  
Jane Blank.

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Might want to talk a little more about why you have the indicators

## Varying Forms of Title 246 (repeatable)

- Indicator 1 (determines if a note displays)
  - 1 Note, title added entry
  - 3 No note, title added entry
- Indicator 2 (generates the OPAC display)
  - Blank No information provided
  - 0 Portion of title
  - 1 Parallel title (title in another language on item)
  - 2 Distinctive title (title for issue of a serial)
  - 3 Other title
  - 4 Cover title
  - 5 Added title page title
  - 6 Caption title (on first page of print, usually contents page)
  - 7 Running title (on each page of print, usually top)
  - 8 Spine title

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Any time the title is found in a different form on the cover, spine, container, etc. we can add a 246 to help people search for the item. Sometime we add a 246 because it looks like someone will think the title is a shorter form of what it actually is. The use of symbols or numbers may make it necessary to add a 246.

We drop the initial articles in the 246 because there are no indicators to allow us to ignore them.

Indicator 1 – If you can look at the 245 and 246 together and see why the 246 was needed, no note is needed and a 3 is used for the 1<sup>st</sup> indicator. Example the numerals 101 dalmatians or one hundred one dalmatians. Before we could use the 246 tag for books we had to put in a note to say that the cover or spine title was xxx and then we listed that title in an accessible field (at that time the 740). Now we don't use the note because the indicators generate a display on the OPAC to tell where the title came from.

## Varying Forms of Title 246

Title page: A book of favorite recipes  
Cover: Cookbook

|        |                             |
|--------|-----------------------------|
| 245 02 | A book of favorite recipes. |
| 246 14 | Cookbook                    |

|                       |
|-----------------------|
| OPAC Display          |
| Cover title: Cookbook |

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The 245 contains the title from the title page with 1<sup>st</sup> indicator 0 because there is no author in the 1XX fields and a 2<sup>nd</sup> indicator 2 because we need to ignore “A” and the space after it.

The 246 contains the cover title and indicator 1 says a note is needed, indicator 2 says the title came from the cover and the OPAC displays Cover title: Cookbook

There is no ending punctuation on the 246

## Quick Exercise 245 & 246

- 21 years of interpretations

245 \_ \_ \$a \_\_\_\_\_

246 \_ \_ \$a \_\_\_\_\_

- The big book of DOLLS

245 \_ \_ \$a \_\_\_\_\_

246 \_ \_ \$a \_\_\_\_\_

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Let's do a quick exercise, you can write in your book.

We will assume there is an author in a 1XX field for both examples.

## Quick Exercise 245 & 246

- 21 years of interpretations

245 1 0 21 years of interpretations

246 3    Twenty-one years of interpretations

- The big book of DOLLS

245 1 4 The big book of dolls

246 3 0 Dolls

## 250 Field

- Edition statement

*The Olympic Games : some surprising events* / Sarah Dawson. - **Rev. ed.** - New York : Scholastic, c2003.

250 \_\_ Rev. ed.

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We need to follow ALA rules for abbreviation. They are listed in appendix B of AACR2.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99

245 1 4 The joys of cataloging / \$c by  
Jane Blank.

250 \_\_ 1<sup>st</sup> ed.

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Add the edition statement from "The Joys of Cataloging" to your work sheet.

## 260 Field

\$a Place of publication, distribution, etc. : \$b  
Name of publisher, distributor, etc., \$c date  
of publication, distribution, etc.

The Olympic Games : some surprising events /  
Sarah Dawson. - Rev. ed. - **New York :**  
**Scholastic, c2003.**

260 \_\_ New York : \$b Scholastic, \$c c2003.

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(Read through top of slide) If we look at the Olympic Games example, we will see that New York goes in the subfield "a", Scholastic goes in \$b and 2003 goes in \$c.

*Might mention that there are indicators now for 260, but we don't use those for books.*

There could be more than one \$a and b for multiple places of publication and publishers or distributors.

Notice the punctuation.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99

245 1 4 The joys of cataloging / \$c by  
Jane Blank.

250 \_\_ 1<sup>st</sup> ed.

260 \_\_ Chicago, Ill. : \$b Catalogers'  
Press, \$c 2005.

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Add the imprint statement from "The Joys of Cataloging" to your work sheet.

## 300 Field

- Physical Description
  - Subfield a Number of pages
  - Subfield b Other physical details
  - Subfield c Dimensions in cm.
  - Subfield e Accompanying material

300 32 p. : \$b ill. (some col.), col. map ; \$c 21 cm. + \$e 1 teacher's manual.

300 1 v. (unpaged) : \$b ill. ; \$c 28 cm.

300 xii, 576 p. ; \$c 24 cm.

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(Go through slide and examples)

Sometimes you will have a book with lots of sections that are numbered separately, like an automobile repair manual, and it is good to use 1 v. (various pagings) for those.

You could count the number of pages and put it in square bracket instead of using 1 v. (unpaged) if you prefer.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99

245 1 4 The joys of cataloging / \$c by  
Jane Blank.

250 \_\_ 1<sup>st</sup> ed.

260 \_\_ Chicago, Ill. : \$b Catalogers'  
Press, \$c 2005.

300 \_\_ iv, 10 p. : \$b ill. ; \$c 22 cm.

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Add the description for our little book to the work sheet.

## 440 Field

- Series Statement (Traced)

1<sup>st</sup> indicator      Blank

2<sup>nd</sup> indicator     0-9 for non-filing  
                         characters

### Subfields

a      Title

v      Volume number

440 \_0 Trailblazer series ; \$v 2

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Notice that there is no period at the end of 4XX fields.

## 490 Field

- Series Statement (Not traced or traced differently)

1<sup>st</sup> indicator      0 Not traced  
                          1 Traced differently  
2<sup>nd</sup> indicator      Blank

### Subfields

a      Title  
v      Volume number

490 0\_ Laurel-leaf books

490 1\_ Zebra books ; \$v 20  
830 \_0 Zebra book ; \$v 20.

45

Traced means searchable in that form. If we say traced differently, we are saying it is searchable another way, not how it is written in the book. On the Zebra books example, the 490 lists the series statement as it is in the book but the 830 lists the series from the authority file.

If a 490 1<sup>st</sup> indicator 1 is used, an 8XX must be present with the authority form of the series title.

Also, notice that there is no ending punctuation on the 490 but the 830 needs a period.

## Our Book

020 \_\_ 0440217229 : \$c \$5.99  
245 1 4 The joys of cataloging / \$c by  
Jane Blank.  
250 \_\_ 1<sup>st</sup> ed.  
260 \_\_ Chicago, Ill. : \$b Catalogers'  
Press, \$c 2005.  
300 \_\_ iv, 10 p. : \$b ill. ; \$c 22 cm.

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There is no series statement.

# Notes

- 500 General note
- 504 Bibliography, etc., note
- 505 Contents note
- 520 Summary, etc., note

|         |                                                             |
|---------|-------------------------------------------------------------|
| 500 __  | Includes index.                                             |
| 504 __  | Includes bibliographical references (p. 120-123) and index. |
| 505 0 _ | Captives - Gold and treasure - Weapons and warfare.         |

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Some notes fields, like the 505 have indicators.

Do we need any notes for our book?

## Our Book

020 \_\_ 0440217229 : \$c \$5.99  
245 14 The joys of cataloging / \$c by Jane Blank.  
250 \_\_ 1<sup>st</sup> ed.  
260 \_\_ Chicago, Ill. : \$b Catalogers'  
Press, \$c 2005.  
300 \_\_ iv, 10 p. : \$b ill. ; \$c 22 cm.  
500 \_\_ "You, too, can discover the joys of  
cataloging! Join our distinguished author in  
this in-depth study of the world of  
cataloging"—P. [4] of cover.  
504 \_\_ Includes bibliographical references (p. 9)  
and index.

48

The 500 is optional in this case. Notice it came from the back cover which catalogers call p. 4 of the cover. Since it isn't numbered we put it in brackets.

## Some 6XX Fields

|     |                                 |
|-----|---------------------------------|
| 600 | Personal name subject heading   |
| 610 | Corporate name subject heading  |
| 611 | Conference name subject heading |
| 650 | Topical term subject heading    |
| 651 | Geographic name subject heading |

## 600 Field Personal Name -- Subject

- Indicator 1
  - 0 Forename
  - 1 Surname
  - 3 Family name
- Indicator 2
  - 0 LC subject heading
  - 1 LC subject heading for children's literature
  - 2 Medical subject headings
  - 3 National Agricultural Library subject
  - 4 Source not specified
  - 5 Canadian subject heading
  - 6 Repertoire de vedettes-matiere
  - 7 Source specified in subfield 2
  - 8 Sears

50

Indicator 1 has the same value as 100 1<sup>st</sup> indicator.

Indicator 2 no need to read all of them, just the first few.

600  
Subject - Personal Name  
Additional subfields not in 100

|            |                           |
|------------|---------------------------|
| Subfield t | Title of a work           |
| Subfield v | Form subdivision          |
| Subfield x | Topical subdivision       |
| Subfield y | Chronological subdivision |
| Subfield z | Geographic subdivision    |

51

# 650 Field Topical Term - Subject

1<sup>st</sup> indicator - Blank

2<sup>nd</sup> indicator - Same as 600

|            |                           |
|------------|---------------------------|
| Subfield a | Topical term              |
| Subfield v | Form subdivision          |
| Subfield x | Topical subdivision       |
| Subfield y | Chronological subdivision |
| Subfield z | Geographic subdivision    |

650 \_0 Actresses \$z United States \$v Biography.  
650 \_0 Diabetes \$x Research \$z United States \$x  
Planning.

52

These come from a subject thesaurus. We search the Library of Congress subject authority records to find subject headings.

651

## Geographic Name - Subject

Subfield a Any place including countries, cities, states, archaeological sites, celestial bodies, natural features (bays, capes, deserts or mountains) and parks

Other subfields from 650 field

Indicators - Same as 650 field

53

## 651 Examples

651 \_0 United States \$x History \$y  
Revolution, 1775-1783 \$v Registers.

651 \_0 Chicago (Ill.) \$v Pictorial works.

651 \_0 Rocky Mountain National Park  
(Colo.) \$v Juvenile literature.

## Some 7XX Fields

700 Personal name added entry

710 Corporate name added entry

711 Conference name added entry

740 Title added entry (Analytical or related)

55

Analytical means separating into component parts. When I say analytical here, I mean listing the titles of each separate work within the book. They could be short story titles.

## 700 Field

- Personal name added entry
- Includes editors, compilers, joint authors, illustrators, etc.
  
- Indicator 1 - Same as 100
- Indicator 2
  - Usually blank
  - 2 for analytical entries only

56

## 700 Example

245 14 The mother's day mice / \$c by Eve  
Bunting ; illustrated by Jan Brett.

100 1 \_ Bunting, Eve, \$d 1928-  
700 1 \_ Brett, Jan, \$d 1949- \$e ill.

57

The authority records must be searched for authors and illustrators in order to get the correct form.

## 710 Example

245 14 The annual report of the American Library Association / \$c prepared by the Budget Department.

110 2\_ American Library Association.

710 2\_ American Library Association. \$b  
Budget Dept.

## 740 Field

- Title added entry used only for analytical titles or related titles
- Use the 246 field for varying forms of titles for the whole book

Indicator 1    0-9 for non-filing characters

Indicator 2    Blank if no information provided  
                  2 for analytical entries

59

# 740 Field

Title proper: The black rider and other stories

245 14 The black rider and other stories.  
505 2\_ Dream of Macdonald -- Partners --  
Power of prayer.  
740 02 Dream of Macdonald.  
740 02 Partners.  
740 02 Power of prayer.

60

The 505 2<sup>nd</sup> indicator 2 means partial contents.

We can use the 740 1<sup>st</sup> indicator as a non-filing indicator but OCLC/LC don't.

If these stories were all by different authors, we would do it differently (with 700 \$t).

| File Cataloging Authorities Edit Action Batch View Tools Window Help                                        |     |                                                       |   |      |   |      |   |       |      |      |     |
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|                                                                                                             |     | Cont                                                  | b | GPub |   | LitF | 0 | Indx  | 1    |      |     |
| Desc                                                                                                        | a   | Ills                                                  | a | Fest | 0 | DtSt | s | Dates | 2005 |      |     |
| 040                                                                                                         |     | IUI ꜛc IUI                                            |   |      |   |      |   |       |      |      |     |
| 020                                                                                                         |     | 0440217229 : ꜛc \$5.99                                |   |      |   |      |   |       |      |      |     |
| 092                                                                                                         |     | 025 3                                                 |   |      |   |      |   |       |      |      |     |
| 092                                                                                                         |     | ꜛb                                                    |   |      |   |      |   |       |      |      |     |
| 049                                                                                                         |     | IUIA                                                  |   |      |   |      |   |       |      |      |     |
| 100                                                                                                         | 1   | Blank, Jane.                                          |   |      |   |      |   |       |      |      |     |
| 245                                                                                                         | 1 4 | The joys of cataloging / ꜛc by Jane Blank.            |   |      |   |      |   |       |      |      |     |
| 250                                                                                                         |     | 1st ed.                                               |   |      |   |      |   |       |      |      |     |
| 260                                                                                                         |     | Chicago, Ill. : ꜛb Catalogers' Press, ꜛc 2005.        |   |      |   |      |   |       |      |      |     |
| 300                                                                                                         |     | iv, 10 p. : ꜛb ill. ; ꜛc 22 cm.                       |   |      |   |      |   |       |      |      |     |
| 504                                                                                                         |     | Includes bibliographical references (p. 9) and index. |   |      |   |      |   |       |      |      |     |
| 650                                                                                                         | 0   | Cataloging.                                           |   |      |   |      |   |       |      |      |     |
| Holdings- Export- Label- Produce- Submit- Replace- Report Error- Update Holdings- Validate- Source-Workform |     |                                                       |   |      |   |      |   |       |      |      |     |
| Workflow-In Process Inst-IUI Edit INS                                                                       |     |                                                       |   |      |   |      |   |       |      |      |     |

This is our complete MARC record with a few lines that you won't have yet.

Questions??



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