

**Editing Checklist – Quick and Dirty
Books**

This is a suggested checklist to follow for all records that are exported into your OPAC from OCLC. The MARC coding reflects OCLC usage. The coding may look different in your OPAC depending on your local automation system.

Field	Action	Example
010	Add if on the item and not in the record. If the 010 is in more than one record, put it in a \$z.	010 99053125 010 \$z 2005056789
020	Add if on the item and not in the record. If the 020 is in more than one record, put it in a \$z. Prices should be added to the item record, and not the 020 \$c.	020 0761850234 020 \$z 1883421820
245 Ind 1	If 1XX field is present, 1 st indicator should be 1. If no 1XX field, 1 st indicator should be 0.	100 1 Francis, Dick. 245 10 Runaway train / \$c by Dick Francis. If no 1XX: 245 00 Runaway train / \$c edited by Dick Francis.
245 Ind 2	Used to ignore non-filing characters and initial articles, including initial articles in foreign languages. This tells the computer how many characters to skip before reading the title, including the space between the article or character and the next word. If there are no characters to be skipped, 2 nd indicator should be 0.	245 10 April showers / \$c by Alan Waterman. 245 04 The time of day. 245 13 An alligator / \$c by John Reynolds. 245 04 Les poissons. 245 08 The ... ESPN sports almanac.
245	Make sure the title and statement of responsibility are transcribed exactly as they appear on the title page or title page substitute as to order, wording, and spelling. Capitalization and punctuation should follow the Chicago Manual of Style. The 245 should always end in a period, even if there is other ending punctuation.	245 00 All along the watch tower \$h [sound recording]. 245 00 Which way to the zoo?.
246	Add any variant titles that will aid patrons in finding the item. Remove initial articles; do not use ending punctuation.	245 10 Holidays : the complete guide to seasonal decorations. 246 30 Complete guide to seasonal decorations
250	Make sure the edition statement is in the record, if it appears on the item. Use appropriate abbreviations from AACR2R App B, and numerals from App C.	250 1st HarperTrophy ed. 250 2 nd rev. ed.

260	Take publisher information from t.p. if possible. If the state is not abbreviated, use AACR2R abbreviations, if the postal code is used, use the postal code. Use the lowest level for the publisher. Search in authority file to check if a statement is a publisher or a quoted note. Decide on date before looking at 260 \$c.	260 New York : \$b Avon, \$c 1999, c1980. 260 Chicago : \$b Holt ; \$a San Diego : \$b Ace Books, \$c c1974. 260 [S.l. : \$b s.n.], \$c 1891. 260 London ; \$a New York : \$b Penguin, \$c [199-?] 260 New York : \$b [s.n.] ; \$a San Diego, CA : \$b Distributed by Pergamon, \$c [2001], c1997.
300	Make sure the physical description is complete and punctuation is correct. Accompanying material can either be added as a 300 \$e or a 500 note.	300 vi, 47 p. : \$b col. ill. ; \$c 18 x 36 cm. 300 [30] leaves : \$b ill., maps, ports. ; \$c 30 cm. 300 1 v. (unpaged) ; \$c 24 cm. + \$e 1 hand puppet. 300 8 p., [4] p. of plates : \$b ill. (some col.) ; \$c 20 cm.
440	Check authority file for proper form of series and numbering. If the series statement on the item matches the auth. record, code as 440; if not, code as 490/8XX. No ending punctuation.	440 0 Opposing viewpoints 440 4 The Anchor science series ; \$v v. 5
490	Use 490 1 st indicator 0 for an untraced series. If 490 1 st indicator 1 is present, there must also be an 8XX field with the authorized form of the series.	490 0 Laurel-leaf books 490 1 Reading rainbow book ; \$v bk. 10 830 0 Reading rainbow book (Puffin Books) ; \$v bk. 10.
5XX	Make sure all appropriate notes are used; i.e. Source of title, audience, bibliography, index, summary, etc.	500 Title from cover. 504 Includes bibliographical references and index.
700	Remove initial articles from titles in \$t	700 1 Poe, Edgar Allen, \$d 1809-1849. \$t Raven.
740	Before 246 was available for monographs, all variant title added entries were in 740 with an explanatory 500 note. Those 740s should be changed to 246s.	500 Cover title. 740 0 Fran's organic gardening. Change to: 246 14 Fran's organic gardening

Fixed Field (008)

Type:	Code a.
Ctry:	Make sure this code agrees with the first place of publication in 260 \$a.
Ills:	Codes should agree with the type of illustrations included in 300 \$b. Up to 4 codes may be used.
Audn:	Make sure code is appropriate.
Cont:	Use a code b if the record contains a 504 note about bibliographical references.
Indx:	Should be 1 if a 500 or 504 index note is included.
DtSt:	s if single date in 260 \$c t if publication date and copyright date in 260 \$c (\$c 1990, c1975)
Dates	Should agree with dates in 260 \$c. Use dashes in 260 \$c for unknown years, and u in fixed field: 260 \$c [199-] fixed field 199u

