

Cataloging Manual: A Guide to Common Terms, MARC Fields, and Resources

-Information taken from OCLC field guide

Compiled and written for Mississippi Library Partnership

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Statement of Intent:

This field guide is designed to help catalogers who are part of the Mississippi Library Partnership (MLP) consortium understand MARC fields and some basic cataloging processes. Much of the information from this guide was taken from the OCLC field reference site. This site is listed in the references page and under helpful links. In order to simplify terminology, much of the wording has been changed to help beginner catalogers and those with less training. Not every field or subfield was added to this manual. Catalogers are encouraged to look at examples of like items in OCLC before creating bib records so essential fields are not missed.

Authority records are mentioned in this guide to simply explain what they are and how they function. Also listed are frequently used terms that are familiar to many institutions.

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Common Terms

Just like any job or profession, catalogers tend to have their own lingo and jargon that many people may not understand. This section hopes to explain some of the terms and sayings that many catalogers use.

Authority/authorized/ Authority records- these are records for names, titles, subjects, etc. that create a standardized form of term. This makes it easy for patrons, librarians, and catalogers to search for these terms. Authorities have their own records that are separate from Bib records. Authorized terms in bib records can be seen in OCLC as blue and underlined.

Bibliographic Records (Bib records)- Bibliographic records are the types of records that catalogers use to describe the material that they wish to catalog.

Brief records- brief records are bib records that are very simplified. Most of these records are used as order records, ILL records, etc. These records should not have materials linked to them. See Appendix B for examples.

Fast fields- fast fields are those in the 6xx that contain a |2 fast. These fields are generally deleted by members of the MLP consortia. See Appendix B for examples.

Link/ linking a record- add an item to a bibliographic record. To link a record is to input the barcode on the item to its respective record.

MARC- MARC stands for MACHine Readable Cataloging. This is the encoding standard that is used to catalog records. Fields in the records are typically called MARC fields.

OPAC- Online public access catalog. This is quite simply the online catalog that is used by an institution.

Guide to MARC fields

One of the basic elements of cataloging is knowing the meaning and functions of the cataloging fields. Now for many new catalogers this can be particularly daunting, and there are a great many fields. This guide will go over the most common fields, their meaning and their use. It will, however, not cover every field and subfield, but the ones that new catalogers are most likely to come across. At the end of this guide further resources will be listed that should provide a more in-depth look, and cover fields not listed here. All the records and examples are pulled from OCLC. For the different cataloging systems such as Sirsi Dynix these records should look the same but have a few display changes. The information from this manual came from the OCLC field guide (OCLC, 2020). You can find a link to the information on the reference page.

Fixed fields

Now as the saying goes, let's start at the very beginning. When looking at a mark record it goes in order from 0xx to 9xx fields. So, let's start at the very top of the record and work down. At the very top of the record you should see a box like this: These are known as the fixed fields. Most bib records share many of the fixed fields.

Fields that are used for more than one type of record:

Type: This field is a character code that tells the format. Type and BLvl characterize what type of material is being cataloged. The codes for type are: books – a or t; continuing resources – a; Computer files -m ; maps- e, f; mixed materials – p; sound recordings – i or j ; scores – c or d; visual materials – g, k, o, or r

BLvl: This field stands for bibliographic level. The type code must relate to the BLvl and OCLC will “flag” if the codes are incorrect or do not match. The codes for this are: a- Monographic component part; b- serial component part; c- collection; d- subunit; I- integrating resource: m- monograph/item; s-serial

Desc: This field stands for description and will generally be an a or i. A means the record was done to AACR2 cataloging standards and i means they were done to RDA standards.

ELvl: This field stands for encoding level and stands for the completeness of the cataloging record.

Form: This field means the form of the item. The codes for Form are a- microfilm; b- microfiche; c-micropaque; d- large print; f- braille; o- online; a- direct electronic; r- regular print reproduction; s- electronic

Cont: This field stands for nature of contents. Materials can use up to three codes or can be left blank. The codes for this are: a – abstracts/summaries; b- bibliographies; c- catalogs; d- dictionaries; e- encyclopedias; f- handbooks; g- legal articles; h- biography; i- indexes; p- patent document; k- discographies; l- legislation; m- theses; n-surveys of the literature in a subject area; o- reviews; p- programmed texts; q- filmographies; r- directories; s- statistics; t- technical reports; u- standards/specifications; v- legal cases and case notes; w- law reports and digests; x- other reports (code is used by Library and Archives

Canada for serials only); y – yearbooks; z- treaties; 2 – offprints; 5- calendars; 6 – comics/ graphic novels

Src: This field stands for cataloging source. The default code for this field is d which stands for other. The only other code for this field is c which is for the cooperative cataloging program.

Conf: This field stands for conference publication and the codes can either be 0 for not a conference publication, or 1 if it is conference publication.

GPub: This field stands for government publication. This code states whether something is published by a government body and at what level. The codes for this are: blank – not a government publication; a- autonomous or semiautonomous components; c- multilocal; f- federal/national; i- international intergovernmental; l- local; m- multistate; o- government publication- level undetermined; s- state, provincial, territorial, dependent, etc.; u- unknown if item is government publication; z- other.

Audn: This field stands for audience and is the audience level that the book/ material was created for. The codes for this are: a – preschool; b – primary; c – pre-adolescent; d – adolescent; e – adult; f – specialized; g – general; j – juvenile.

Ctrl: This field stands for type of control. The default code of this blank. However, if the material was described according to archive rules, the code is a.

MRec: This field stands for modified record. This field is for if the bibliographic record was been modified from an earlier form.

Lang: This field stands for language code. This is the code for language of the item, the language that the item is written in. A complete list of the codes will be available in references.

Ctry: This field stands for country of publication. This is the state or country that the material is published in. It should match the information found in the 300 record. If that field states that material was published in Albany, New York. The code should be for New York (nyu)

The final codes for the fixed fields are linked.

DtSt: This field stands for the type of date/publication status. There are various codes for single items or multipart items. Some of the common ones are: r – reprint/ original date; k – range of dates; s – single date; t – publication date and copyright date; m – initial/ terminal date; q – questionable date; n – unknown dates

Dates: This field contains two blanks for date 1 and date 2. These blanks are used to list the dates of publication and must again match the 300 record. If a s (single date) is marked in DtSt, then a single date must be used. The second box is blank. If a serial began in 1995 and

ended in 2000, then DtSt should be m. The first date box should be 1995, the beginning year, and the second box should be 2000, the ending year.

Books/ monographs/ e-books:

Books	▼	Rec stat	c	Entered	19911231	Replaced	20110324120621.4				
Type	a	ELvl		Srcr		Audn	j	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctrl	nyu
		Cont		GPub		LitF	1	Indx	0		
Desc	a	Ills	a	Fest	0	DtSt	s	Dates	1992	.	

These are the fields that are specific to books, monographs and eBooks.

Ills: This field stands for illustrations. Up to four of these codes can be used or this can be left blank. The codes in this section must match the illustrations listed in the 300 field which is discussed further down. The codes for this are: a- illustrations; c – portraits; d- charts; e- plans; f – plates; g- music; h- facsimiles; i – coats of arms; j – genealogical tables; k – forms; l – samples; m – phonodisc, phonowire; o – photographs; p – illuminations

Fest: This field stands for festschrift. If the material is not a festschrift the code is 0. If the material is one the code is 1.

Biog: This field stands for biography. This is for whether materials contain biographical material. The codes for this are: a- autobiography; b – individual biography; c – collective biography; d – contains biographical information

LitF: This field is quite simply literary form. The codes for this are: 0 – not fiction; 1 – fiction; d- dramas; e – essays; f – novels; h – humor, satires, etc.; l – letters; j – short stories; m – mixed forms; p – poetry; s – speeches; u - unknown

Indx: This field is whether the material contains an index. 0 if it does not have an index and a 1 if it does.

These are the fixed fields for printed monograph materials, like books and pamphlets. However, there are other fixed fields depending on the type of materials.

For continuing resources:

Continuing Resources	▼	Rec stat	c	Entered	20170427	Replaced	20180803021742.1				
Type	a	ELvl	l	Srcce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	0	Freq	a	MRec		Ctry	msu
S/L	0	Orig		EntW		Regl	r	Alph			
Desc	i	SrTp		Cont		DtSt	c	Dates	19uu		9999

These are the fields that are specific to only continuing resources.

S/L: This is the field for Entry Convention. What this means is whether the resource is cataloged by successive entry, latest entry, or integrated entry. There are three codes: 0- successive entry; 1- latest entry; and 2-integrated entry. Most records will have a code of 0.

Orig: This means form of original item. This describes how the serial was originally published. The codes for this are: blank – none of the following; a – microfilm; b- microfiche; c- microopaque; d- large print; e- newspaper format; f- braille; o- online; q – electronic; s- electronic

SrTp: This field is for the type of continuing resource. The codes for this are: blank – none of the following; d- updating database; l- updating loose-leaf; m- monographic series; n- newspaper; p- periodical; w- updating web site.

EntW: This field is for nature of entire work. The codes for this are: blank – not specified; a- abstracts/ summaries; b- bibliographies; c- catalogs; d- dictionaries; e- encyclopedias; f- handbooks; g- legal articles; h- biography; i – indexes; k- discographies; l- legislation; m- theses; n- surveys of the literature in a subject area; o- reviews; p- programmed texts; q- filmographies; r- directories; s- statistics; t- technical reports; u- standards/ specifications; v- legal cases and case notes; w-law reports and digests; y- yearbooks; z-treaties; 5- calendars; 6- comics/graphic novels

Freq: This field stands for frequency. This code states the frequency of which the material was published. The codes for this are blank- undetermined; a- annual; b- bimonthly; c- semiweekly; d- daily; e- biweekly; f- semiannual; g- biennial; h- triennial; i- three times a week; j- three times a month; k- continuously updates; m- monthly; q- quarterly; s- semimonthly; t- three times a year; u- unknown; w- weekly; z- other.

Regl: This field stands for regularity. The code states how regular the material was published. The codes for this are: n- normalized irregular; r- regular; u- unknown; x- completely irregular.

For Audio records:

Sound Recordings	Rec stat	c	Entered	20080502	Replaced	20190507030344.8					
Type	j	ELvl		Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Comp	mp	AccM	f i	MRec		Ctry	cau
		Part	n	TrAr	n						
Desc	i	FMus	n	Ltxt		DtSt	s	Dates	2007		

These are the fields that are specific to only audio records.

Part: This field stands for music part. There are several codes for this field, though the default is n- not applicable. The others are blank- no parts in hand or specified; d- instrumental and vocal parts; e- instrumental parts; f- vocal parts; u- unknown.

FMus: This field is for format of music. This code must match the information given in the 300 field. The codes for this field are: a- full score; b- miniature or study score; c- accompaniment reduced for keyboard; d- voice score with accompaniment omitted; e- condensed score or piano-conductor score; g- close score; h- chorus score; i- condensed score; j- performer -conductor part; k- vocal score; l- score ; m- multiple score formats; n- not applicable

Comp: This field ifs for form of composition. It is a two character code that identifies the type of musical composition. The codes for this field are: an- anthems; bd – ballads; bt- ballets; bg- bluegrass music; bl- blues; cn- canons and rounds; ct- cantatas; cz- canzonas; cr- carols; ca- chaconnes; cs- chance compositions; cp- chansons, polyphonic; cc- chant, Christian; cb- chants, other, cl- choral preludes; ch- chorales; cg- concerti grossi; co- concertos; cy – country music; df- dance forms; dv – divertimentos, serenades, cassations, divertissements, and notturni; ft- fantasias; fl- flamenco; fm- folk music; fg- fugues; gm- gospel music; hy- hymns; jz- jazz; md- madrigals; mr- marches; ms- masses; mz-mazurkas; mi- minuets; mo- motets; mp – motion picture music; mu- multiple forms; mc- musical revues and comedies; nc- nocturnes; nn- not applicable; op- operas; or – oratorios; ov- overtures; pt- part-song; ps- passacaglias; pm- passion music; pv- pavans; po-polonaises; pp- popular music; pre- preludes; pg- program music; rg- ragtime music; rq- requiems; rp- rhapsodies; ri- ricercars; rc – rock music; rd – rondos; sn – sonatas; sg- songs; sd- square dance music; st- studies and exercises; su- suites; sp- symphonic poems; sy – symphonies; tl- teatro Lirico; tc- toccatas; ts- trio sonatas; uu- unknown; vi- villancicos; vi- villancicos; vr- variations; wz – waltzes; za – zarzuelas; zz – other forms not found on this list.

TrAr: This field is for transposition and arrangement of music. Transposition is a change made to music like changing the key of a piece from the original G to a B flat. The codes for this are: blank – not an arrangement or transposition or not specified; a- transposition; b- arrangement; c- both transposed and arranged; n- not applicable; u- unknown.

LTxt: This field is for literary text for sound recordings. It applies if the sound recording contains the spoken word. The codes for this field are: blank – item is a music sound recording; a – auto biography; b- biography; c- conference proceedings; d- drama; e- essays; f- fiction; g- reporting; h- history; i- instruction; j- language instruction; k- comedy; l- lectures, speeches; m- memoirs; n- not applicable; o – folktales; p- poetry; rehearsals; s- sounds; t- interviews; z- other

AccM: This field is for accompanying materials for sound recordings, music manuscripts, or printed music. The codes for this field are: blank – no accompanying matter; a - discography; b- bibliography; c- thematic index; d- libretto or text; e- biography of composer or author; f – biography of performer or history of ensemble; g- technical and/or historical information on instruments; h- technical information on music; i- historical information; k- ethnological information; r- instructional materials; s- music; z- other accompanying matter.

For visual materials:

Visual Materials	Rec stat	c	Entered	20080130	Replaced	20171017175005.2			
Type	g	ELvl	M	Srce	Audn	Ctrl	Lang	eng	
BLvl	m	Form		GPub	Time	1 3 2	MRec	Ctry	xxk
Desc	a	TMat	v	Tech	I	DtSt	s	Dates	2007 ,

Visual materials include a wide range of materials. Some of these are projected media, like movies; two- dimensional graphics, like art; three-dimensional graphics, like dioramas; and kits.

TMat: This field is for type of visual material. The code should match the terms in the 300 and to the material coded in the Type fixed field. The codes for this field are: a- art original; b- kit; c- art reproduction; d- diorama; f- filmstrip; g- game; i- picture; k- graphic; l- technical drawing; m- motion picture; n-chart; o- flash card; p- microscope slide; q- model; r- realia; s- slide; t- transparency; v- videorecording; w- toy; z- other

Tech: This field is for technique. It is used to describe the technique used in the creation in video recordings and movies. The codes for this field are: a- animation; c- animation and live action; l- live action; n- not applicable; u- unknown; z- other.

Time: This field is for the running time of video recordings and motion pictures. It is used only for these types of materials. A three-digit number is used for minutes and seconds are rounded up to the highest minute. The codes for this field are different from the previous ones. 000- running time exceeds three characters. 001-999 are used for the run time. Nnn- is for not applicable; and the field is left blank for unknown.

For Computer Files:

Computer Files	Rec stat	n	Entered	20200113	Replaced	20200113163453.5					
Type	m	ELvl	l	Srce	d	Audn	e	Ctrl		Lang	eng
BLvl	m	Form	o	GPub		MRec		Ctry	xr		
Desc	i	File	g	DtSt	s	Dates	2019				

Computer Files materials are used for programs and data that can only be accessed using a computer or a similar machine. Most of the fields for this are covered earlier under common fixed fields.

File: This field is for the type of computer file. The codes for this field are: a- numeric data; b- computer program; c- representational; d- document; e- bibliographic data; f- font; g- game; h- sounds; i- interactive multimedia; j- online system or service; m- combination; u- unknown; z- other.

Now many of these fields has codes that I have not covered or fully explained. If users want to fully look at the meaning of the fixed fields and all the codes while in OCLC, simply click on the blue of the name. You will then be taken to the OCLC pages explaining the fixed field and codes. These very pages are where most of this information was obtained. This is especially useful for catalogers performing original cataloging or those unfamiliar with the vast array of codes. These blue links will only show on the OCLC interface so it will not work looking at a record in your library's Opac. Fixed fields can be some of the more complicated fields to learn.

Fields 00x-9xx

The rest of the fields are different from fixed fields. Where fixed fields are in a box with codes, the rest of the fields are written out. Most fields will show the number of the field followed by two blanks. These blank spaces are called indicators. Example: 245 _1. Some fields will have indicators, while others do not. It will be mentioned in the description what indicators are available. Also, these fields have subfields. Each of these subfields describes a part of the field. These will also be listed and explained for each field. In OCLC subfield a (a) is not shown in the records but hidden. It has been added in this manual so users can understand what the subfield is.

0xx Fields

The next fields that we shall cover are the 0xx fields. Again, this is not a complete list of fields or subfields, but some of the more common ones that catalogers will come across.

007: This field covers the physical description of the materials. This field is usually used for any material that is not a book. There are specific codes used for materials such as electronic resources, kits, maps, microform, motion pictures, sound recordings and video recordings. The reference section will include a link to the OCLC pages dealing with the various codes, as there are too many to list here along with their variants.

However, while many text books do not have an 007 field, some do. An 007 for a text book will appear as **t |b a**. This code is not mandatory for books like it is for other forms and many records do not include it.

020: This field is for the ISBN or the International Standard Book Number. The first and second indicators are not used for this field.

These numbers can be found on most modern books. Most of these codes can be found on the back of books, or on the title verso page. Most records have at least two of these fields, one for the ISBN 10 number and one for the ISBN 13 number. Many records will have multiple numbers for hardback and softcover editions. However, not all records will not have ISBN. Older books will most definitely not have these numbers as they were started in 1970. Also, many materials that were published outside of the United States will not have ISBN numbers.

022: This field is for the ISSN or the International Standard Serial Number. The first indicator for this field is used to indicate international interest. 0- is if it a continuing resource of international interest; 1- is used if it is not an international interest; blank is used for unknown. The second indicator is left blank.

Serials will not contain ISBN numbers, but instead many contain ISSN numbers. This number contains 8 numbers: xxxx-xxxx. Like ISBN numbers, many records may contain multiple numbers, or none.

029: This field is for other system control number. The first indicator is for the type of control number. 0- primary control number; 1- secondary control number. The second indicator is not used and is left blank.

There are several subfields that are used for this field. |a OCLC library identifier; |b system control number; |c OAI set name; |t content type identifier.

Example

029 1_|aAU@ |b 000020021132

***Note many institutions delete this field**

041: This field is for the language code. If the material is in English and not a translation than this field is not used. For this field, indicator one is used to indicate a translation. 0- item is not a translation/ does not include a translation; 1- item is a translation or includes one; if blank than information is not available. The second indicator is for source of code and is mostly left blank. Blank is MARC language code, 7 is source specified in subfield |2.

There are several subfields that are used. They are: |a language code of text, sound track or separate title; |b language code of summary; |d language code of sung or spoken text; |e language code of librettos; |f language code of table of contents; |g language code of accompanying material other than librettos; |h language code of original; |j language code of subtitles; |k language code of intermediate translations; |m language code of original accompanying materials other than librettos; |n language code of original libretto; |p language code of captions; |q language code of accessible audio; |r language code of accessible visual language (non-textual).

Example:

041 __ |a chi |a eng |a fre |a ger |a spa |a rus |a jpn |a por

[If the material is in multiple languages, the codes for all the languages must be listed. This is a computer game that has language option in Chinese, English, French, German, Russian, Japanese and Portuguese]

Example:

041 1_ fre |h eng

[This material was originally published in English and this is a translation in French]

043: This field is for geographic area code. This field is more related to the subject of the piece and must match a subject in the 6xx fields. As you can see by the last example, while there can only be one 043 field, multiple codes can be listed. A complete list of codes will be included in the references page. The first and second indicators are left blank for this field.

Example: n-us---

This is the code for the United States.

Subject field: |aUnited States|xHistory|yCivil War, 1861-1865|xCampaigns.

Example: e-gx ---

This is a code for Germany.

Subject field: 651 _0 Germany|xHistory|y1871-1918|vPictorial works.

Example: n-us-ms

This is a code for Mississippi

Subject field: 651 _0 Mississippi|xSocial life and customs|vAnecdotes.

650 _0 Street names|zMississippi|zDe Soto County.

Example: e-fr---|ae-uk---|an-us---

This is a multi-part code. Here you can see the code for France, United Kingdom, and the United States. These were found on a record dealing with World War 2 planning.

Subject fields: 650 _0 |aWorld War, 1939-1945|xAmphibious operations.

650 _0 |aMilitary planning|zGreat Britain|vCase studies.

650 _0 |aMilitary planning|zUnited States|vCase studies.

049: This field is for the institutional code. This is a 4-character code that identifies an institution or a specific location in an institution. The indicators are used only for local definitions.

Example:

049__ MFMM

[This is the institutional code for the circulation location for Mississippi State University]

Example:

049__ MFMS

[This is the institutional for the Special Collections locations for Mississippi State University]

050: This field contains the Library of Congress (LC) call number for the piece. The first indicator is used for existence in LC collection. 0- item is in LC; 1 item is not in LC; blank is for no information. The second indicator is for the source of the call number. 0- is assigned by LC; 4- is assigned by agency other than the LC; blank is no information provided.

Example:

050 _4 DD256.5. N48 1961

082: This field contains the Dewey Decimal call number for the piece. The first indicator is for the type of edition. 0- full edition; 1- abridged edition; 7- other edition; blank is for no information provided. The second indicator is the source of classification number. 0- assigned by LC; 4- assigned by agency other than LC; blank is no information provided.

Example:

082 00 811/.54 20

086: This field contains the Government Document Classification number. The first indicator is for number source. 0- superintendent of documents classification; 1- government of Canada; blank is other source. The second indicator is not used.

Example:

086 0_ ID 1.18/3: L 22

092: This field contains the local assigned Dewey Number. Many institutions will create their own call numbers. You can find many of them under this field. The first indicator is for edition. 0- is for full edition; 1- abridge edition; blank is for no edition information. The second indicator is not used.

Example:

092 __ 811.54 PAR

092 __ J 811.54 Par

[These examples are both from the same record where the above 082 Dewey number was listed.]

1xx Fields

The 100s fields are mostly used for names or institutions that are identified as authors or creators of the material.

100: This field is used to identify the personal name. This field is used to record the author or main contributor of the piece. If the material has more than one author, the first is recorded here, and the others are recorded using the 700 field. This is done since there can only be one 100,110 or 111 field. There are three different 1st indicators that are used. 0 - for the forename; 1 - for the surname; 3 - used for the family name. The second indicator is not used.

There are many subfields that are also used for this field. While not all are listed here, these are the most common: |a personal name; |b numeration; |c titles associated with name; |d dates associated with name; |e relator term; |f date of work; |h medium; |I relationship information; |j attribution qualifier; |k form subheading; |l language of work; |m medium of performance for music; |n number part and section of work; |o arranged statement for music; |p name part/ section of work; |q fuller form of name; |r key for music; |s version; |t title of work.

Example:

100 1_ |aLynch, James D.|q (James Daniel), |d 1836-1903.|e author.

Example:

100 0_ |aJohn|bXXIII, |cPope,|d1881-1963.

110: This field is used to identify the cooperate name that created the material. If the material has more than one cooperation that contributed to the piece, the first is recorder here, the others are recorded using the 710 field. This is done since there can only be one 100,110 or 111 field. The first indicator is for the order the name is in. 0- inverted name; 1- the jurisdiction name; 2 - the name in direct order. The second indicator is not used and should be left blank.

There are many subfields that are also used for this field. Not all are listed here. These are some that are the most common: |a Corporate name or jurisdiction; |b subordinate unit; |c location of meeting; |d date of meeting or treaty signing; |e relator term; |f date of work; |g miscellaneous information; |k form subheading; |l language of work; |n number part/section/meeting; |p Name of part/section of a work; |t title of work

Example:

110 1_ United States. |bCongress.|bSenate.|bCommittee on Indian Affairs,|eauthor.

Example:

110 2_Millennium Challenge Corporation (U.S.)

111: This field is used to identify the meeting name that created the material. Compared to the 100 and 110 this field is less used. Like the previous field, the first indicator is for the order the name is in. 0- inverted; 1 - jurisdiction name, these were done pre-AACR2 and not likely to be used anymore; 2- name in direct order. The second indicator is not used and should be left blank.

There are many subfields that are also used for this field. These are some of the more common ones. |a meeting name or jurisdiction name; |c location of meeting; |d date of meeting or treaty signing; |e subordinate unit; |f date of a work; |g miscellaneous information; |j relator term; |k form subheading; |l language of a work; |n number of part/section/ meeting; |p name of part/section of work; |q name of meeting following jurisdiction name entry element; |t title of work

Example:

111 2_ |aBusiness for Peace, Strategies for Hope (Conference)|d (2014 :|cYpres, Belgium)

The last 1xx field, is different from the above three. While they cover institutions that create or oversee materials. The last field is for uniform titles. Now uniform titles “is a distinctive title assigned to a work which either has no title or has appeared under more than one title. Establishing a uniform title is an aspect of authority control.” (Wikipedia, 2020)

130: This field is for uniform title. This field is to be used for uniform title when there is no name available. The first indicator is used for non-filing characters. These are most commonly “a” or “the”. The first indicator runs from 0-9. The second indicator is not used and should be left blank.

There are many subfields that are used for this field. Not all are listed here, here are some of the most common ones: |a uniform title; |d date of treaty signing; |f date of work; |g

miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of performance for music; |n number of part/section of a work; |o arranged statement for music; |p name of part/ section of a work; |r key for music; |s version; |t title of a work

Example:

130 0_ |aBible. |p Pentateuch. |l English. |s Jewish Publication Society. |f 1992.

Example:

130 0_ |aTrio sonata, |m flutes (2), continuo, |n GraunWV D: XV:150, |r G major.

Example:

130 0_ |aTravel with kids (Television program). |pCosta Rica.

2xx Fields

The 2xx fields primarily deal with the title entries of materials and information for these fields can generally be found on the title and title verso pages. Again, not all fields will be covered, but some of the most common. Unlike the previous sections where they are covered in order. This one will start with the 245.

245: This field is for the title of the material. This field is mandatory for every record, no matter the type. The first indicator is either 1 or 0. If there is 1xx field the indicator is 1 if not it's a 0. The second indicator is used for non-filing characters. These are most commonly "a" or "the" and the space between them and the next word. The second indicator runs from 0-9.

Again, there are many subfields for this field. Here are some of the most common: |a title; |b remainder of title; |c statement of responsibility; |n number of part/sections of work; part of name and section of work.

Example:

100 1_ Peck, Graham A., |d1969-|eauthor.

245 1_ |aMaking an antislavery nation :|bLincoln, Douglas, and the battle over freedom
/|cGraham A. Peck.

Example:

245 0_4 The Californian /|cintroduction by George P. Hammond.

[in this case George P. Hammond would not be recorded in the 100 but in the 700]

For materials in non-English languages, there may be two 245 fields. One contains the lettering of the original language (Cyrillic, Hebrew, etc.). The other contains the transliteration version, which is the exact same title but using English lettering.

Example:

100 1_ Kotsiubinskiĭ, A. P.

245 10 Григорий Распутин : тайный и явный / |c A.P. Kotsyubinskiy, D.A. Kotsyubinskiy

245 10 Grigorii Rasputin : |b тайный и явный / |c A.P. Kotsiubinskiĭ, D.A. Kotsiubinskiĭ.

Now subfield |h is for the medium of works. These is also called GMDs by many institutions. Now many places no longer use |h while many still do. It is widely an institution decision.

Example:

245 00 |aDoctor Who. |pVengeance on Varos|h[DVD] /|cwritten by Philip Martin; directed by Ron Jones ; produced by John Nathan-Turner.

Example:

245 00 |aTilt brush|h[virtual reality] /|cdeveloper: Goggle.

222: This field is for key titles. These are unique titles for serials and continuing resources. Key titles are assigned by National Centers. The second indicator is for non-filler characters and can be from 0-9. There are only two subfields: |a key title; |b qualifying information.

Example:

222 _0 Journal politique de Bruxelles

245 00 Journal politique de Bruxelles.

240: This field is also used for uniform title. When an author is present use this field instead of 130. The record can only have a 240 or a 130, not both. The first indicator can be a 1 or 0 depending if it is displayed. 0 is if it is not printed or displayed; 1 if it is. The second indicator is for non-filling characters and can be 0-9.

There are many subfields that are used for this field. Not all are listed here, here are some of the most common ones: |a uniform title; |d date of treaty signing; |f date of work; |h medium; |k form subheading; |l language of work; |m medium of performance for music; |n number of part/section of work; |o arrangement statement for music; |r key of music; |p name of part/section for work; |s version

Example:

240 10 |aWorks. |kSelections. |lEnglish. |f1999

Example:

240 14 |aThe Mikado. |kSelections;|oarranged

Example:

240 10 |aConcertos, |morgan, orchestra|n(1962)

242: This field is for the translation of the title by a cataloging agency. This field is used when institutions when they translate a title that is not in English. The first indicator can be a 1 or 0 depending if it is a title added entry. 0 if it is not an added entry; 1 if it is. The second indicator is again for non-filling characters and can be 0-9.

The subfields are like the 245 but for one major difference. This field requires |y for the language code of the translated title. If the translated title is in English than this field would be |y eng.

Example:

242 10 |a Walts with Bashir :|ba Lebanon war story/|cAri Folman|yeng

245 10 |aValčík s Baširem :|b příběh o válce v Libanonu /|cAri Folman

Example:

242 12 |a book about the Führer for the German youth /|cby Erich Beier-Lindhardt; with an introduction by the Reich youth leader Baldur von Schirach|yeng

245 14 |a Ein Buch vom Führer für die deutsche Jugend /|cErich Beier-Lindhardt; Mit einem Geleitwort des Reichsjugendführers Baldur von Schirach.

246: This field is for a varying form of title. The 246 is a very interesting field. Unlike most of the previous fields, there can be multiple 246 fields in a record. The indicator fields are also more in depth. Indicator one is as follows: 0- note, no added entry; 1-note added entry; 2-no note, no added entry; 3- no note, added entry. These all determine how the field is search for and found in our systems.

The second indicator field is also more complicated and deal with the type of varying title. They are as follows: blank; 0- portion of title; 1- parallel title; 2- distinctive title; 3- other title; 4- cover title; 5- added title page title; 6- caption title; 7- running title; 8- spine title.

The subfields for this field are as follows: |a title; |b remainder of title; |f date of sequential designation; |i display text; |n number of part/section of work; |p part/section of work

Example:

245 00 |aResearch centers & Institutes annual report.

246 30 |aResearch centers and institutes annual report.

Example:

245 00 |aLee County comprehensive plan
246 1_ |i title from cover: |a Land use plan Lee County, Mississippi

Example:

245 00 |a Selections from the 2014 8th annual Charles Templeton Ragtime & Jazz Festival|h[music CD].
246 18 |a Charles Templeton Ragtime Jazz Festival selections live 2014
246 30 |a Selections from the 2014 Charles Templeton Ragtime Jazz Festival

247: This field is used for former titles of continuing resources. This helps researchers find all materials even if the name was changed. For the first indicator is whether to have the field as an added entry. 1 to have it as an added entry and 0 to have no added entry. The second indicator is whether to display note or not. 0 is to display note and 1 is to not display the note.

There are several subfields for this field as well. They are: |a title; |b remainder of title; |f date or sequential designation; |n number of part/section of work; |p name of part section of work.

Example:

245 00 |aProQuest criminal justice.
247 10 |a CJPI: |b Criminal justice periodical index.
247 10 |a Criminal justice periodicals |f <Feb. 15, 2013>

250: This field covers the edition statement of the material. The indicators are not used for this field. There are subfields. These are |a edition statement and |b remainder of the edition statement.

Example:

250__ |aAdvance Reading Copy

Example:

250 __ |aSigned first edition

264: This field covers the production, publication, distribution, manufacture and copyright notice of a piece. This information is separated by different second indicator fields. The 246 is another field where there can be more than one field. The first indicator can be blank; 2- intervening; and 3- current latest.

The second indicator of the field is used to describe the differences between all the information. 0- production; 1- publication; 2- distribution; 3- manufacture; 4- copyright date.

The subfields for this field are as follows: |a place of publication, etc.; |b name of producer, publisher, distributor; |c date of publication, etc.

***Note the date information must be reflected in the Dates section of the fixed fields**

Example:

264 _1 |aNew York :|bPublicAffairs, |c[2019].

264 _4 |c©2019

[For materials that have no true date and just a copyright date, the date is put in the publication field in brackets. Use 246 _4 to display the copyright date]

Example:

264 _1 |a[Place of publication not identified] :|b[publisher not identified],|c[1945].

264 _3 |aBavaria: [printer not identified],|c1945

[For materials where the information is not clear, you will see the information in brackets. Here the publisher is not known so the statement is added “publisher not identified.” The place and printer are also not known so they have similar notes]

Example:

264 _1 |a[publisher not identified] :|b[publisher not identified],|c[1984]

264 _3 |a[Winston-Salem, N.C.?] :|bPrinted for Stuart Wright,|c[1984].

264 _4 |c©1984

3xx Fields

The 3xx fields contain information about the physical description and characteristics of the materials. Besides description, they also contain information about technical specifications. Again, not all fields will be covered, but some of the most common. Some of the fields that will not be covered are fields: 344, 345, 346, and 347. These cover in depth the characteristics of media files.

300: This field is for the physical description and characteristics of the material. Both indicators are left blank for this field.

The subfields for this field are: |a extent; |b other physical details; |c dimensions; |e accompanying material. There are two more subfields that are only used for archival and rare materials: |f type of unit; |g size of unit.

***Note the information in |b must be reflected in the Ill. code in the fixed fields.**

Example:

300 __ |avii, 170 pages :|billustrations ;|c21 cm.

[For subfield |a vii is the number of preliminary pages that are numbered with roman numerals. These commonly contain the forward and table of contents.]

Example:

300 __ |a630 pages :|billustrations (part color) portraits, maps (part color) facsimiles ;|c29 cm

[There can be many different types of illustrations listed for |b. It is important to indicate if they are in color. Plate pages can be listed under |a or |b. No matter which field they should still be reflected in Ill. of the fixed fields.]

Example:

300 __ |a1 volume :|billustrations, plans ;|c28 x 42 cm

[Many times, if the material has unnumbered pages or is a multi-volume set, just the number of volumes will be listed. Also, if the material has different than normal dimensions the length and the width will be shown.]

Example:

300 __ |a 38 leaves ;|c28 cm

[Leave are different from pages as they only printed on one side, pages are printed on both. If a record does not contain any illustrations, subfield b can be omitted.]

Example:

300 __ |a viii, 525 pages :|bcolor illustrations, map ;|c28 cm +|e1 DVD-ROM (4 3/4 in.)

Example:

300 __ |a 1 videodisc (136 minutes) :|bsound, color ;|c4 3/4 in.

[This is an example of a DVD. |a includes the run time length. |c includes the measurement of the disk itself]

Example:

300 __ |a1 online resource: |bdigital, sound, color

[This is an example of a digital resource. These do not include |c because they do not contain dimensions.]

306: This field is for the duration of recordings, the playtime. Both indicators filed are left blank. There is also only one subfield |a playing time.

Example:

300 __ |a1 audio disc (19 min, 45 sec) :|bdigital, CD audio ;|c4 3/4 in.

306 __ |a 001945

Example:

300 __ |a 11 audio discs (13 hr., 15 min.) :|bdigital ;|c4 3/4 in.
306 __ |a 131500

310: This field is for current publication frequency. It is used with continuing resource/serial materials. Both indicator fields are left blank.

There are two subfields. They are: |a current publication frequency; |b date of current publication frequency.

***Note the input of this field must match the Frequn fixed field that is in continuing resource records**

Example:

310 __ |a Weekly

310 __ |a Quarterly

321: This field contains the former publication frequency for continuing resources and serials. Both indicators are left blank.

Like the 310 field, there are two subfields |a former publication frequency; |b date of former publication frequency.

Example:

310 __ |a Two numbers a year, |b<2006>-2013

321 __ |a Frequency varies, |b1952-

The next three fields 336, 337, and 338 are commonly known as the 33x fields. These fields are part of RDA cataloging. They are currently mandatory to records.

336: This field is the content that the material is made up of. This field ties into the fixed field Type. Though usually there is only one of this field, there can be duplicates. Both indicator fields are left blank.

There are three subfields that are commonly used for this field. They are: |a content type term ; |b content type code; |2 source. The examples cover some of the most common fields, but not all of them.

Example:

336 __ |atext |b txt |2 rdacontent

[This is the field that is normally for books, serials, and other printed material]

Example:

336 __ |a spoken word |b spw |2 rdacontent
[This field is used for an audio book]

Example:

336 __ |a two-dimensional moving image |b tdi |2 rdacontent
[This field is used for a dvd]

Example:

336 __ |a text |b txt |2 rdacontent
336 __ |a still image |b sti |2 rdacontent
[These two fields are used for graphic novels.]

Example:

336 __ |acomputer program |b cop |2 rdacontent
336 __ |a three-dimensional moving image |b tdm |2 rdacontent
[These two fields are used together for a computer game]

337: This field is for the type of media that makes up a material. This field can be echoed in the media subfield (a) of the 007. There is usually only one of this field. Both indicator fields are left blank.

There are three subfields that are commonly used for this field. They are: |a media type term ; |b media type code; |2 source. The examples cover some of the most common fields, but not all of them.

Example:

337 __ |a unmediated |b n |2 rdamedia
[This field is used for books, serials etc. materials that do not contain media]

Example:

337 __ |a computer |b c |2 rdamedia
[This field is used for online resources, computer games, video games, and materials that are accessed on computers]

Example:

337 __ |a audio |b s |2 rdamedia
[This field is used for audio books and audio materials]

Example:

337 __ |a video |b v |2 rdamedia
[This field is used for DVDs and video materials.]

338: This field is for the carrier type, or the medium of material. This field can be echoed in the carrier type subfield (|b) of the 007. There is usually only one of this field. Both indicator fields are left blank.

There are three subfields that are commonly used for this field. They are: |a carrier type term ; |b carrier type code; |2 source. The examples cover some of the most common fields, but not all of them.

Example:

338 __ |a volume |b nc |2 rdacarrier

[This field is for many written materials such as books, serials, and graphic novels]

Example:

338 __ |a videodisc |b vd |2 rdacarrier

[This field is used for DVD materials.]

Example:

338 __ |a online resource |b cr |2 rdacarrier

[This field is for online materials]

Example:

338 __ |a audio disc |b sd |2 rdacarrier

[This field is for audio books which are on discs]

344: This field describes sound characteristics of recordings. Both indicators for this field are left blank.

There are several fixed fields available for this field. The are: |a type of recording; |b recording medium; |c playing speed; |d groove characteristic; |e track configuration; |f tape configuration; |g configuration of playback channels |2 source

Example:

344 __ |a digital |b optical |2 rda

Example:

344 __ |a analog |c 33 1/3 rpm |d microgroove |g stereo |2 rda

362: This field covers the volume and date range for continuing resources and serials. For this field indicator one is for format of date. 0 is if its formatted; 1 if it is unformatted.

There are few subfields for this field. They are |a dates of publication and/or sequence and |z source of information.

Example:

362 1_ |a Began with: Vol. 1, no. 1 (fall 2011).

362 0_ |a Vol. 1, no. 1 spring 2001-

4xx Fields

The 4xx fields are used for series statements. There have been several 4xx fields in the past, but there is currently only one in use. Fields 400, 410, 411 and 440 are considered obsolete and should not be used.

490: This field is for the series statement. It can stand alone, but it normally ties into another series statement in either the 800, 810, 811, or 830 fields. The first indicator is whether the series is traced or not. 0- series is not traced; 1- series is traced. The second indicator is not used.

There are several subfields used for this field. However, the most common ones used are |a series statement and |v volume number/sequential designation.

Example:

490 1_ |aNational Archives publication |v no. 71-11

830 _0 |a National Archives publication (Washington, D.C.) ; |v no. 71-11.

5xx Fields

The 5xx fields are used for notes that researchers and patrons would need to know about a piece. These notes can range for a variety of reasons. However, for each note a separate field should be added.

500: This field is used for general notes. These can be used for multiple reasons. Both indicator fields are not used and should be left blank. There is one main subfield that is used, |a – general note.

Example:

500 __ |a Comprised of papers delivered at a symposium sponsored by Harvard University's Houghton Library, the Lincoln Forum, the Lincoln Group of Boston, and the Massachusetts Abraham Lincoln Bicentennial Commission in April of 2009.

Example:

500 __ |a "Bound in genuine leather" -- title page

500 __ |a "From the edition first published in 1895 by W.H. Allen & Co., Limited, London" -- title page verso

500 __ |a In slipcase.

[These three fields are all from the same record. For each note a new field is used. Also be sure to say where the information is taken from. Like "title page" or "title page verso". Not all records include that information]

Example:

500 __ |a Includes index.

[In the 500 note you can also record if the material includes and index. Unless it includes bibliographic material and then the index is recorded in the 504 field]

504: This field is for the bibliographic note. It is used to describe in any bibliographic references included in an item. Both indicator fields are left blank. The main subfields that are used for this field are |a bibliographic note, and |b number of references.

Example:

504 __ |a Includes bibliographical references (pages 507-509) and index.

[If the material includes bibliographical references and the index, they are both recorded in this field. If there are no bibliographical references, the index should be recorded in the 500 field]

505: This field is for the formatted contents note. Simply put, this is the contents of the materials. Most times catalogers copy the table of contents into this field. The first indicator is to display whether the contents are complete or not. 0- contents; 1- incomplete contents; 2- partial contents. The second indicator is the level of content displayed. Blank is basic; 0- enhanced.

There are a few subfields for this field. The most used ones are: |a formatted contents note; |g miscellaneous information; |r statement of responsibility; |t title.

Example:

505 00 |tIntroduction --|tThe Federalist --|tThe Federal Constitution

[When the 505 field uses the subfields, it is considered enhanced]

Example:

505 0_ v. 1. Fantine -- v. 2. Cosette -- v. 3. Marius -- v. 4. The idyll of the rue Plumet and the epic of the rue Saint Denis -- v. 5. Jean Valjean

[This is not an enhanced record, but the record is for multiple volumes. Instead of having the table of contents, it lists the volume names from the set.]

506: This field is for the note on restrictions on access. This field is primarily used for electronic material. The first indicator is for restriction. Blank- no information provided; 0- no restrictions; 1- restrictions apply. The second indicator is not used.

There are some subfields used for this field. They are: |a terms governing access; |b jurisdiction ; |c physical access provisions; |d authorized users; |e authorization; |f standardized terminology for access restriction; |g availability date; |q supplying agency; |u uniform resource identifier; |2 source of term; |3 materials specified; |5 institution to which the field applies

Example:

506 __ |aAccess restricted to affiliated MSU patrons with a valid user ID; full-text file in PDF format.

520: This field is for the summary of the materials. The first indicator is what kind of summary it is. Blank – summary; 0- subject; 1- review; 2- scope and content; 3- abstract; 4- content advice; 8- no display constant generated. The second indicator is not used and is left blank.

There are some subfields used for this field. They are: |a summary, etc; |b expansion of summary note; |c assigning source; |u uniform resource identifier.

Example:

520 __ |aContains fairy tales gathered from the folklore of Russia, Germany, Italy, France, Spain, China, Scotland, and Ireland.

520 __ |a"The essays in this book focus on Lincoln's views on the rule of law and the Constitution and expose the difficulty and ambiguity associated with the protection of civil rights during the Civil War"--|cProvided by publisher

521: This field is for the target audience note. The first indicator for this field describes the type of note. Blank- audience; 0- reading grade level; 1- interest age level; 2- interest grade level; 3- special audience characteristics; 4- motivation/ interest level; 8- no display content generated. The second indicator is not used.

The subfields for this field are: |a target audience note; |b source.

Example:

521 __|aESRB rating: Everyone

Example:

521 8_|aRating: Not rated|aCHV rating: PG.

532: This field is for the accessibility note. The first indicator describes the type of note. 0- accessibility technical details; 1- accessibility features; 2- accessibility deficiencies; 8- no display constant generated. The second indicator field is left blank. There is only one main subfield used. |a- summary of accessibility.

Example:

532 1_ |aEnglish subtitles for the deaf and hard-of-hearing (SDH); English audio description track for people with visual disabilities.

533: This field is for a reproduction note. If the material is a reproduction of the original then a note should go in this field. Both subfields are not used and should be left blank.

There are several subfields that are used. They are: |a type of reproduction; |b place of reproduction; |c Agency responsible for reproduction; |e physical description of reproduction; |f series statement of reproduction; |m dates and or sequential designation of issues; |h note about reproduction.

Example:

533 __ |aElectronic reproduction.|bPalo Alto, Calif. :|cebrary,|d2013.|nAvailable via World Wide Web.|nAccess may be limited to ebrary affiliated libraries.

Example:

533 __ |aMicrofiche.|b[Ann Arbor, Mich.]|cUniversity Microfilms International,|d197 - |esheets. 11 x 15 cm.

538: This field is for the system details note. This note details the systems needed to access the materials. Both indicators are not used. The main subfields that are used are: |a system details note; |i display text; |u uniform resource identifier.

Example:

538 __ |aDVD, Dolby surround.

Example:

538__|aCompact discs.

Example:

538__|aSystem requirements: 64-bit processor and operating system; Windows 10; i7 processor; 16 GB Ram; Nvidia GTX 1080i; DirectX version 12; 10 GB

538__|aVR support for: Valve index, HTC Vive, Oculus Rift, Windows mixed reality, Tracked motion controllers, gamepad, keyboard/mouse

[This is the system requirements for virtual reality programming. There are two fields: one for the computer required, the other for the VR headset required.]

540: This field is for the terms governing use and reproduction. This field tells about the terms of copyrights, restrictions, etc. that restrict the rights of the material. The two indicator fields are not used and left blank.

The subfields used for this field are: |a terms governing use and reproduction; |b jurisdiction; |c authorization; |d authorized users; |f use and reproduction rights; |g availability dates; |q supplying agency; |u uniform resource identifier; |2 source of term; |3 materials specified; |5 institution to which field applies

***Note use the 506 field if the note is about access restrictions**

Example:

540 __ |aFor private home use only.

546: This field is for the language note for the material. This should match the 041 field with the languages listed. The two indicator fields are not used.

The main subfields used for this field are: |a language notes; |b information code or alphabet.

Example:

041 1_ |aeng|jeng|jfre|jspa|heng

546 __|aEnglish dialogue with optional English, French or Spanish subtitles.

Example:

041 0_ |aeng |a chi |a fre |a ger |a jpn |a rus |a spa |a por

546__ |aEnglish, Chinese, French, German, Japanese, Portuguese, Russian, Spanish
[This is a for a computer game that has language option in these different languages]

Example:

546__ |aBlu-ray: English, French, Portuguese, or Spanish dialogue; English, French, Portuguese, or Spanish subtitles; English subtitles for the deaf and hard of hearing (SDH); English audio description.

546 __|aDVD: English, French, or Spanish dialogue; English, French or Spanish subtitles; Closed-captioned; English audio description.

[This is for a Blu-ray, DVD combo set and so has two 546 fields]

588: This field is used for the note that is the source of the description. This first indicator is used for display constant. Blank- no information is provided; 0- Source of description; 1- latest issue consulted. The second indicator is not used.

The main subfield that is used for this field is: |a source of description note.

Example:

588 __ |aDescription based on 1998-1999; title from cover.
588 __ |aLatest issue consulted: 2003-2004.
[These two fields are used for continuing resources/serials.]

Example:

588 __ |aDescription based on online resource; title from Oculus resource page viewed February 6, 2020.

The last three fields of the 5xx fields are both for local notes. However, these are used by some frequency by different institutions. The examples here are all from MSU.

590: This field is for a local note. Many institutions use this to note different information about their individual copies. This information should not be in OCLC, only in the institutions OPAC. The first indicator is used to detail what kind of note it is. Blank- no information provided; 0- private; 1- not private. The second indicator is not used and left blank.

The main subfield that is used is |a local note.

Example:

590 __ |a MSU -- Moe Collection.

Example:

500 __ |a "This edition is strictly limited to a quantity of 600 sets, of which this is volume one, number ..." -- preliminary title page of volume one
590 __ |a MSU -- no. 84 of 600

Example:

590 __ |a MSU -- MSU copy is signed by Clint Hill and Lisa McCubbin.

591 and 592: These are local fields. While they can be used in different ways, for Mississippi State University, they are used to designate collections. These fields are also used with 710 notes for the collections. The first and second indicators are not used. These note fields should not be viewable in OCLC, but instead in an institutions OPAC.

The subfields |a-|z are all used for local notes.

Example:

591 __ |a MSU -- The Louis B. Brock Collection (Mississippi State University. Libraries)
710 2_ |a Louis B. Brock Collection (Mississippi State University. Libraries)|5MsSM

Example:

592 __ |a MSU -- The Frank and Virginia Williams Collection of Lincolniana
(Mississippi State University. Libraries)
710 2_ |a Frank and Virginia Williams Collection of Lincolniana (Mississippi State
University. Libraries)|5MsSM

6xx

The 6xx fields are used to list the subjects of the materials. Subjects are basically what the material is about. Accurate subject headings allow users and patrons to find the materials they are looking for. There can be multiples of these fields in records. Most records will have at least two of subject headings. Most institutions in the United States will use Library of Congress subject headings. These will have their own authority records and will appear blue and underlined.

600: This field is for a subject that is a personal name. In some cases, such as autobiographies, this field may match the 100s. Many of the subfields also match those of the 100 field. The first indicator is used to tell the type of personal name listed. 0- forename, 1- surname, 3- family name. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings; 3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields used for this field. These are not all of them just some of the most used. They are: |a personal name; |b numeration; |c titles and other words associated; |d dates associated; |e relator term; |f date of work; |g miscellaneous information; |h medium; |j attribution qualifier; |k form subject heading; |l language of work; |m medium of performance; |n number of part/section of work; |o arranged statement for music; |p Name of part/section of work; |q fuller form of name; |r key of music; |s version; |t title of work; |u affiliation; |v form subdivision; |x general subdivision; |z geographic subdivision; |2 source of heading term.

Example:

600 10 |aLincoln, Abraham,|d1809-1865|xMonuments|zWisconsin|zRacine.

Example:

600 30 |aHerring family.

Example:

600 10 |aBach, Johann Sebastian, |d 1685-1750. |t Masses, |n BWV 232, |r B minor.

Example:

600 10 |a Potter, Harry|c(Fictitious character)

Example:

600 11 |aShakespeare, William,|d1564-1616.|tAs you like it|vFiction.

Example:

600 16 |aBeethoven, Ludwig van, |d 1770-1827 |x Critique et interprétation.

600 14 |aBeethoven, Ludwig van, |d 1770-1827 |x Criticism and interpretation.

600 17 |aBeethoven, Ludwig van, |d 1770-1827 |2 fast |0 (OCoLC)fst00042803

[These three subject headings are all from the same record and show the differences in the second indicator code]

610: This field is for using a corporate name as a subject. Like the 600 echoes the 100, this field echoes the 110. The first indicator is for the order the name is in. 0- inverted name; 1- the jurisdiction name; 2 - the name in direct order. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings; 3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a Corporate name or jurisdiction; |b subordinate unit; |c location of meeting; |d date of meeting or treaty signing; |e relator term; |f date of work; |g miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of music; |n number part/section/meeting; |o arranged statement for music; |p Name of part/section of a work; |r key for music; |s version; |t title of work; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term.

Example:

610 20 |a San Francisco Committee of Vigilance of 1856.

Example:

610 20 |a United States Air Force Academy.|bDepartment of English|vPeriodicals.

Example:

610 20 |a Catholic Church|xHistory|yModern period, 1500-

610 27 |a Catholic Church.|2fast|0(OCoLC)fst00531720

611: This field is for using a meeting name as a subject heading. This echoes the 111 field, and like that field is used less. The first indicator is for the order the name is in. 0- inverted name; 1- the jurisdiction name; 2 - the name in direct order. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings; 3- National Agricultural

library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a meeting or jurisdiction name; |c location of meeting; |d date of meeting or treaty signing; |e subordinate unit; |f date of work; |g miscellaneous information; |h medium; |j relator term; |k form subheading; |l language of work; |n number part/section/meeting; |p Name of part/section of a work; |q name of meeting following jurisdiction name; |s version; |t title of work; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term.

Example:

611 20 |aExposition universelle de 1889|c(Paris, France)|vJuvenile fiction.
611 21 |a Paris World's Fair |d (1889) |v Fiction.

Example:

611 20 |a World Conference on Church and Society|d(1966 :|cGeneva, Switzerland)

630: This field is for using a uniform title as a subject heading. Like the previous fields, this field echoes the 130. The first indicator is used for non-filing characters. These are most commonly “a” or “the”. The first indicator runs from 0-9. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children’s literature; 2- medical subject headings; 3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a uniform title; |d date of treaty signing; |e relator term; |f date of work; |g miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of music; |n number part/section/meeting; |o arranged statement for music; |p Name of part/section of a work; |r key for music; |s version; |t title of work; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term.

Example:

630 00 |a Bible|xHistory.

Example:

630 00 |aWhere the wild things are (Motion picture)

650: This field is for subjects of topical terms. This field is one of the most used subject fields. The first indicator is for the level of subject. Blank- no information provided; 0- no level

specified; 1- primary level; 2- secondary level. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings; 3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a topical term or geographic name; |b topical term following geographic name; |c location of event; |d active dates; |e relator term; |g miscellaneous information; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term.

Example:

650 _0 |a Detective and mystery stories, English.

Example:

650 _0 |a American poetry|y21st century.

Example:

600 10 |a Potter, Harry|c(Fictitious character)|vDrama.
650 _0 |a Hogwarts School of Witchcraft and Wizardry (Imaginary organization)|vDrama.
650 _0 |a Wizards|vDrama.
650 _0 |a Fathers and sons|vDrama.
650 _0 |a Good and evil|vDrama.
[This example shows a 600 with the 650]

Example:

650 _0 |a World War, 1939-1945|xSecret service|zFrance.
650 _0 |a World War, 1939-1945|xCampaigns|zFrance.
650 _0 |a Guerrillas|zFrance|xHistory|y20th century.
650 _0 |a Special forces (Military science)|zFrance|xHistory|y20th century.
650 _0 |a Special operations (Military science)|zFrance|xHistory|y20th century.
[These subject headings are all for one record]

651: This field is used for subjects with a geographic name. Along with 650, this is also one of the most used subject headings. As mentioned before, these tend to match the 043 geographic area code. The first indicator is not used for this field and left blank. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings;

3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a geographic name; |e relator term; |g miscellaneous information; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term.

Example:

651 _0 |a United States|xHistory|yCivil War, 1861-1865|vChronology.

651 _0 |a United States|xHistory|yCivil War, 1861-1865|vBiography

Example:

651 _0 |a Russia|xCourt and courtiers.

651 _0 |a Russia|xKings and rulers.

651 _0 |a Crimea (Ukraine)|xHistory.

Example:

651 _0 |aChickasaw County (Miss.)|xHistory.

651 _0 |aMississippi|xHistory.

655: This field is for general genre terms. These terms are closer to keywords than subject terms. There is a list of 655 genre terms in the references section. The first indicator is for the type of heading. Blank- basic; 0- faceted. The second indicator is used to tell what type of subject heading is used. 0- Library of Congress; 1- LC subject headings for children's literature; 2- medical subject headings; 3- National Agricultural library; 4- source not given; 5- Canadian subject headings; 6- Répertoire de vedettes-matière; 7- source specified in subfield |2.

There are many subfields that are also used for this field. Again not all are listed here, here are some that are the most common: |a genre/form data or focus term; |b non-focus term; |c facet/ hierarchy designation; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision; |2 source of heading or term

Example:

655 _7 |aCookbooks.|2lcfgt

Example:

655 _7 |aCatalogs. |2 lcfgt

Example:

655 _7 |aShort stories. |2 lcfgt

Example:

655 _7 |a Fantasy films.|2lcgft
655 _7 |a Action and adventure films.|2lcgft
655 _7 |a Romance films.|2lcgft
655 _7 |a Detective and mystery films.|2lcgft
655 _7 |a Video recordings for the hearing impaired.|2lcgft
655 _7 |a Feature films.|2lcgft
[These fields were used on the same record]

7xx Fields

The 7xx fields provide several functions. The 700-730 fields contain additional information from the 1xx fields. There can only be one 100 or 110 field. However, there can be multiple 700s and 710 fields. So, record makers can record information that would not fit in the 1xxs in these fields.

The 76x-78x are used to link titles of related items. This is of great use to continuing resource records.

The 790-793 fields are mostly used as local fields for individual institutions. These fields should not be present in OCLC records. The information in them may not match your institutions information.

700: This field is for added entry of a person name. This field acts as a second 100 field. If there are multiple authors, or those that contribute to the material in other ways, such as illustrators, their names are recorded in this field. There are three different 1st indicators that are used. 0 - for the forename; 1 - for the surname; 3 - used for the family name. The second indicator is undefined. Usually this would mean it is not used and left blank. However, there is another value that can be used. 2- is used for analytical entry.

Like the 100 field, there are many subfields used for this field. While not all are listed here, these are the most common: |a personal name; |b numeration; |c titles associated with name; |d dates associated with name; |e relator term; |f date of work; |h medium; |I relationship information; |j attribution qualifier; |k form subheading; |l language of work; |m medium of performance for music; |n number part and section of work; |o arranged statement for music; |p name part/ section of work; |q fuller form of name; |r key for music; |s version; |t title of work

Example

100 1_ |a Stone, Oliver.
245 1 4 |a The untold history of the United States / |c Oliver Stone and Peter Kuznick.
700 1_ |a Kuznick, Peter J.

[In this record, there are two authors. The first is listed in the 100 field, the second in the 700.]

Example:

245 0 0 |a Go for launch : |b Mercury / |c developed by Joe Chisholm

700 1_ |a Chisholm, Joe |e developer

[Since developers are not authors many of them are not placed in the 100 field, but in the 700. No 100 field is added.]

Example:

245 0 0 |a In short : |b a collection of brief creative nonfiction / |c edited by Judith Kitchen and Mary Paumier Jones.

700 1 _ |a Kitchen, Judith, |e editor

700 1_ |a Jones, Mary Paumier, |e editor

[Editors are like developers. Many times they are not listed in the 100 field, but in the 700]

Example:

245 00 |a Unsung hero : |b the horse in the Civil War / |c written and hosted by Kent Masterson Brown ; produced by Witnessing History, LLC ; directed by Douglas High

700 1_ Brown, Kent Masterson, |d1949- |e screenwriter, |e host.

700 1_ High, Douglas, |e film director.

[Visual materials, such as DVDs and movies, tend to have many 700 fields since they list many of the actors and creators of the film.]

710: This field is for added entry of a corporate name. This field acts as a second 110 field. If there are multiple corporations, or ones that act as the primary author, they are recorded here. The first indicator is for the order the name is in. 0- inverted name; 1- the jurisdiction name; 2 - the name in direct order. The second indicator is undefined. Usually this would mean it is not used and left blank. However, there is another value that can be used. 2- is used for analytical entry.

Like the 110, there are many different subfields. Not all are listed here. These are some that are the most common: |a Corporate name or jurisdiction; |b subordinate unit; |c location of meeting; |d date of meeting or treaty signing; |e relator term; |f date of work; |g miscellaneous information; |h medium; |i relationship information; |k form subheading; |l language of work; |m medium of performance for music; |n number part/section/meeting; |o arranged statement for music; |p Name of part/section of a work; |r key for music; |s version; |t title of work

Example:

245 00 |a Zoning ordinance : |b Sumrall, Mississippi / |c Mississippi Research and Development Center

710 2_ |a Mississippi Research and Development Center.

Example:

245 00 |a HIV/AIDS : |b resources in Mississippi / |c produced by the Mississippi State Department of Health's HIV/AIDS Prevention Program through grant #BRP 040009-01-0 from the Health Resources and Services Administration of the U.S. Department of Health and Human Services

710 1_ |aUnited States. |b Health Resources and Services Administration.

710 1_ |a United States. |b Department of Health and Human Services.

[These are listed in the 710 because they are listed as producers of the document]

Another use for the 710 is for collection name. Some institutions will put collection notes in the 590. However, some will also use the 710 or a combination of the 591 and 592 with 710. Again the 591 and 592 will not be viewable in OCLC, but in the institutions OPAC.

Example:

710 2 _ |aPoets Laureate Collection (Library of Congress) |5 DLC

Example:

710 2_ |aFrank and Virginia Williams Collection of Lincolniana (Mississippi State University. Libraries) |5 MsSM

711: This field is for added entry of a meeting name. This field acts as another 111 field. If there is a meeting name that cannot fit the 111 field, since there can only be a 100, 110, or 111 field, it can be recorded here. Like the previous field, the first indicator is for the order the name is in. 0- inverted; 1 - jurisdiction name, these were done pre-AACR2 and not likely to be used anymore; 2- name in direct order. The second indicator is undefined. Usually this would mean it is not used and left blank. However, there is another value that can be used. 2- is used for analytical entry.

Like the 111 field, there are several subfields. These are some of the more common ones. |a meeting name or jurisdiction name; |c location of meeting; |d date of meeting or treaty signing; |e subordinate unit; |f date of a work; |g miscellaneous information; |h medium; |i relationship information; |j relator term; |k form subheading; |l language of a work; |n number of part/section/ meeting; |p name of part/section of work; |q name of meeting following jurisdiction name entry element; |s version; |t title of work

Example:

711 2_ |aNSF-CBMS Regional Conference in the Mathematical Sciences on Deformation Theory of Algebras and Modules|d(2011 :|cRaleigh, N.C.)

720: This field is for uncontrolled name. These are primarily used for non-MARC formats, such as Dublin Core or ONIX. This field is also used by institutions who catalog family histories, etc. The first indicator is for the type of name. Blank- not specified; 1- personal; 2- other. The second indicator is not used and should be left blank.

The main subfields for this field are |a name; |e relator term; and |4 relationship.

Example:

720 2_ |aDOE/AD |4 spn

730: This field is for uniform titles. This field acts like a second 130 field. The first indicator is used for non-filing characters. These are most commonly “a” or “the”. The first indicator runs from 0-9. The second indicator is undefined. Usually this would mean it is not used and left blank. However, there is another value that can be used. 2- is used for analytical entry.

Like the 130 field, there are several subfields. These are some of the most common ones. |a uniform title; |d date of treaty signing; |f date of work; |g miscellaneous information; |h medium; |i relationship information; |k form subheading; |l language of work; |m medium of performance for music; |n number of part/section of a work; |o arranged statement for music; |p name of part/ section of a work; |r key for music; |s version; |t title of a work

Example:

730 0 2 |aBible. |p Mark. |l German. |f 1971.

Example:

730 0_ |aEEC Convention on Jurisdiction and the Enforcement of Judgments in Civil and Commercial Matters |d (1968 September 27)

Example:

730 0_ |aQuickstart guide to the IBC.

730 0_ |aInternational building code commentary.

[these two fields are on one record, showing the field can be used multiple times]

740: This field is for uncontrolled related/analytical title. This field is for a title related to the material that does not have an authority record, or not controlled. The first indicator is used for non-filing characters. These are most commonly “a” or “the” and the space between them and the next word. this indicator runs from 0-9. The second indicator is the type of added entry. Blank- no information provided; 0- alternative entry (obsolete); 1- secondary entry/printed on card (obsolete); 2- analytical entry

There are few subfields for this field. The most common are |a uncontrolled related/analytical title; |h medium; |n number of part/section of work; |p name of part/section of work

Example:

245 00 |a Lego Harry Potter Collection.
740 02 |a Lego Harry Potter years 1-4
740 02 |a Lego Harry Potter years 5-7.

Example

245 10 |a Annals of the kings and rulers: |b appendix A of the Lord of the Rings trilogy.
740 0_ |a Lord of the Rings.

770: This field is for supplement/special issue entry. This field notes about supplements that are associated with the main titled but are cataloged separately. The first indicator is whether to display note or not. 0- display note; 1- do not display note. The second indicator is for what kind of note it is. Blank – has supplement; 8- no display constant generated.

There are several subfields for this field. Here are some of the most common |a main entry heading; |b edition; |c qualifying information; |d place, publisher, and date of publication; |g related parts; |h physical description; |i relationship information; |k series data for related item; |m material-specific details; |n note; |r report number; |s uniform title; |t title; |x International standard serial number

Example:

245 10 |aThe New Yorker.
770 0_ |tFashion rocks|w(DLC) 2006207416|w(OCOLC)64768799

Example:

245 10 |aThe Yale University library gazette.
770 0_ |tYale University library gazette. Occasional supplement|w(OCOLC)43535864

772: This field is for supplement parent entry. If the cataloged material is a supplement, this note contains information about the parent record. The first indicator is whether to display note or not. 0- display note; 1- do not display note. The second indicator is for what kind of note it is. Blank – has supplement; 0- parent; 8- no display constant generated.

There are several subfields for this field. Here are some of the most common |a main entry heading; |b edition; |c qualifying information; |d place, publisher, and date of publication; |g related parts; |h physical description; |i relationship information; |k series data for related item; |m material-specific details; |n note; |r report number; |s uniform title; |t title; |w record control number; |x International standard serial number

Example:

245 00 |aFashion rocks.
772 0_ |t New Yorker (New York, N.Y. : 1925) |x 0028-792X |w (DLC) 28005329
|w (OCOLC)1760231

772 0_ |t Vogue |x 0042-8000 |w (DLC) 08036997 |w (OCoLC)1769261
772 0_ |t Glamour |x 0017-0747 |w (DLC) 43033892 |w (OCoLC)5259082
772 0_ |t Wired (San Francisco, Calif.) |x 1059-1028 |w (DLC)94659076 |w
(OCoLC)24479723
772 0_ |t Teen Vogue |x 1540-2215 |w (DLC) 2002205577 |w (OCoLC)47466925
[For this example, the 245 lists the supplement material. The 772 lists all the parent
where the supplement was located]

Example

245 04 |aThe Yale University Library gazette. |p Occasional supplement.
772 0_ |aYale University. |b Library. |t Yale University library gazette |x 0044-0175
|w (DLC) 29020404 |w (OCoLC)1586270

776: This field is for additional physical form. The first indicator is whether to display note or not. 0- display note; 1- do not display note. The second indicator is for what kind of note it is. Blank- available in another form; 8- no display constant generated.

There are several subfields for this field. Here are some of the most common |a main entry heading; |b edition; |c qualifying information; |d place, publisher, and date of publication; |g related parts; |h physical description; |i relationship information; |k series data for related item; |m material-specific details; |n note; |r report number; |s uniform title; |t title; |w record control number; |x International standard serial number.

Example:

245 10 |a Levels of archaeological evidence illustrated in three-dimensional models|h[DVD]
776 08 |iReproduction of (manifestation):|tLevels of archaeological evidence illustrated in three-dimensional models|dMississippi State, Mississippi: Mississippi State University, 1998|w(OCoLC)41542561

Example:

245 10 |aPopular science|h[microform].
776 08 |iPrint version:|tPopular science.|w(OCoLC) 4015531

Example

245 00 |aCivil war book review.
776 08 |iOnline version:|tCivil war book review|w(OCoLC)682510260

780: This field is for preceding entry. This field is used to list the preceding titles for materials. This field can be used multiple times for multiple entries. The first indicator is whether to display note or not. 0- display note; 1- do not display note. The second indicator is what type of relationship the note has to piece. 0- continues; 1- continues in part; 2- supersedes; 3- supersedes in part; 4 – formed by the union of... and...; 5- absorbed; 6- absorbed in part; 7- separated from.

There are several subfields for this field. Here are some of the most common |a main entry heading; |b edition; |c qualifying information; |d place, publisher, and date of publication; |g related parts; |h physical description; |i relationship information; |k series data for related item; |m material-specific details; |n note; |r report number; |s uniform title; |t title; |w record control number; |x International standard serial number.

Example:

245 10 |a Environment library
780 00 |tBNA's environment library on CD|x1094-771X|w(DLC)
98645080|w(OCOLC)34877185

Example

245 00 |a Palmer Home magazine.
780 00 |tSouthern charity ledger|w(OCOLC)35779855

785: This field is for succeeding entry. This field is used to list the succeeding titles for materials. The first indicator is whether to display note or not. 0- display note; 1- do not display note. The second indicator is what type of relationship the note has to piece. 0- continued by; 1 – continued in part by; 2- superseded by; 3- superseded in part by; 4- absorbed by; 5- absorbed in part by; 6- split into ... and... ; 8 – changed back to.

There are several subfields for this field. Here are some of the most common |a main entry heading; |b edition; |c qualifying information; |d place, publisher, and date of publication; |g related parts; |h physical description; |i relationship information; |k series data for related item; |m material-specific details; |n note; |r report number; |s uniform title; |t title; |w record control number; |x International standard serial number.

Example:

245 00 |a Missouri life.
785 00 |tMissouri magazine (Saint Louis, Mo.)|x1047-6830|w(DLC)sn
89000241|w(OCOLC)20510570

Example:

245 00 |a Revue des cours littéraires de la France et de l'étranger.
780 00 |tRevue politique et littéraire|w(OCOLC)8339424

8xx Fields: Like the 5xx fields, the 8xx fields provide a variety of information. Fields 800,810, 811, and 830 deal with series and tie into the 4xx. The rest of the fields provide extra information for the material such as the holding institution or the electronic location.

800: This field is for series added entry personal name. This field is used if the main focus of a series is a name. The series note in an 800 field is usually justified by a series statement in 490, 500 or 533. The first indicator is for the type of name 0- forename; 1- surname; 3- family name. The second indicator is not used and left blank.

There are many subfields that are also used for this field. While not all are listed here, these are the most common: |a personal name; |b numeration; |c titles associated with name; |d dates associated with name; |e relator term; |f date of work; |h medium; |I relationship information; |j attribution qualifier; |k form subheading; |l language of work; |m medium of performance for music; |n number part and section of work; |o arranged statement for music; |p name part/ section of work; |q fuller form of name; |r key for music; |s version; |t title of work.

Example:

490 1_ |a The Cheetah girls ;|v#5
800 1_ |a Gregory, Deborah.|tCheetah girls ;|v#5.

Example:

490 1_ |a His American pioneers and patriots
800 1_ |a Abbott, John S. C.|q(John Stevens Cabot),|d1805-1877.|tAmerican pioneers and patriots.

810: This field is for series added entry corporate name. This field is used if the main focus of a series is a corporate name. The series note in an 810 field is usually justified by a series statement in 490, 500 or 533. The first indicator is used for type of corporate name used. 0- inverted name; 1- jurisdiction name; 2 – name in direct order. The second indicator is not used.

There are many different subfields for this field. Not all are listed here. These are some that are the most common: |a Corporate name or jurisdiction; |b subordinate unit; |c location of meeting; |d date of meeting or treaty signing; |e relator term; |f date of work; |g miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of performance for music; |n number part/section/meeting; |o arranged statement for music; |p Name of part/section of a work; |r key for music; |s version; |t title of work

Example:

490 1_ |aHouse report - 95th Congress, 1st session ; |v no. 95-614
810 1_ |a United States. |b 95th Congress, 1st session, 1977. |b House. |t Report ; |v no. 95-614.

811: This field is for series added entry meeting name. This field is used if the main focus of a series is a meeting name. The series note in an 811 field is usually justified by a series statement in 490, 500 or 533. The first indicator is for the type of meeting name. 0-

inverted name; 1- jurisdiction name; 2- name in direct order. The second indicator is not used and is left blank.

There are several subfields. These are some of the more common ones. |a meeting name or jurisdiction name; |c location of meeting; |d date of meeting or treaty signing; |e subordinate unit; |f date of a work; |g miscellaneous information; |h medium; |j relator term; |k form subheading; |l language of a work; |n number of part/section/ meeting; |p name of part/section of work; |q name of meeting following jurisdiction name entry element; |s version; |t title of work

Example:

490 1_|aProceedings of the annual Conference on Reading held at the University of Chicago, 1953, |v v. 15

811 2_|aConference on Reading |c (University of Chicago.). |t Proceedings ; |v v. 15.

830: This field is for series added entry uniform title. This field is used if the main focus of a series is a uniform title. The series note in an 830 field is usually justified by a series statement in 490, 500 or 533. The first indicator is undefined and is not used. The second indicator is used for nonfiling characters. It runs from 0-9.

There are several subfields. These are some of the most common ones. |a uniform title; |d date of treaty signing; |f date of work; |g miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of performance for music; |n number of part/section of a work; |o arranged statement for music; |p name of part/ section of a work; |r key for music; |s version; |t title of a work

Example:

490 1_|aAce double ;|v58880

830 _0|aAce double-novel books ;|v58880.

Example:

490 1_|aMissouri. University. Museum of Anthropology. Museum briefs,|vno. 1

830_0|aMuseum briefs ;|vno. 1.

Example:

490 1_|aArt reference collection ;|vno. 1,|x0193-6867

830 _0|aArt reference collection ;|vno. 1.

Example:

490 1_|aNBER working paper series ; v no. 26662

830 _0|aWorking paper series (National Bureau of Economic Research) ; |v no. 26662.

856: This field is for electronic location and access. This field is used to locate and access electronic materials. These can range from ebooks, to publisher statements, to table of contents, etc. The field can repeat as the information varies. The first indicator is for the access method. Blank – no information; 0- email; 1- FTP; 2- remote login (telnet); 3- dial-up; 4- http (hypertext transfer protocol); 7- method specified in subfield |2. The second indicator is for relationship. Blank – no information provided; 0- resource; 1- version of resource; 2- related resource; 8- no display constant generated.

There are many subfields for this field. |a host name; |b access number; |c compression information; |d path; |f electronic name; |h processor of request; |i instruction; |j bits per second; |k password; |l logon; |m contact for access assistance; |n name of location of host; |o operating system; |p port; |q electronic format type; |r settings |s file size; |t terminal emulation; |u uniform resource identifier; |v hours access method available; |w record control number; |x nonpublic note; |y link text; |z public note; |2 access method; |3 material specified; |6 linkage

Example:

856 4_ |3 View cover art |u

<http://midwesttapes.com/images/movies/000/000/000/011/653/000000000011653622.jpg>

Example:

856 42 |3 Harry Potter series discussion guide from Scholastic |u

<https://vsstaticssl.lv13.on24.com/event/14/82/07/4/rt/1/resources/Harry%20Potter%20Reading%20Club%20Series%20Discussion%20Guide-473A.pdf>

Example:

856 40 |u <http://www.nber.org/papers/w26332>

8564 _ |3 National Bureau of Economic Research |u <http://papers.nber.org/papers/26332>

Example

856 42 |3 Book Trailer |u <http://www.scholastic.com/teacher/videos/teacher-videos.htm#3198222894001>

856 42 |3 Teaching Aid - TeachingBooks.net |u <https://www.teachingbooks.net/qld37c7>

856 4_ |3 Author photo |u <https://covers.openlibrary.org/a/olid/OL23919A-M.jpg> |x Open Library 20170309

856 4_ |3 Author photo |u <https://covers.openlibrary.org/a/olid/OL23919A-M.jpg> |x Open Library 20170309

9xx Fields: The 9xx fields are not of the standard MARC 21 format. Most of the fields are used for local data. There are a few of these that we will cover because they are still common.

938: This field is used for vendor-specific ordering data. The first and second indicators are not used and are left blank.

There are several subfields for this field. |a full name of vendor; |b OCLC-defined symbol for vendor; |c terms of availability; |d vendor net price; |i inventory number; |n vendor control number; |s vendor status; |z note

Example:

938 __ |aBaker & Taylor |b BKTY |c 22.99 |d 17.24 |i 0590353403 |n 0003094160 |s active

The final three fields are the 945, 949, and the 999 fields. These fields may not be visible in OCLC but instead your institutions OPAC. These fields are all local fields and can be used for a variety of ways.

What are the OCLC Blue Names? A quick guide to Authority records

When searching OCLC, you may notice that some of the fields contain a name or a subject that is underlined and in blue. This means that they are connected to an authority field (also known as “authorized”). According to the Library of Congress, “MARC authority records contained the standardized forms of names, for people, corporate bodies... meetings, titles, and subjects.” (Library of Congress, 2014)

This means every time someone wants a book by Mark Twain, the name is displayed each time for records linked to his authority record. This allows for easier access and searching for patrons and catalogers alike.

In the event that a bib record is created, it is important to use authority records for names, series and subjects when able. It is possible to search OCLC for authority records, to add them to the record. Just make sure the correct person matches the piece. For example, there are three General Ulysses S. Grants that served in the United States military. For a book about the Civil War be sure to choose the proper Grant, and not his grandson that served during World War 2.

It is also important to use the correct and authorized subject headings. One of the easiest ways to do this is to search the catalog of an institution that uses authorized fields. The Library of Congress is one such example. It is also possible to search OCLC for like topic materials. It is easy to copy and paste the subject into the record. This again leads to standardized records and more accurate searching of materials.

There is a form on the consortia website to submit to have an authority record created. The link to this can be found in the resources page of this document and the MLP resource page. For questions concerning authority please contact Bob Wolverton at Mississippi State University Libraries. (bwolverton@library.msstate.edu)

Adding/ Linking an Item

The following steps are designed to help catalogers add an item to the OPAC. There are two main instances where this occurs. The first is adding an additional item to your institution's holdings on a record that is already in the system or adding an item to a record where your institution does not have any holdings at all.

Step 1: Search the OPAC thoroughly. For either step it is important to search the catalog thoroughly for the correct record. Begin by opening the "Call number and Item Maintenance" tab. This can be found by clicking on the Cataloging module and then opening common tasks. The Call number tab is the first one listed. Use this tab to search for the record that matches your item. Now while you are searching there are some important things to keep in mind.

- A) First make sure to search the entire catalog. You can do this by making sure the library field at the top says "all".
- B) Also, when looking at records make sure to compare all areas of the item like title, author, publisher, page count, date etc. While we do not want duplicates, we also want to make sure items are added to the correct record and not one that just LOOKS similar. Also, many records will not have an ISBN so do not rely on just that while searching.
- C) Lastly, be wary as to not choose a brief record to add your item to. In appendix B, there are several examples of brief records. Most do not include a great deal of information and are just title and author.

If you find a good record proceed to step with your institution and branch already holding an item proceed to step 2 if not proceed to step 3.

Step 2: Once you have found the appropriate record, it is time to add the item.

- A) Using the "Call number and Item maintenance tab", make sure the record you want is highlighted. Then either double click on the record or click modify down at the bottom. This will automatically open the Call number/item tab that is connected to every bib record.
- B) In the left white box, you will see the title and the institutions that have items linked to it. Look to see if your institution and branch are listed. If both are listed, click the button that says add item at the bottom.
- C) If you need to change the information like whether gift or purchased or whether the item should circulate or not you can do it now. This information can be changed by clicking the box for circulate. Also, you can change gift information in the drop-down

box to the side that says Item Cat 4. Make sure the “shadow item box” is left unchecked, or patrons will not be able to find your item.

- D) Make sure to click the save button at the bottom, so your changes are saved. Make sure the call number is correct for your institution, as some use LC while others use Dewey.
- E) Once all the information is accurate, scan the barcode of the item in your hand. The item is now linked and is ready for labeling and shelving.

***Note Do NOT change the call number information for other institutions or your own if a previous item is already added.**

Step 3: If you looked at a record and did not see your institution or branch, it is a slightly different process. If a record was brought in from OCLC, you will see your institution name but may not see the correct branch. Each institution has their own instructions for bringing in item records from OCLC.

- A) First click the add call number button. This will add a separate line for the call number. You will see a pop-up saying, “library for new call number” From here scroll through the options until you find the institution and branch that the item is being added for. If there is an item already added for your institution but for a different branch, use this same step. Once the correct library and branch are highlighted click ok.
- B) Now just like in step 2, now you can change the call number, whether the item should circulate, and whether the item was purchased or gift. Again, make sure to save your changes. You can change whether the item will circulate by clicking the box “circulate”. Also, you can change gift information in the drop-down box to the side that says Item Cat 4. Make sure the “shadow item box” is left unchecked, or patrons will not be able to find your item.
- C) Once the information is correct scan the barcode. The change in barcode should save automatically. Once the barcode is scanned. The item is done, and ready for labeling and shelving.

Editing a Bib Record

The following steps are designed to help catalogers edit a Bib item record for the OPAC. Now it is possible to edit a record both in the system and while it is in OCLC. Many choose to edit the record right before importing it into the system, so there is less to do in Siri. However, whichever is preferred these steps will help edit the record.

Step 1: Check the Record

- A) First check the record to see if it matches the item in hand. Besides looking at the author, publisher and date information, check to see if the item has an 007 and what the 336, 337, and 338 fields are.
- B) 007s are traditionally used for media materials and should not be in a traditional book record, but that is covered under deletions.
- C) Also, the 33x fields should say text, unmediated, and volume for books. For certain print materials, like board books, they may be different or have more than one of each field. Media records will also have different 33x fields.

Step 2: Fields to add or Change

These are fields that may need to be added or changed in the editing process. We will start at the top of the record and work down.

- A) You may want to add the cataloger's initials in the 039. This is not mandatory.
- B) The 049 contains the libraries holding symbol. Change this if it needed for a particular branch or collection.
- C) Next, look at the 100 field. If it is blue and underlined than it has an authority record attached. If the name is not blue or later in Siri says unauthorized, contact Bob Wolverton at MSU. There are also forms under the consortium page and in the reference section of this document dealing with authorities.
- D) Next look at the 245 field, make sure the second indicator reflects the correct number of spaces. So, for Harry Potter, it should be 0. For A world at war, it should be 2 and for "The house of cards" it should be 4. For more information about fields and indicators, check the field guide section. Also for make sure to add the proper GMD or |h in this field for appropriate materials.
- E) If there is a 4xx serial note, make sure it is a 490. If the note is still a 440, change it to a 490 and change the second indicator to zero.

- F) Next add the 590 if needed. This is used for local information, like if the item was gifted by a particular person or if it is signed. Make sure to have the library's name before the note. Example: MSU – copy is signed by author.

Step 3: Deletions

There are far more deletions than changes and not every record will have every field that needs to be deleted. So, if the record you are dealing with does not have the field there is no cause for concern. Again, we will start at the top of the record and go in order. At the end of this section see the complete list of fields to delete by number.

- A) Look again at the 007. Now some print materials will have an 007 field of t|b a, which will need to be deleted. However, for non-print materials keep the 007. If the material in your hand is print and the matching record has an 007, then delete the field.
- B) Next delete the fields 015 and 016. These fields contain codes that the consortia does not use.
- C) Next delete the 060 and the 070. While these may look like call numbers, we do not use them and instead use the information located in the 050 and locally the 090 and 092.
- D) Moving down, the next field to delete is 084, 263 and the 510s.
- E) Next, we come to the fields that seem to give people problems. These are the 600s fields. Now what we want to do is to delete all 600x fields that have the second indicator between 2 and nine. EXCEPT the 655 with the second indicator of 7. Many times, these field will have the word “fast” somewhere in the field. These are called “Fast fields”. These fields need to be deleted.

A good rule of thumb is if the 6xx field is blue and underline, we keep it. If you see fast in the field delete it.

***Note you can see examples of fast fields in Appendix B**

- F) Next delete the 850
- G) The next field to delete is the 856, but only if it does not contain full text information. So, if the field says “author information”, “table of contents”, “publisher link”, or discussion guide, delete the field.

***Note if it is the link for an eBook, DO NOT DELETE IT.**

- H) The next fields are the 891, 938, 960, 909, 951 and the 952.

I) At the bottom of many records, there is the field 029. This is the last field that should be deleted.

Complete list of fields to delete by number

007 (only if the material is print like a book)

015

016

029

060

070

084

263

510

6xx with a 2nd indicator of 2-9. DO NOT DELTE 655_7

850

856 (urls that do not lead to full-text information)

891

938

951

952

960

990

Remove all fast subject headings

Appendix A:

References

“Uniform Title.” *Wikipedia*, 21 Mar. 2020. *Wikipedia*,
https://en.wikipedia.org/w/index.php?title=Uniform_title&oldid=946596746.

“Bibliographic Formats and Standards.” *OCLC*, 17 Jan. 2020,
<https://www.oclc.org/bibformats/en.html>.

Understanding MARC Authority Records: Parts 1 to 7. <https://www.loc.gov/marc/uma/pt1-7.html>. Accessed 22 Apr. 2020.

Helpful Links

OCLC field guide –

“Bibliographic Formats and Standards.” *OCLC*, 17 Jan. 2020,
<https://www.oclc.org/bibformats/en.html>.

007 guide-

“Field 007 Values Table.” *OCLC*, 3 Oct. 2019,
<https://www.oclc.org/bibformats/en/0xx/field007table.html>.

Ctry and 043 county guide –

MARC Code List for Geographic Areas (Library of Congress).
<http://www.loc.gov/marc/geoareas/>. Accessed 8 Apr. 2020.

- <http://www.loc.gov/marc/geoareas/>

Lang fixed field language guide –

MARC Code List for Languages. <http://www.loc.gov/marc/languages/>. Accessed 8 Apr. 2020.

- <https://www.loc.gov/marc/languages/>

655 genre field guide-

Library of Congress Genre/Form Terms PDF Files.
<http://www.loc.gov/aba/publications/FreeLCGFT/>. Accessed 8 Apr. 2020.

- <http://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf>

Authority Control Request form for names –

<http://lib.msstate.edu/assets/docs/mlp/Authority%20Control%20Request%20Form%20for%20Names.pdf>
-%20updated%208-2-2018.pdf

Authority Control request form for series –

<http://lib.msstate.edu/assets/docs/mlp/Authority%20Control%20Request%20Form%20for%20Series.pdf>
-%20updated%208-2-2018.pdf

Appendix B:

Fast fields examples:

600 17 |a Smalls, Robert,|d1839-1915.|2fast|0(OCOLC)fst00004593|?UNAUTHORIZED

611 17 |a American Civil War (1861-1865)|2fast|0(OCOLC)fst01351658|?UNAUTHORIZED

650 _7 |aDogs.|2fast|0(OCOLC)fst00896265|?UNAUTHORIZED

655 _7 |a Fiction.|2fast|0(OCOLC)fst01423787|?UNAUTHORIZED

Brief record examples:

Example 1:

ILL--KALEIDOSCOPE

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	g	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	120315	Dat_Tp	n
Date1		Date2		Ctry		Illus	
Audience		Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Biog		Lang	eng	Mod_Rec		Source	u

Tag	Ind.	Contents
245	00	ILL--KALEIDOSCOPE.
336		text bbxt 2rdacontent
337		unmediated bn 2rdamedia
338		volume bnc 2rdacarrier
596		FRL-HORN
999		702.8 S5883K SIMANAITIS wAUTO c1 33221013301174 d4/2/2012 e3/17/2012 ILL mFRL-HORN n1 rY sN tILL-BOOK u3/15/2012
945		RDA ENRICHED
945		MARS

Example 2:

Good housekeeping Nov. 2019

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	n	Rec_Type	a	Bib_Lvl	s	TypeCtrl	
Enc_Lvl		Desc		Entrd	200208	Dat_Tp	n
Date1		Date2		Ctry		Frequ	
Regulr		Ser_Type		Phys_Med		Repr	
Pub_Type		Cont		GovtPub		ConfPub	
Alphabt		SLI_Ent		Lang	eng	Mod_Rec	

Tag	Ind.	Contents
245		Good housekeeping Nov. 2019
596		FRL-HORN

Example 3:

DOCUMENTING THE WORLD : FILM, PHOTOGRAPHY, AND THE SCIENTIFIC RECORD

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	a	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl	z	Desc		Entrd	170120	Dat_Tp	n
Date1		Date2		Ctry	xx	Illus	
Audience		Repr		Cont		GovtPub	u
ConfPub		Festschr		Indx		Fiction	
Biog		Lang	und	Mod_Rec		Source	u

Tag	Ind.	Contents
003		OCoLC
020		022612911X
049		MFMM
245		DOCUMENTING THE WORLD : FILM, PHOTOGRAPHY, AND THE SCIENTIFIC RECORD
260		CHICAGO bUNIV OF CHICAGO PRESS c2016
946		b99970339854
960		o1 s35.00 tM-ORDER uM-AS-HIS x99970339854
999		hMORDER
596		MSU-MAIN