Print Monograph (Book) Cataloging and Processing Procedures

This document explains the basic rules for cataloging print monographs (books) and the content, usage, and punctuation of the associated MARC fields and subfields. There is a well-known truism that 80% of daily cataloging can be covered by knowledge of 20% of the rules. In other words, there are a few essential rules and the bulk of the remainder cover the various exceptions which you may or may not run across. This guide will cover that crucial 20%, the essential rules and standard practices you are most likely to need. However, it is not intended to be comprehensive. Therefore, it will not cover every last detail of monograph cataloging or every possible MARC indicator, field, or subfield. If you have a cataloging question not covered by this guide, ask a cataloger for help or consult the following sources:

- For the complete cataloging rules, see the Anglo-American Cataloging Rules Second Edition 2002 Revision (AACR2). You can find the rules in the notebook on the documentation counter in Cataloging and on the Cataloger's Desktop website: http://desktop.loc.gov/signon.asp [see cataloger for password]
- Library of Congress Rule Interpretations to AACR2. These are organized by AACR2 rule number. They are also located on the documentation counter in Cataloging and on the Cataloger's Desktop website: http://desktop.loc.gov/signon.asp [see cataloger for password]
- To see additional information on any particular MARC field mentioned in this guide, see OCLC's Bibliographic Format and Standards, 3rd ed., available from the OCLC web site: http://www.oclc.org/bibformats/

Separate guides cover the cataloging of videotapes and DVDs and CD-ROMs and DVD-ROMs, respectively.

Introduction

A library online catalog is a database designed to describe and identify every work available through a library. An entry in the catalog for a particular work is called a bibliographic record and it uses the MARC format. MARC stands for machine-readable cataloging. The MARC record format provides a standard way to encode bibliographic information so that libraries can share and manipulate it electronically. The Library of Congress initially developed MARC to transfer the information on catalog cards to other libraries. Since then, MARC records have become the basic building blocks of library online catalogs. The fields in MARC records contain bibliographic data about each work in standard ways, making it easy to search, retrieve, and display this data. Catalog records are thus one of the earliest forms of metadata. The Anglo-American Cataloging Rules (AACR2) and other systems of rules, classification, and thesauri determine the specific content of the fields in MARC records, but it is important to note that the MARC format is separate and distinct from these sources of content.

MARC fields can either be fixed fields or variable fields. Fixed fields in MARC records are fields that are always the same length, hence the term "fixed." These fields display

codes that convey standardized types of information about a work. Variable fields can be any length, hence the term "variable." An "end of field" mark tells the computer when to end a field. Variable fields contain the descriptive information about the work and access points for it in the catalog. They make up the bulk of the record. Tags consisting of three number codes identify each type of variable field. It is common to refer to a variable field by its MARC tag number. In MARC records, variable fields have two places following the tag number called indicators. These indicators contain certain coded information that tells the system how to treat the field, such as whether to display it in the public catalog or which characters to skip when indexing. The variable fields are separated into subfields (parts of a field). These subfields convey certain types of information within the field. For example, the 245 field is used for title information and consists of three subfields: the subfield $a for the title proper, the subfield $b for other title information, and the subfield $c for the statement of responsibility. The "$" combined with a letter is called a delimiter, for example, "$a". Each of the subfields has its own delimiter, which designates the beginning of that subfield. Subfields end either with another delimiter for the next subfield or the "end of field" mark. This mark tells the computer where to end the variable field. The "end of field" mark is not visible on OCLC or on Voyager and it is system supplied in both systems, so you will not need to add it.

This guide contains the most common MARC fields, including applicable codes for the fixed fields and indicator values for the variable fields. In this guide's examples, the indicator "b" indicates a blank indicator and the indicator "_" indicates a choice of indicator, with the choices listed underneath it. Codes and indicators not listed are undefined, blank, not used in book records, or not used at Auburn.

In the information below, you will find patterns and examples for the subfields within each field. The patterns will show more types of subfields than you will probably use at one time. In Voyager, the delimiter "$a" in each field must be present. In OCLC, the delimiter "$a" is understood, so it is not present. In cataloging, punctuation within each field is very important because it means something; punctuation communicates information. In order to not have the meanings of punctuation confused, cataloging uses standardized punctuation. If punctuation on the title page conflicts with these standards, we sometimes have to "translate" the title page punctuation to similar but non-conflicting punctuation. Punctuation that separates subfields is determined by what comes after the punctuation. For example, when we see " / ", we know a statement of responsibility is going to follow it. Punctuation preceding a subfield should be placed before the delimiter for that subfield. Just remember: if you don't use a certain subfield, the punctuation that precedes that subfield should NOT be used. Cataloging punctuation that separates subfields is distinguished by each mark having a space before it and a space after it, except for the comma and the period. Those two punctuation marks do NOT have a space before them, but do have a space after them.

Getting Started

According to AACR2, a monograph is a bibliographic resource (item) that is complete in one part or intended to be completed within a finite number of parts. A print monograph

means the item is printed on paper as opposed to an electronic resource, an audio CD, a CD-ROM, a videotape, a DVD, or other non-print item. The book is the most common type of print monograph by far, although it is not the only one. This guide will focus on books. AACR2 is organized around the concept of describing the physical item in hand, not the work represented by that item. In practical terms, this means the cataloging description is based upon the individual book in hand from a particular publisher, not other copies by other publishers or other editions.

The very first step to take when cataloging any material is to determine the title of the item. According to AACR2 rule 2.0B1, the primary or chief source of information for printed monographs is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For printed monographs published without a title page, use the part of the item supplying the most complete information, whether this is the cover (excluding a separate book jacket), caption, colophon, running title, or other part. If you use a title page substitute for your chief source of information, specify the part you used as a substitute in a note in the first 500 field.

The next step is to search OCLC for the record that come closest to matching the book in hand. You may need to choose or create a new record. When searching OCLC for book records, be sure to search all titles on the book in several different ways. This is bound to yield several records. Choose the record that matches the book title from the chief source of information, the series title, the publisher, the publication date, and the edition. All of these criteria are what I call critical hits because differences in any of these except date justify the creation of a new record. If the record is close but not a match, you can choose to derive a new record from the existing record. For details on whether to create a new record or edit an existing record from OCLC, see "When to input a new record" in OCLC's Bibliographic Formats and Standards.

Recommended OCLC searches for books include:

- ISBN.
- LCCN. (Library of Congress Control Number from the title page verso)
- Search the title as a phrase using a Title Phrase (ti=) search. This is the same as a scan title search.
- Search key words in the title with a Title (ti:) search.
- 3,2,2,1/bks where the numbers represent the first few letters of the first four words of the title and /vis limits the search to book records only. This is called a derived search. Ex. All,th,pr,m/bks would retrieve all records for the book **All th**e **pr**esident's **m**en.
- Sca ti= [title] which is the scan title search. Be sure to use the equal sign and NOT a colon, or you will only scan the first word.
- The two title searches go in the keyword boxes; the derived and scan title searches go in the command line search box.

If you create records on OCLC, put them in the Save File overnight and proofread them the next day before producing them. If you make a mistake when doing original

cataloging, you will be responsible for fixing it using OCLC's Lock and Replace commands. If the system will not allow you to lock and replace, you will be responsible for asking a cataloger with enhanced status to fix it or sending an error report to OCLC. Mistakes happen. The important thing is knowing how to fix them when they occur.
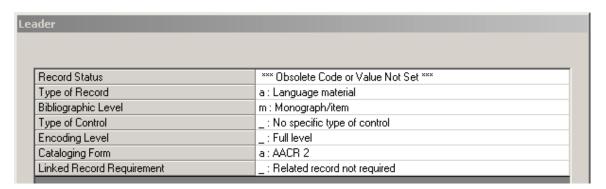
Fixed Fields

Fixed fields use codes to convey certain standard information about the work. In the MARC record, they are contained in the Leader and the 008 fields. On OCLC records, the Leader and the 008 fields are displayed as field names at the top of the record. On Voyager bibliographic records, the fixed fields are separate boxes located under the windows called up by the Leader and 008 buttons. The down arrow for each box gives the list of applicable codes for that field. Because of space limitations, OCLC fixed fields are represented by mnemonic abbreviations (see the illustration below). Voyager uses full field names because the fields are in a separate window with more display space. OCLC's Bibliographic Format and Standards: Fixed Fields provides a detailed list of the codes for each field. The fixed fields listed following the Leader and 008 field examples are in the form of Voyager name/OCLC name and are in order by their order of appearance in Voyager.

OCLC Fixed Fields

Leader Fields in Voyager

Type of Record/Type. The MARC format is slightly different for different types of material. This field is used to show the type of bibliographic record, whether it's a book,

serial, or videocassette, etc. Monographs will always use "a" for books or "t" for manuscripts, particularly theses.

- a = Printed language material (eg. books and serials)
- t = Manuscripts (including theses)

Bibliographic Level/*BLvl*. This field determines the relationship between the parts of a work. It will almost always be either "m" for monographs or "s" for serials.

- m = monograph
- s = serial

Encoding Level/*ELvl*. The encoding level describes the completeness of the cataloging from full-level (complete) to minimal-level (less detailed records). The Voyager codes do not distinguish by the library doing the cataloging, while OCLC has separate codes for the Library of Congress and member libraries. Leave this field alone for records already loaded into Voyager and use code "I" for original full-level cataloging in OCLC.
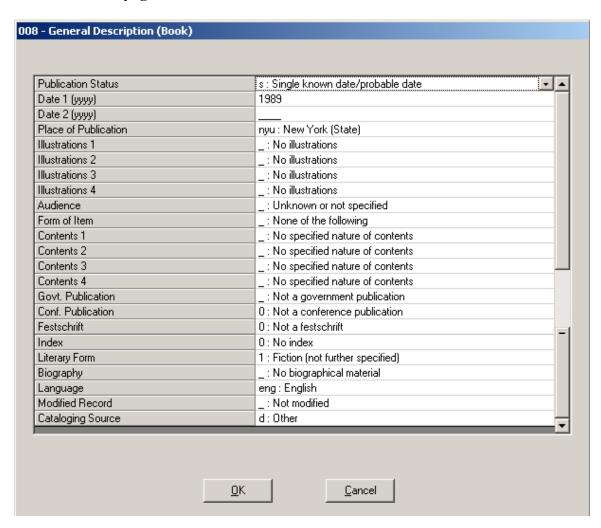
- Blank = Full-level record from the Library of Congress or other nations' national libraries.
- 5 = Library of Congress "In Process" record
- 7 = Minimal-level Library of Congress record
- I = Full-level record from an OCLC participant
- K = Less-than-full-level record from an OCLC participant

Cataloging Form/*Desc*. The code in this field designates the cataloging rules that were followed to create the record. Leave this field alone for records already in Voyager and choose "a" for AACR2 (the current rules) when doing original cataloging on OCLC.

- a = AACR2
- i = ISBD, pre-AACR2, AACR1

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008 Fields in Voyager

Publication Status/DtSt. This field describes the type of date(s) on the work. For example, the work may have one or more dates for publication and copyright, or it may be a range of dates.

- s = Single date
- m = Range of dates for multipart items
- r = Reprint/reissue date and original date
- t = Publication date and copyright date
- n = Dates unknown

Date 1, Date 2/Dates. The date on the item is recorded in this field. In OCLC, it is a single field, with the first date followed by a comma and the second date, if applicable. In Voyager, the date is split into two fields, with Date 1 being equivalent to the first position in OCLC, and Date 2 being equivalent to the second position. The **first** date should match the one in the 050 or 090 call number if the work is not a conference. The date(s) in the fixed fields must always match the date(s) in the 260 subfield $c.

- For single publication dates, the date is placed in the first position and the second is left blank.
    Publication Status: s
    Date 1: 1997
    Date 2: (blank)
    In OCLC: DtSt: s; Dates: 1997,bbbb
- For multiple dates, the beginning date is followed by the ending date.
    Publication Status: m
    Date 1: 1984
    Date 2: 1993
    In OCLC: DtSt: m; Dates: 1984,1993
- If the publication and copyright dates are different, the publication date is followed by the copyright date, e.g. for a book published in 1997 and copyrighted in 1996:
    Publication Status: t
    Date 1: 1997
    Date 2: 1996
    In OCLC: DtSt: t; Dates: 1997,1996
- AACR2 requires the record to have a date, even if it is only an unknown date or an estimated date. For unknown or estimated dates, use the letter "u" for the unknown portion, e.g. "196u" for a book published some time in the 1960s or "19uu" for an book published some time in the 19th century. Use Publication Status "s" for dates estimated in this manner. If the date is completely unknown, use Publication Status "n".
    Publication Status: s
    Date 1: 196u
    Date 2: (blank)
    In OCLC, DtSt: s; Dates: 196u,bbbb
    Publication Status: n; Date 1 and Date 2: (blank)
    In OCLC, DtSt: n; Dates: uuuu,bbbb

Place of Publication/Ctry. This field contains a three letter code for the state or country where the work was published. In addition to the fixed field box on Voyager, the codes can be found in the MARC Code List for Countries under MARC Standards on Cataloger's Desktop. The place should match that of the country in the **first** 260 subfield $a.
- Three letter country code

Illustrations/Ills. Include up to four codes for the types of illustrations given in the 300 subfield $b.
- Blank = No illustrations
- a = Illustrations
- b = Maps
- d = Charts
- e = Plans
- f = Plates

- h = Facsimiles
- k = Forms
- o = Photographs

For example, if the work is illustrated and also has maps, the 300 field would be "$b ill., maps" and the fixed field codes would be "ab": "a" for the illustrations, and "b" for the maps. The other fields/spaces would remain blank.

> Illustration 1: a
> Illustration 2: b
> Illustration 3: (blank)
> Illustration 4: (blank)
> In OCLC, Ills: ab(blank, blank)

Audience/*Audn*. This field records the intellectual level of the audience the work is aimed at. It is mainly used for juvenile and educational materials. Most works intended for adults will leave this field blank, unless the material is educational.

- Blank = Unknown or not specified (Use for majority of books)
- a = Preschool
- b = Primary (grade K-3)
- c = Elementary (grade 4-6) and junior high (grade 4-8)
- d = Secondary, senior high (grades 9-12)
- e = Adult
- f = Specialized
- g = General (prefer Blank)
- j = Juvenile work

Form of Item/*Form*. The form of the item refers to its physical form. This field is mainly used for photocopy and microform reproductions or material issued as microforms (microfilm, microfiche, etc.), although there are also codes for large print, Braille, and electronic materials. If the work is a reproduction, the code must match the type of reproduction given in the 533 and 539 fields. Printed monographs that are not photocopies leave this field blank.

- Blank = Default value, most printed material, not a reproduction
- a = Microfilm
- b = Microfiche
- d = Large print
- r = Regular print reproduction (e.g. photocopy)
- s = Electronic

Contents/*Cont*. This field describes the nature of the work as a whole, with the exception of bibliographical information. The nature of the work refers to the type of content it covers, e.g. whether it is a dictionary, encyclopedia, handbook, index, etc. This field can have up to four codes, but they must be justified in the record. For example, if the work contains bibliographical references, the record should have a 504 field and a "b" in the Contents fixed field. If the work has a 650 field with a subfield $v form subdivision, the appropriate code for the form of the content should go into this field.

- Blank = No specified nature of contents
- a = Abstracts/summaries, other than the work's own
- b = Bibliographies or bibliographical references
- c = Catalogs
- d = Dictionaries
- e = Encyclopedias
- f = Handbooks
- i = Indexes, other than the work's own.
- k = Discographies or other bibliographies of recorded sound
- l = Legislation
- n = Surveys of the literature in the subject area (as opposed to general bibliographies)
- = Reviews
- p = Programmed textbooks
- q = Filmographies
- r = Directories
- s = Statistics

For example, the book contains bibliographic references:
     Content 1: b
     Content 2: (blank)
     Content 3: (blank)
     Content 4: (blank)
     In OCLC, Cont: b(blank, blank, blank)

For example, the book is a dictionary of terms in a particular subject.
     Content 1: d
     Content 2-4: (blank)
     In OCLC, Cont: b(blank, blank, blank)
     650 b0 $a Subject heading $v Dictionaries.

Govt. Publication/GPub. This field is used for government publications. It describes the type of governmental body that issued the work.
- Blank = Not a government publication
- c = Multilocal (eg., two or more governments below the state level)
- f = Federal/National
- i = International intergovernmental
- l = Local
- m = Multistate. Regional combinations of jurisdictions at the state, provincial and territorial level.
- o = Government publication-level undetermined
- s = State, provincial, territorial, dependent, etc.

For example, the book is a report issued by Auburn University, which is a state university. Thus, it is considered a state publication.
     Govt. Publication: s
     In OCLC, GPub: s

Conference Publication/*Conf.* This field records whether the work is a conference proceeding, i.e. a collection of papers from a conference. If this field is coded for a conference, there should be a 111 or 711 field on the record and subfield "$v Congresses" in **each** 650 or 651 field. Do not code a single paper from a conference as a conference, but do trace the name of the conference in a 711 field.

- 0 = Not a conference publication
- 1 = Conference publication

Festschrift/*Fest.* This field records whether the work is a festschrift. A festschrift is a work collecting two or more papers or essays and specifically stating it is in honor of an individual. The individual's name should also appear in a 700 field. Works with a simple dedication should not be considered festschrifts.

- 0 = Not a festschrift
- 1 = Festschrift

Index/*Indx.* This field records the presence of an index. The index should be an index to the contents of the work. If the whole work is an index to something else, it is not coded "1" for an index. If the work contains an index, there should also be a note to that effect in a 500 or a 504 field.

- 0 = No index of the work
- 1 = Index to the work's contents

Literary Form/*LitF.* This field records whether the work is a work of fiction. Novels and short story collections, poetry and drama are coded as fiction. If a work is fiction, you may either code it "1" or code it with the letter for the appropriate literary form. Most older works will simply be coded "1". If you do not know the literary form, prefer "1" to "u" for unknown. If a work contains both fiction and nonfiction, the code should be assigned according to the predominant form.

- 0 = Not fiction (not further specified). The work is **not** fiction.
- 1 = Fiction (not further specified). The work is fiction, but identification of the specific form is not desired.
- c = Comic strips
- d = Dramas
- e = Essays
- f = Novels
- h = Humor, satires, etc.
- i = Letters. The work is either a single letter or a collection of letters.
- j = Short stories. The work is either a single story or a collection of stories.
- m = Mixed forms. The work contains more than one form (e.g. poetry and stories).
- p = Poetry. The work is a poem or collection of poems.
- s = Speeches. The work is a speech or collection of speeches.
- u = Unknown. Prefer code "1" to unknown.

Biography*/Biog*. If a work contains biographical information, this field specifies whether the work is an autobiography, a biography, a collection of biographies, or contains biographical information. Whenever this code is used, the 650 fields should have subfield "$v Biography" if appropriate. Code "d" is for works that contain biographical information, but the work itself is not a biography. For any code but code "d", add the subfield "$v Biography" to the 650 fields.

- Blank = Contains no biographical material
- a = Individual autobiography
- b = Individual biography
- c = Collective biography or autobiography (eg. two or more)
- d = Contains biographical information

Language*/Lang*. This field contains a three letter code for the primary language of a work. In addition to the fixed field box on Voyager, the codes can be found under the <u>MARC Code List for Languages</u> under MARC Standards on Cataloger's Desktop. The language code should be the same as the **first** code given in the 041 subfield $a if the work is in more than one language.

- Three letter language code

Modified Record*/MRec*. This field indicates whether the information from the book was Romanized from non-Roman script to create the record. The Roman alphabet is the alphabet of English and other European languages like French, Spanish, and German. Examples of non-Roman alphabets would be Chinese, Japanese, Korean, Hebrew, Russian, and Greek. For example, to enter information in the bibliographic record, the cataloger changes the characters from their Chinese form to the Roman equivalent. This is not the same thing as translating the words; the cataloger is merely substituting Roman letters for the letters in the original language. The default value is blank for works in the Roman alphabet.

- Blank = Catalog entry is not modified because the item is in the Roman alphabet.
- o = Catalog entry is completely Romanized
- s = Catalog entry is shortened
- x = Catalog entry is missing characters

Cataloging Source*/Srce*. The code in this field indicates the type of library that did the original cataloging for the work as recorded in the 040 subfield $a. Library of Congress records have a blank in this field unless they were created through a cooperative cataloging program, in which case they are coded "c". All other libraries including Auburn use code "d".

- Blank = Library of Congress or other national bibliographic agency
- c = LC cooperative cataloging or Program for Cooperative Cataloging (PCC)
- d = Non-LC cataloging (e.g., original cataloging by an OCLC member)

Variable fields

Variable fields contain the descriptive information about a work. They also provide access points that can be used to search for, find, and identify a bibliographic record in the catalog. Access points can be names, alternate titles, subject headings, and/or call numbers. Variable fields make up the bulk of the record. Online systems have a certain character called an "end of field" symbol which tells the computer when to end the variable field. In older online systems, it was necessary to put in the "end of field" symbol, but now it is system supplied. This character is invisible on Voyager and OCLC.

0xx - Standard Numbers and Codes

The 0xx fields do not have ending punctuation.

010 Field – Library of Congress Control Number

This field contains the Library of Congress **control** number (LCCN). The Library of Congress assigns this accession number to every book they receive. The field may list control numbers issued by the British National Library or the National Library of Canada. These non-LC control numbers have a special prefix (cn or gb) to identify them. Delete these non-LC numbers because they are repeated in the 015 field.

Pattern: 010 b b $a Library of Congress control number $z invalid number

Both indicators are blank. On Voyager, substitute a zero for the dash. Leave out the zero if the second portion of the LCCN has six digits. On OCLC, record the LCCN with the dash. Do not repeat the 010 field or the subfield $a. Place each invalid number in a separate subfield $z.

<u>On Voyager</u>:
010 b b $a 98046326 $z 98046307

010 b b $a 96142987

<u>On OCLC</u>:
010 b b $a 98-46326 $z 98-46307

010 b b $a 96-142987

020 Field – ISBN Number

This field contains the ISBN number. An ISBN is a unique number assigned to an item by its publisher. Each ISBN is a ten- or thirteen-digit number and has four parts: the language group of the country of publication, the publisher, the title, and the check character. If printed in a book, catalog or bibliography, these four parts are usually

separated by hyphens. Do **not** enter the hyphens. If the final character is an x, enter an uppercase X. Thirteen-digit ISBNs must begin with either 978 or 979.

Pattern: 020 b b $a ISBN (qualifer or numbering : notes) $z canceled/invalid ISBN

Both indicators are blank. Enter the ISBN number **without** hyphens. Each ISBN number (including invalid numbers) should be entered in a separate 020 field.

020 b b $a 084930517X
(On item: 0-8493-0517-X)

020 b b $a 1881548880 (v.1 : acid-free paper)
(On item: vol. 1 ISBN 1-881548-88-0, printed on acid-free paper)

020 b b $a 1881548879 (set)
020 b b $a 1881548883 (v.1)
020 b b $a 1881548892 (v.2)
020 b b $z 1881548856
(Item is a two volume set with set and volume ISBNs and a canceled ISBN)

020 b b $a 1886101116 (pbk.)
020 b b $a 9781886101111 (pbk.)
(Item is a paperback with a 10-digit and a 13-digit ISBN)

035 Field – System Control Number

This field contains the system control number. In OCLC, this field is used for record numbers in the cataloging library's local system, such as Voyager or NOTIS numbers. Do not ever enter a Voyager number in OCLC. In Voyager records, the field is used for the OCLC record number or the BNA number on records received from the vendor Blackwell. Records converted from NOTIS will have a second 035 field with the NOTIS number. Imported records are records that are brought (imported) into an online catalog. When importing a record from OCLC to replace a Voyager record, always add the OCLC number for the new record and delete any other existing 035 fields. Voyager uses the 035 field to identify the record to be replaced by the imported OCLC record. All completed records in Voyager must have an 035 field.

Pattern: 035 b b $a (OCoLC)OCLC number
Pattern: 035 b b $a (AAP)AAA[Voyager bibliographic record number] (Don't include the brackets).

Both indicators are blank. When adding the 035 field to Voyager records, make sure that it starts with "(OCoLC)" and that there is no space between the parentheses and the OCLC number. The OCLC number should have eight digits. Add zero(s) to the beginning of the number for numbers less than eight digits. When importing records, the

easiest thing to do is to delete the old 035 field from the record to be overlaid, copy the 035 field from the record to be imported, and paste that 035 field into the record to be overlaid. If you are creating a record in Voyager, put "(AAP)AAA" in this field, save the record, and then add the Voyager bibliographic number to the field. The Voyager bibliographic number will be assigned the first time you save a record in Voyager.

035 b b $a (OCoLC)19032270
(OCLC number: 19032270)

035 b b $a (OCoLC)00686321
(OCLC number: 686321)

035 b b $a (AAP)AAA2104358
(Locally created record with Voyager record number 2104358)

040 Field – Cataloging Source Code

This field contains the cataloging source code. This is a very important field because the code (symbol) determines the type of treatment the work will receive. The field lists the three letter identification codes for the institution(s) that created the cataloging (subfield $a) and that entered the cataloging into OCLC (subfield $c), as well as codes for those who added to or changed the record in OCLC (subfield $d). Library of Congress (LC) records are coded "DLC" and receive minimal treatment. That is why they are called **DLC** records. Auburn's symbol is "AAA" and it goes on all original cataloging. Auburn's original catalog records are called **workforms** in OCLC and **provisional or local records** in Voyager. All other OCLC source codes are for other libraries participating in OCLC. These libraries are called OCLC **member** libraries and their records are called **member copy** records. Member copy records vary in quality from the very good to the very poor, so they require more scrutiny. Some records have a subfield $a that says "DLC" and a subfield $c with a member library symbol. These hybrid records are considered **old DLC** records. They receive more scrutiny than DLC records, but keep the 050 field assigned by LC. Finally, records with an 042 field are also considered DLC records regardless of whose symbol is in the 040.

Pattern: 040 b b $a Original cataloging agency $c transcribing agency $d modifying agency

Both indicators are blank. Do not change this field on Voyager or OCLC, except when doing a workform on OCLC. For OCLC workforms, enter the three-letter OCLC agency code "AAA" for Auburn in subfields $a and $c. These subfields are not repeatable, but subfield $d can be used as often as necessary.

040 b b $a AAA $c AAA
(A workform done by Auburn)

040 b b $a DLC $c DLC
(A Library of Congress record)

040 b b $a IXA $c IXA $d NAJ
(A member copy record, modified by another member)

040 b b $a DLC $c VPI
(An older Library of Congress record entered into OCLC by a member)

041 Field – Language Code

This field is for language codes. This field gives a three letter code for the language of the work if it contains more than one language or if the language of summaries, abstracts, table of contents, or accompanying material differs from the language of the work. The language codes can be found in the MARC Code List for Languages under MARC Standards on Cataloger's Desktop. The first code must match the one given in the Language fixed field. If the work is a translation, the original language and the translation are both listed in this field. For works that are NOT translations, also use a 546 field listing the language(s) of the text.

Pattern: 041 _ b $a Language code(s) for the work or translation $b code for the abstract or summary $f code for the table of contents $h code for the original work

First indicator:
  • 0 = Not a translation
  • 1 = Translation
Second indicator is blank.

Enter up to six codes in this field. If there are more than six languages in a work, use the code "mul". Place each code in a separate subfield $a in order from most prominent language to least. If all languages are of equal prominence, place the codes in order of appearance of the languages in the piece. If prominence can't be determined, place the codes in alphabetical order. The first code should match the code in the Language fixed field. For works other than translations, also include a 546 field.

041 0 b $a fre $a spa $a eng $b eng
(Work in French, Spanish, and English with a summary in English)

041 0 b $a eng $b dan $f dan
(Work in English with a summary and table of contents in Danish. This is common with published Danish dissertations.)

041 1 b $a eng $h fre
(Work in English, translated from the original work in French)

042 Field – Authentication Code

This field is for the authentication code. This code is used to identify certain types of cataloging borrowed by or created with the Library of Congress (LC). Sometimes LC will use a record created by a member library instead of creating the record themselves. These records are called **LC copy cataloging**. LC verifies some of the fields and attaches an 042 field, so even though there is a member library symbol in the 040 field, the records are treated as DLC records. The 042 field also identifies records created under the Program for Cooperative Cataloging, which is sponsored by LC. Certain libraries receive detailed cataloging training from LC. These libraries are then authorized to create records that are considered to be equivalent to DLC records.

Pattern: 042 b b $a Authentication code

Both indicators are blank. Do not add, delete, or change this field.

042 b b $a lccopycat
(A member copy record used by the Library of Congress)

042 b b $a pcc
(A record done as part of the Program for Cooperative Cataloging)

043 Field – Geographic Area Code

This field contains geographic area codes for geographic areas that are the **subject** of a work. The codes can be found in the MARC Code List for Geographic Areas under MARC Standards on Cataloger's Desktop. There should be a code for each geographic area listed as a subject heading in a 651 field and for each geographic subdivision contained in a 650 subfield $z.

Pattern: 043 b b $a Geographic area code

Both indicators are blank. Enter each geographic area code in a separate subfield $a. Do not use more than three codes. Put the codes for the largest geographic areas first, e.g. United States would be first, followed by individual states.

043 b b $a n-usu-- $a n-us-al $a n-us-ga
(The work covers all of the southern states, with an emphasis on Alabama and Georgia)

050 Field and 090 Field – Call Numbers

The 050 and 090 fields are for the Library of Congress call number following the LC classification schedules. Call numbers may be in different fields, depending on who created the record; the 050 field is for all call numbers assigned by LC itself on DLC

records and the 090 field is for all member library or locally assigned call numbers. See field 040 for the definition of member libraries. Some libraries use the 050 field with 2nd indicator 4 when they assign an LC call number. Either reassign these call numbers to 090 fields or delete them. A true LC call number with 2nd indicator 0 should be kept on the record even if we use a different call number. In this case, put the Auburn call number in an 090 field. For instructions on assigning call numbers, see the Guide to Subject Analysis. The call number should match the subject in the first 650 or 651 field. In both the 050 and 090 fields, the date must match either the Date 1 fixed field **and** the date of publication in the 260 subfield $c **OR** it must match the conference date in the 111 field. Older records may not have dates in the call number.

Pattern: 050 _ _ $a LC classification number $b cutter number and date

First indicator:
  * 0 = Item is in LC
  * 1 = Item is not in LC
Second indicator:
  * 0 = Assigned by LC
  * 4 = Not assigned by LC

Pattern: 090 b b $a Locally assigned LC classification number $b cutter number and date

Both indicators are blank.

The 050 and the 090 follow the same pattern. For definitions of and instructions on assigning the LC classification number and cutter numbers, see the Guide to Subject Analysis. There cannot be more than two cutters per record. If there is one cutter, it goes into subfield $b. If there are two cutters, put the first in subfield $a and the second in subfield $b. Put a period in front of the cutter. If there are two cutters, put a period in front of the first cutter, but do **not** put one in front of the second.

050 0 0 $a QC501 $b .I58 1995 OR
090 b b $a QC501 $b .I58 1995

050 0 0 $a QC528.E4 $b M353 1997 OR
090 b b $a QC528.E4 $b M353 1997

You may also see these other 0xx fields on the record:

015: National bibliography number (UK or Canadian).
016: National bibliography agency control number.
029: Other system control number.
049: Local holdings (on OCLC).
055: National Library of Canada call number.
060: National Library of Medicine call number.
061, 066, 069: These fields also appear on NLM records.
070: National Library of Agriculture call number.

072: Subject Category Code used by National Library of Agriculture.
082: Dewey Decimal call number assigned by the Library of Congress.
086: Government documents classification number (e.g. SuDocs number).
092: Dewey Decimal call number assigned by an OCLC member library.

Ignore the 015, 049, 072, 082, and 086 fields on the record, but delete all the rest.

1xx - Main Entry

The main entry is the primary access point for a bibliographic record in a library catalog. They are also called headings. Main entries are established according to the cataloging rules. A 1xx field is used when the author of a work is the main entry. The author can be a person, a corporate body, or a conference. There can only be one 1xx field per record. When there are additional authors, editors, compilers, corporate bodies, and/or conferences responsible for a work, they are added (traced) in 7xx fields. For some works, the 1xx field is used in conjunction with a 240 field for the uniform title. Some records have a uniform title as the main entry in a 130 field. Some records do not have a 1xx field, in which case they are considered to have title main entry. These fields always end in a period, parentheses, or open date. The following name patterns are also used in 6xx, 7xx, and 800 fields.

Names for the same person, corporate body, or conference can vary from work to work. So, in all 1xx, 6xx, 7xx, and 800 fields, use the established form of the name from the authority record instead of the form on the piece. The established or authorized form of the name will be the name in the 100 field of the *authority record*. In Voyager, you can see if there is an authority record for the name by right-clicking in the box to the left of the field number and selecting "Validate Heading in this field." If there is an authority record matching the name, it will say "This heading is valid." If there is not a matching authority record, the system will return a browsing list of authority records that are near matches to the name. If the name appears in several forms with various dates, look at each likely authority record and see if the work cited in the 670 field matches the subject of your book. If you find a match, you have likely found the correct authority record. Change the name on the record to match the one in the authority record you found. You can also verify headings by doing a name search on the name in the record and checking the authority records you find that way. If you can't find an authorized form after a reasonable search, leave the name as is and let the Authority Unit establish an authority record for it.

If a person, corporate body, or conference is the **subject** of a work, it should be traced in a 6xx field. It would also have a 1xx or a 7xx field if the person, corporate body, or conference were also responsible for creating the work.

100 Field – Personal Name Main Entry

This field is for personal names. This field is for the primary or first author (person).

Pattern: 100 _ b $a Last name, First name Middle initial. $q (fuller form of name), $c qualifier, $d date of birth

First indicator:
- 0 = Forename
- 1 = Singe surname
- 2 = Multiple or compound surname

Second indicator is blank.

The subfield $q is always placed in parentheses. Precede the subfield $q by a period if there is a middle initial. If the subfield $a ends with a name, do not put any punctuation before the subfield $q. Precede the subfields $c and $d by commas.

100 1 b $a Harrington, Honor.

100 1 b $a Edson, J. T. $q (John Thomas)

100 1 b $a Summers, Jean, $d 1963-

110 Field – Corporate Name Main Entry

The 110 field is for corporate body names. According to AACR2, a corporate body is defined as "an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity. ... Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects and programs, religious bodies, local church groups identified by the name of the church, and conferences.

To be traced, a corporate body should have some type of responsibility for the work. Corporate bodies are usually added entries (710 fields), but in some cases, like catalogs and legal documents, they can be main entries. According to AACR2 Rule 21.1B2, the following types of corporate bodies are the only types that can be main entries:
   a) those of an administrative nature dealing with the corporate body itself or its internal policies, procedures, finances, and/or operations, or its officers, staff, and/or membership (e.g., directories), or its resources (e.g., catalogues, inventories).
   b) some legal, governmental, and religious works of the following types: laws, decrees of the chief executive that have the force of law, administrative regulations, constitutions, court rules, treaties, etc., court decisions, legislative hearings, religious laws (e.g. cannon law), liturgical works.
   c) those that record the collective thought of the body (e.g., reports of commissions, committees, etc.; official statements of position on external policies)
   d) those that report the collective activity of a conference (e.g., proceedings, collected papers), of an expedition (e.g., results of exploration, investigation), or of an event (e.g., an exhibition, fair, festival) falling within the definition of a

corporate body, provided that the conference, expedition, or event is named in the item being catalogued

e) those that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution, etc. Publications resulting from such activity include sound recordings, films, videorecordings, and written records of performances. (For corporate bodies that function solely as performers on sound recordings, see 21.23.)

f) cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution.

In case of doubt about whether a work falls into one or more of these categories, treat it as if it does not.

Corporate bodies may have one or more subordinate bodies. These subordinates are listed in order of the hierarchy within the corporate body, from largest to smallest unit. If there is more than one subordinate unit, the middle units are sometimes omitted. Always check for the authorized form if you have more than one subordinate body. Sometimes a corporate body will hold a general conference. These conferences are not named beyond such generic terms as "meeting" or "conference." (e.g. Meeting of the Society of Alabama Historians) To trace the conference, use the name of the corporate body and add the generic meeting name as a subordinate body.

Pattern: 110 _ b $a Corporate body. $b Subordinate body or type of meeting.

First indicator:
- 1 = Geographical jurisdiction name
- 2 = Corporate name

Second indicator is blank.

Place each subordinate body in a separate subfield $b and precede each subfield $b by a period. In the case of general conferences held by a corporate body, record the generic meeting name in a subfield $b, then use the same subfields and punctuation from the 111 field for number, date, and place of the conference.

110 2 b $a Auburn University.

110 1 b $a United States. $b National Aeronautics and Space Administration.

110 2 b $a Society of Alabama Historians. $b Meeting $d (1993 : $c Birmingham, Ala.)
(On piece: Meeting of the Society of Alabama Historians)

111 Field – Conference Name Main Entry

This field is for conference names. Proceedings or other documents related to a conference receive either a main or added entry for that conference. They are only traced as 111 fields when the conference name is prominent on the chief source of information

(usually the title page for a book). If the conference name appears elsewhere in the work (e.g. on the title page verso, preface, or cover of a book), trace it as an added entry in the 711 field.

Pattern: 111 2 b $a Conference. $e subordinate part of conference $n (number : $d date of conference : $c place held).

First indicator:
   • 2 = Conference name
Second indicator is blank.

Precede the subfield $e by a period. The subfield $e may be repeated. Never place punctuation before the subfield $n or $d if there is no subfield $n. Precede the subfields $d and $c with a colon. Put the subfields $n, $d, and $c in parentheses, with the left parentheses at the beginning of the first subfield and the right parenthesis at the end of the last subfield.

111 2 b $a International Symposium on Artificial Intelligence $n (5th : $d 1996 : $c Houston, Tex.)

111 2 b $a Conference on Snails $d (1987 : $c Toledo, Ohio)

130 Field or 240 Field - Uniform Title

The uniform title is a standardized title for a work. It provides a single access point for a work appearing under many variant titles, for the original title of a translated work, or for a work without a distinctive title. For example, Shakespeare's Hamlet has appeared under many titles, such as The tragedy of Hamlet, Prince of Denmark, Shakespeare's Hamlet, and Shakespeare's tragedy of Hamlet. By giving each of these works the uniform title of Hamlet, it is possible to find all of the versions with one search. These works can still be searched by their individual titles in their respective 245 fields; the uniform title provides an additional access point that pulls them together in the catalog.

For translations, it is also useful to find the translation and the original work together in the online catalog. The Little Prince is an English translation of a work that was originally written in French. The original French title would be placed in a uniform title field with a qualifier for the language of the translation.

Uniform titles are also used in the 630 field for works that are the subject of another work. If a work is related to another work, treat the other work as an added entry using a 730 field.

The 130 field is for a uniform title main entry. A uniform title should be placed in a 130 field if there is no other 1xx main entry. If there is already a 1xx main entry on the record, the uniform title is placed in the 240 field.

Pattern: 130 _ b $a Uniform title. $l language.

First indicator:
* 0-9 = Number of nonfiling characters

Second indicator is blank.

Pattern: 240 _ _ $a Uniform title. $l language

First indicator:
* 1 = Default value

Second indicator:
* 0-9 – Number of nonfiling characters

The 130 field always ends in a period, parentheses, bracket, or open date, but the 240 field never has punctuation after the last element. For both fields, there should be a period before the subfield $l.

130 0 b $a Gawain and the grene knight.
245 1 0 $a Gawain and the green knight.
(Uniform title main entry for a work with variant titles)

100 1 b $a Shakespeare, William, $d 1564-1616.
240 1 0 $a Hamlet
245 1 4 $a The tragedy of Hamlet, Prince of Denmark
    AND
100 1 b $a Shakespeare, William, $d 1564-1616.
240 1 0 $a Hamlet
245 1 0 $a Shakespeare's Hamlet
(Author main entry with uniform title for two different versions of the same work)

100 2 b $a Saint-Exupâery, Antoine de, $d 1900-1944.
240 1 0 $a Petit prince. $l English
245 1 4 $a The little prince / $c written and illustrated by Antoine de Saint-Exupâery.
(English translation of a French work, with the French title used as the uniform title)

245 Field and 246 Field - Titles

245 Field – Title

The 245 field contains the title and statement of responsibility. This is the most important field on the record. The title is taken from the chief source of information which is usually the title page. If the title comes from somewhere other than the title page, give the source of the title in a note in a 500 field (e.g. There would be a note if the title were taken from the cover). The title proper is the main or most prominent title. Transcribe the

title proper, subtitle, and statement(s) of responsibility **exactly** as the text appears on the title page (or other title source). The title proper may not be at the top of the page, so it is permissible to rearrange elements (pieces of information) on the title page as long as the text of the element is not altered during transcription. If the title proper has an initial article (a, an, the), be sure to change the second indicator to exclude the article and the space following it. That way, the title will be searched under the first significant word. The title proper goes into subfield $a. All other title information, such as the subtitle or the date and place of a conference, goes into the subfield $b.

The statement of responsibility consists of the names of individual authors, editors, compilers, corporate bodies, and/or conference sponsors who helped to create the work. There can be more than one statement of responsibility; each type of creator is a separate one. For example, all authors of a work would be in one statement of responsibility and all editors would be in a second one. If there are more than three names in any statement of responsibility, record only the first name and substitute the phrase "… [et. al]" for the other names. All statements of responsibility are traced as entries (access points) in either a 1xx main entry or a 7xx added entry field. All names should be transcribed in the 245 field exactly as they appear on the piece, but the 1xx and 7xx entries should use the authorized forms of the names if they are different. All statements of responsibility go into the subfield $c.

Pattern: 245 _ _ $a Title proper of book : $b subtitle(s) : additional title information / $c statement of responsibility ; additional statement of responsibility.

First indicator:
- 0 = Title main entry (i.e. no 1xx field)
- 1 = 1xx main entry, title added entry

Second indicator:
- 0-9 = Number of nonfiling characters

If there is no 1xx field, the first indicator should be "0". If there is a 1xx field, the first indicator is always "1". If the title starts with an initial article ("a", "an", or "the"), count the letters in the article plus the following space and put that number in the second indicator. When creating the 245 field, transcribe the text **exactly** as it appears on the page, but do NOT transcribe punctuation and capitalization as they occur. Only the first word and words that would be capitalized in the middle of a sentence are capitalized in the 245 field. Punctuation used to separate subfields should always come before the subfield delimiter, e.g. "$b" and it should have a blank space on either side. None of the subfields in the 245 field may be repeated. The field always ends in a period, even if other punctuation is present.

245 0 0 $a Why me?.

245 1 0 $a Columbus / $c Winston Jonhson [sic].
(Should be "Johnson". The misspelled form is transcribed and followed by "[sic]". If the misspelling is in a title, the correct form should be traced in a 246 field.)

245 14 $a The cat in the hat / $c by Dr. Seuss.
(Title starts with the initial article "the". The second indicator "4" tells the computer to skip the first four spaces so that the first significant word, in this case "cat", is the first word indexed or searched.)

Always precede a subtitle with a colon. If there is more than one subtitle or other information, separate them with colons. Use appropriate punctuation when altering the order of title page elements. If the subtitle can stand alone and makes sense, trace it in a 246 field.

On t.p.: Proceedings International Conference on Artificial Intelligence, May 2-5, 1997 sponsored by IEEE.
245 1 0 $a International Conference on Artificial Intelligence : $b proceedings : May 2-5, 1997 / $c sponsored by IEEE.
(Transcription of the elements in a different order, with colons separating the chosen subtitle and other title information)

If there is a parallel title in a different language, place it in the subfield $b and precede it with an equal sign. If there is more than one parallel title, separate them with equal signs. Trace the parallel titles in a 246 field.

245 1 0 $a Strassenkarte der Schweiz = $b Carte routiere de la Suisse = Road map of Switzerland
(All titles appear on the piece)

Always precede the statement of responsibility with a "/" slash. Substitute a comma for a semicolon or colon after words such as editors that precede the actual names. If there is more than one name in a statement of responsibility, separate them by commas or give the first one followed by " ... [et al.]" (with spaces around the "...") if there are more than three names. If there is more than one statement of responsibility, separate them with semicolons.

245 1 0 $a Hearst / $c Mark Hunter ; with assistance from Barry Wilson.

On t.p.: Editors: (names on separate lines) Scott Summers Henry P. McCoy (followed by) sponsored by IEEE (and three other sponsoring bodies, elsewhere on the page)
245 1 0 $a Proceedings of the 1998 Airplane Mechanics Conference / $c editors, Scott Summers, Henry P. McCoy ; sponsored by IEEE ... [et al.].

Certain punctuation on the title page is altered in the transcription to prevent confusion with punctuation used for cataloging purposes.

      ... on the title page is replaced by --
      [ ] on the title page is replaced by ( )

When replacing "..." with "--", leave a space after "--" unless it begins the title.

On t.p.: ...And Dance By the Light of the Moon by Jean Mavel
245 1 0 $a --And dance by the light of the moon / $c by Jean Mavel.

On t.p.: Getting around... In Germany
245 1 0 $a Getting around-- in Germany.

If a slash, equal sign, or colon is in the title, do not transcribe it unless any spaces around it can be closed without violating proper usage or changing the meaning. If necessary, change to "--" without spaces before or after it, or change to a comma.

245 1 0 $a Workbook/study guide for math / $c Niles Carter.
(Space has been closed up around "/" in title so that it does not seem like a statement of responsibility should follow.)

245 1 0 $a 2x2=4 / $c Martha Strinton.
(Space has been closed around "=" so that it does not look like punctuation for a parallel title.)

On t.p.: Assignment: Murder by P. Kline
245 1 0 $a Assignment--murder / $c by P. Kline. OR
245 1 0 $a Assignment, murder / $c P. Kline.
(Colon must be changed to "--" or "," so that it does not look like punctuation for a subtitle or other title information)

245 1 0 $a Saturday at 8:00 / $c Mark Troub.
(Colon has been left alone because it is necessary for the meaning and does not look like subtitle punctuation)

Place any information in the 245 field which is not taken from the chief source of information in square brackets. For example, if there is a subtitle or author on the title page verso that is not on the title page, put it in the appropriate subfield, but bracket it. Or if you add [sic] or the correct spelling of a misspelled word, put it in brackets.

245 1 0 $a 2005 Intermag Conference : $b [proceedings] : April 2-3, 2005 / $c IEEE.
("Proceedings appears elsewhere in the piece, but not on the title page.)

246 Field – Variant/Parallel/Additional Titles

The 246 field is for a varying form of title or additional title. This field is for alternative spellings such as the British "colour" vs. the American "color", for punctuation such as "&" spelled out as "and", or for abbreviations and numbers such as "2nd" spelled out as "second" or "10" spelled out as "ten." This field is often used to provide access to a subtitle. It is also used to give access to additional titles, such as the cover title or spine

title, if they differ from the title proper. The indicators are coded to tell the type of the variant titles. Drop initial articles.

Pattern: 246 _ _ $i Note: $a variant title or additional title : $b subtitle

First indicator:
- 1 = Note, title added entry (Generates note specified by second indicator)
- 3 = No note, title added entry

Second indicator:
- Blank = No information provided
- 0 = Portion of title or additional title access
- 1 = Parallel title
- 2 = Distinctive title
- 3 = Other title (half-title, binder's title); prefer 0
- 4 = Cover title
- 5 = Added title page title
- 6 = Caption title
- 7 = Running title
- 8 = Spine title

The first indicator tells the computer whether to display a label in front of the title in the public catalog. For example, if the title on the cover differs, the indicators would be "14". The "1" tells the computer to index the title and put a label in front of the title in the public display and the 4 tells the computer the label should read "Cover title:". If you want a label other than the ones given for the second indicator, leave it blank and put a subfield $i with the label you want displayed in front of the subfield $a. Subtitles from the 245 subfield $b have the indicators "30." The "3" tells the computer to index the title but not to display it in the catalog. The "3b" indicator combination is used when you want to have a variant form searchable but not displayed, e.g. when spelling out "&" as "and" or other title variations.

This field normally has no ending punctuation. It may end in parentheses, a bracket, or other ending punctuation that is part of the alternate title. The subfields are not repeatable.

245 1 4 $a The beauty box : $b a tribute to the legendary beauty parlors of the South
246 3 0 $a Tribute to the legendary beauty parlors of the South
(Subtitle traced because it can serve as an alternate title. First indicator "3" is used because the subtitle doesn't need to be displayed again in the catalog and second indicator "0" shows it's a portion of the title.)

245 1 0 $a Road map of Switzerland = $b Carte routiere de la Suisse
246 3 1 $a Carte routiere de la Suisse
(Parallel title traced so that it will also be in the title index.)

245 1 4 $a The colours of the rainbow
246 3 b $a Colors of the rainbow
(Title traced with American spelling of British "colour".)

245 1 4 $a Laurel & Hardy : $a a biography.
246 3 b $a Laurel and Hardy
(Title is traced with the ampersand spelled out.)

(In both examples, first indicator "3" tells the computer to index the title under the variant title, but not to display it in the public catalog. The second indicator "b" is for variant titles.)

246 1 b $i At head of title: $a Proceedings of the International Conference on Genetics
(Information at the top of the page which could be considered a title but was not chosen as the title proper. Indicators "1b" tell the computer to display the note in the subfield $i before the title in the public catalog.)

245 1 0 $a ESMO '98 proceedings
246 1 4 $a 1998 IEEE ESMO
(Cover title traced because it differs from the title page title. The indicators "14" tell the computer to display the label "Cover title" in front of it in the public catalog.)

250 Field - Edition Statement

Use this field for the edition statement if one appears on the work. Transcribe the elements of the edition statement in the order that they appear. When a work says "1st edition," put that in a 250 field, but if "1st edition" is not explicitly stated, do not create a 250 field. Sometimes, the name of the person revising the edition will also appear in this field. Revisers may also be listed in the statement of responsibility in the 245 subfield $c.

Pattern: 250 b b $a Edition / $b name of reviser.

Both indicators are blank. Transcribe the elements of the edition statement in the order they appear, but use Arabic numerals and the appropriate abbreviations. Use the abbreviation for the numbering of the edition, e.g. "2nd", not "second". Works in English should use the abbreviation "ed." Always end this field with a period, even when other punctuation is present.

250 b b $a 1st ed.
(On piece: First edition)

250 b b $a New rev. ed.
(On piece: New revised edition)

250 b b $a Ed. 7.
(On piece: Edition 7)

250 b b $a 2nd ed. / $b revised by Walter Edwards.
(Item with a revision statement)

260 Field - Publication Information (Imprint)

This field is the location for the book's imprint information, i.e. the place of publication, the publisher and/or distributor, the date of publication, and the copyright date. Transcribe the place, publisher, and date in this field in the language of the piece. Information in this field may be taken from the title page, title page verso, or cover without being placed in brackets.

Transcribe the place of publication in the subfield $a. Use the first place of publication listed in the work. If it is a foreign place, add the first U.S. place of publication in a second subfield $a. If there are two publishers with the same place of publication, put the place first and follow it with both publishers. If there are two publishers with different places, put each place name in front of its respective publisher. Use or add the abbreviation of the next larger place, e.g. the state or country containing a city, for places other than well known places like New York or London. For U.S. cities, add the state containing the city, for Canadian cities, add the province containing the city, and for other foreign cities, add the country containing the city. If the next larger place is given as a postal abbreviation, common practice is to use the postal abbreviation instead of the AACR2 abbreviation. Otherwise, the name of the next larger place should be abbreviated using the standard place abbreviations from the AACR2 Appendix B14 (which is located on Cataloger's Desktop). If there is no place of publication on the work, use the abbreviation "S.l.", which is Latin for "Sine loci," a phrase which translates as "no place." The appropriate code for the first place of publication must be placed in the Place of Publication fixed field.

Transcribe the publisher and/or distributor from the work in subfield $b. If there are two or more publishers, add each publisher in a separate subfield $b following its appropriate place name. If there is no publisher or distributor, use the abbreviation "s.n.", which is Latin for "sine nominee," a phrase that translates as "no name."

Transcribe the date of publication and/or copyright in the subfield $c. Use the publication date in the work and add the latest copyright date if it is different or if there is no publication date. Ignore printing dates. The date should match that in the Date 1 fixed field.

Pattern: 260 b b $a Place of publication : $b publisher or distributor, $c year of publication, copyright date.

Pattern: 260 b b $a Place of publication ; $a second place of publication : $b publisher or distributor, $c year of publication, copyright date.

Pattern: 260 b b $a Place of publication : $b publisher or distributor : $ second publisher or distributor, $c year of publication, copyright date.

Pattern: 260 b b $a Place of publication : $b publisher or distributor ; $a second place of publication : $b second publisher or distributor, $c year of publication, copyright date.

Both indicators are blank. Any information not from the title page, title page verso, or cover or questionable information should be placed in brackets. This field always ends in either a period or a bracket.

The first pattern given is the classic pattern, but the subfields $a and $b can be repeated as necessary. The order of repeated $a and $b subfields varies as shown above. A semicolon precedes an additional place of publication in a second subfield $a; a colon precedes a publisher or distributor in a second $b, regardless of the order they appear in.

260 b b $a Atlanta, Ga. : $b Turner Publishing, $c 2002.
(Single place of publication, publisher, and date of publication.)

260 b b $a London ; $a New York : $b Chapman and Hall, $d 1994.
(Foreign place followed by U.S. place for a single publisher with more than one place of publication)

260 b b $a New York : $b Best Books : $b distributed by Jackson Association, $c 1994.
(Two publishers with the same place of publication)

260 b b $a London : $b Oxford Univ. Press ; $a New York : $b Clarendon Press, $c 1994.
(Two publishers with separate places of publication)

Place "S.l" and "s.n." in brackets. Use one set of brackets if subfields requiring brackets are next to each other.

260 b b $a [S.l.] : $b Science Fiction Press, $c 1995.
(Place of publication is unknown.)

260 b b $a Austin, Tex. : [s.n.], $c 1990.
(Publisher is unknown.)

260 b b $a [S.l : $b s.n., $c 1989]
(Both publisher and place are unknown and the date is known to be 1989 but does not appear on the piece.)

The $c is not repeatable. Always place a "c" in front of a copyright date. If the work has a copyright date that is not the same as the publication date, include the copyright date preceded by a comma, a space, and a "c" in front of the date. If the date is not on the title page, title page verso, or cover, place it in brackets. Use question marks and brackets for questionable dates.

260 b b $a New York : $b Best Books, $c c1994.
(Only date is a copyright date. Note the "c" added to the date.)

260 b b $a Baltimore, Md. : $b Starfire Press, $c 1996, c1995. (Publication and copyright dates differ. Note the "c" added to the copyright date.)

260 b b $a Galveston, Tex. : $b Texas A&M Fisheries Laboratory, $c [198-?]
(Technical report published some time in the 1980s)

300 Field - Physical Description

Paging, illustration, and dimension in centimeters all go into the 300 field. In the subfield $a, give the last number of each group of pages or leaves separated by commas and followed by the abbreviation "p." or "leaves" as appropriate. If there are more than three groups of page numbers, use "1 v. (various pagings)." If the pages are unnumbered, you may use "1 v. (unpaged)" or count or estimate the number of pages. If you count or estimate the number of pages, put the number in brackets. If you know the number of the last page in the sequence but it is not numbered, put the number in brackets. For example, the table of contents says the last preliminary page is numbered "xvi" but that page has no page number. The "xvi" would be placed in brackets. If the last page of the main sequence is not numbered, you may either count it and bracket the number or give the last numbered page followed by a "[1]". If a group of pages is a range starting with a number other than one, place the "p." first and give the range of pages. If there is more than one volume, give the number of volumes followed by "v". If the paging is continuous from one volume to the next, e.g. the page numbers for the second volume start where the last page number of the first volume stops, give the number of volumes followed by the number of pages in parentheses.

Put the presence of illustrations in the subfield $b. Use the standard abbreviation "ill." for illustrations. Tables are not considered to be illustrations. The most common types of illustrations for books, besides the generic "ill.", are "maps", "plans", "forms", and "photos." Photos must be actual photographs pasted in the item, not those reproduced as part of the item's illustrations. Do not use "plates" in the subfield $b because the number of plates should be included in subfield $a. For each type of illustration included in the 300 field, add the appropriate code to the Illustrations fixed field. If a type of illustration occurs only once or a few times, place the number of times it occurs in front of the appropriate abbreviation. If all or most of the illustrations are colored, use "col. ill." or "chiefly col. ill.". If only some of the illustrations are colored and some are not, use "ill. (some col.)".

Put the dimensions of the book in the subfield $c. If the height is greater than the width, give only the height in centimeters. If the width is greater than the height, give the width, followed by an "x" with spaces around it, and then the height.

Put accompanying material in the subfield $e. Accompanying material may be a video, CD-ROM, DVD, or supplementary book or pamphlet.

Pattern: 300 b b $a Pages or leaves : $b illustrations ; $c measurement in centimeters. + $e accompanying material.

Both indicators are blank. This field ends in a period unless it already ends in a right bracket or parentheses. Always abbreviate illustrations as "ill." The subfields are not repeatable. Separate different information in subfields with commas.

300 b b $a xi, 271 p. : $b ill. ; $c 21 cm. + $e 1 atlas (37 p.)
(Illustrated book with accompanying atlas.)

300 b b $a [xiii], 312 p. : $b col. ill. ; $c 35 x 28 cm.
(Book has xiii preliminary pages but the page number does not appear on p. xiii. All illustrations are in color. Book is wider than it is tall.)

300 b b $a 1 v. (various pagings) : $b ill. ; $c 22 cm.
(Item repeats page numbers for each of four sections)

300 b b $a 1 v. (unpaged) ; $28 cm.
(Volume is unpaged and has no illustrations. Note punctuation is a semicolon, because it precedes a subfield $c.)

300 b b $a 4 v. : $b chiefly col. ill. ; $c 24 cm.
(Four volumes with almost all illustrations in color.)

300 b b $a 2 v. (1476 p.) : $b ill. (some col.), 1 col. map ; $c 26 cm.
(Two volumes with the page numbers continuing from one volume to the next: volume one stops with p. 576 and volume two starts with p. 577. Some illustrations in color with one color map.)

300 b b $a p. 24-36 : $b ill., maps ; $c 27 cm.
(Item has pages numbered 24-36, instead of starting with page 1 and has both illustrations and maps.)

BUT if the 300 field is followed by a 4xx field, the 300 ends in a period, even if it already ends with other punctuation.

300 b b $a 271 p. : $b maps ; $c 28 cm. + $e 1 atlas (47 p.).
440 b 0 $a Abernathy research series ; $v 21

4xx - Series

A series is a group of separate but related items that share a common title in addition to their individual titles. Individual titles (called analytics) may or may not be numbered. Series are meant to continue indefinitely. The 4xx fields are also used for multipart items (book sets) that are finite. The series authority record gives the established form of the

series title and determines whether or not the title is for a series, a multipart item, or a series-like phrase. Place series and book set titles in either a 440 or 490 field.

Series-like phrases are phrases that look like series statements, but really aren't. They can restate the name of the corporate body responsible for the work or indicate a subdivision of a publisher. Combinations of letters and numbers that can't be linked to a series are also series-like phrases. Put series-like phrases in a 500 field.

The series authority record also specifies whether the individual titles are analyzed, whether the series is traced, and whether it is classed separately or together. Most series and many multipart items are analyzed, e.g. each individual title has its own record. In the past, some series were traced, meaning that they were searchable by series title, while others were untraced with no access point for the series title. Current practice at Auburn is to trace all series. Remember some series may be split, with some older, untraced volumes and newer, traced ones. If a series is classed separately, all individual volumes have different call numbers according to the subject matter of the item. If a series or multipart item is classed together, all items will have the same call number and there is a master record for the entire series or book set in addition to the analytic records for each individual book. To search for the series authority record, do a "Title authority" search in Voyager on the series title. The codes in the 644, 645, and 646 fields of the series authority record will tell you how to treat the series.

Series **authority** records look like this:

130 b0 $a Authorized series title.
430 b0 $a Variant series title.
644 bb $a **f** (analyzed in full) OR **p** (analyzed in part) OR **n** (not analyzed)
645 bb $a **t** (series is traced) OR **n** (series is not traced)
646 bb $a **s** (classed separately) OR **c** (classed together) OR **m** (classed with main series)

For traced series, the choice of 440 or 490 field depends on the series authority record. The series in the 440 or 490 field should be transcribed *exactly as it appears on the item*. If the series as it appears on the item **matches** the form in the 130 field of the series authority record, use a 440 field. If the series as it appears on the book does **not** match the 130 field on the series authority record, record the series as it appears on the book in a 490 field with first indicator "1" and add an 830 field with the series title as it appears in the authority record.

If the series authority record says the series is **not** traced and the series statement is in a 490 field with "0" in the first indicator, trace the series and use the appropriate 440 or 490 field. Then send the series authority record to the Authority Control Unit with instructions to change the status of the series from untraced to traced.

The 400, 410, and 411 fields are for series statements traced under personal, corporate, or conference author. These fields are no longer used, but they can still be seen on older MARC records. Change older records to the appropriate 440 or 490 field.

440 Field – Series Title Statement traced as is

Use this field if the series statement as *it appears on the item* **matches** the series *authority record*, with one exception. If the items in a series use different abbreviations for the numbering, i.e. "vol." on some items and "no." on others, take the abbreviation used in the authority record to be the authorized one. Even if the series title matches the series authority record, use the 490/830 fields instead of the 440 field for series statements with other abbreviations. Transcribe the series statement in the 440 field **exactly** as it appears on the item, including the initial article. Don't forget to put the appropriate value in the second indicator to exclude the article.

Pattern: 440 b _ $a Traced series title ; $v series number

First indicator is blank.
Second indicator:
- 0-9 = Number of nonfiling characters

490 Field – Series Title Statement untraced or traced differently

If the series statement as *it appears on the item* does **not** match the series *authority record*, record the series statement **exactly** as it appears on the item in the 490 field and use a "1" in the first indicator. Then put the authorized series title in an 830 field. If a single personal author is responsible for the series, put the author's name and the series title into an 800 field.

Pattern: 490 _ _ $a Untraced series title or title traced differently ; $v series number

First indicator:
- 0 = Series not traced
- 1 = Series traced differently (used with 830 field)
Second indicator: ??

The 440 and 490 fields **never** have ending punctuation.

440 b _ $a Women's studies series ; $v no. 3
(Series title on the piece matches the authorized form in the 130 field of the authority record)

490 0 b $a Ceramics handbook
(Untraced series with no individual volume number on the item)

245 1 0 $a Oath of gold / $c Elizabeth Moon.
490 1 b $a The deed of Paksenarrion ; $v v. 3
800 1 b $a Moon, Elizabeth. $t Deed of Paksenarrion ; $v v. 3.

(Set title on an individual volume traced under the author instead of being placed in a 440 field)

490 1 b $a SEPM special publication ; $v 71
830 b 0 $a Special publication (SEPM (Society for Sedimentary Geology)) ; $ 71
(Series title on piece: SEPM special publication; series authority record title (in the 130 field): Special publication (SEPM (Society for Sedimentary Geology)). Since the two are different, the 490/830 field combination is used.)

490 1 b $a Monograph series / Auburn University ; $v v. 12
830 b _ $a Monograph series (Auburn University) ; $v v. 12.
(Generic series produced by a corporate body. This always a 490/830 pair The generic title is recorded in the 490 field with a "/" to denote the corporate body as a series statement of responsibility. Since the form as it appears on the item does not include the name of the corporate body and the authorized form of the series is qualified by the corporate body, you must use a 490/830 combination.)

5xx – Notes

If there is information about a book that does not fit in the 245-4xx fields, it goes in a note field. Some note fields are for particular types of notes. Except for the 539 field, 5xx note fields always end in a period even when other punctuation is present.

According to AACR2, notes should be ordered according to the following table:

MARC TAG	NOTE	AACR2 RULE
546	Language(s)	1.7B2, 2.7B2
500	Source of title proper	1.7B3, 2.7B3
500	Statements of responsibility	1.7B6. 2.7B6
500	Edition and history	1.7B7, 2.7B7
500	Publication, distribution, date	1.7B9, 2.7B9
500	Numbers	1.7B19, 2.7B19
500	Physical description	1.7B10, 2.7B10
500	Accompanying material	1.7B11, 2.7B11
500	Series	1.7B12, 2.7B12
502	Dissertation	1.7B13, 2.7B13
521	Audience	1.7B14, 2.7B14
530	Other formats	1.7B16, 2.7B16
520	Summary	1.7B17, 2.7B17
504	Bibliographical references	1.7B18, 2.7B18
505/500	Contents (formal/informal)	1.7B18, 2.7B18
533	Reproduction	(Common practice)
539	Fixed fields for reproduction	(Common practice)
590	Local note	1.7B20, 2.7B20
501	"With" note	1.7B21, 2.7B21

Notice that the plain 500 fields come between the 546 and 502 fields. The 500 field is used for all notes that don't have a specialized MARC tag number. Place 500 fields in order according to their contents as specified in the table above. This guide shall place examples of each type of note in the order they should appear in the record.

546 Field – Language Note

This note gives the language(s) of the text if the text is not in English or if it has more than one language. Do NOT use this field for translations. The text given in the 546 should match the codes in the 041 field.

Pattern: 546 b b $a Language note.

Both indicators are blank. Enter the full name of the language corresponding to the code(s) from the 041 field.

041 0 b $a fre $a spa $a eng $b eng
546 b b $a In French, Spanish, and English, with a summary in English.

041 0 b $a eng $b dan $f dan
546 b b $a In English, with a summary and table of contents in Danish.

500 Field – General Notes

The plain 500 field is used for any type of general note not covered by a specific 5xx note. This can include quoted information from the item, the source of the title used in the 245 (e.g. "Cover title."), names of additional corporate bodies not already listed in the 245 subfield $c, location information for conferences (if it's not on the title page), series-like phrases, links to previous editions, related works, and reprint information, etc. See the list in the chart above for the order to place the different types of general notes. If you wish to make a general note that doesn't fall into the categories above, place it at the end of the series of 500 fields. The note's text doesn't have to be in a specific format, although some types of notes use certain phrasing or a specific order of elements. Quoted text should be transcribed exactly as written.

Pattern: 500 b b $a Text of note.

Both indicators are blank. The 500 note has no subfields. If information is quoted in the 500 note, it always ends in "--" and the source of the quoted information if the quote is NOT from the title page. The first letter of the source is capitalized. There are no spaces between note, punctuation, and source.

500 b b $a Title from cover [or spine, etc.]. OR
500 b b $a Cover title.
(Note for source of title proper.)

500 b b $a Sponsored by the IEEE Computer Society and the Association of Computing Machinery.
(Note for additional statement of responsibility.)

500 b b $a Previous ed.: New York : Baen, 1988.
(Note for previous edition. Information is presented in the same order as the 260 field.)

500 b b $a "April, 1996"--T.p. verso.
(Quoted note for expanded date)

500 b b $a "IEEE Catalog No. 07-AB5478."
(Note for publisher's number.)

500 b b $a Second title on inverted pages.
(Note on physical description for a flip book designed to be turned over to read the second title.)

500 b b $a "Journal of telecommunication, v. 2, no. 1, 1994"--Cover.
(Note for a book that is a special issue of a journal. It is cataloged as an analytic for that journal.)

500 b b $a "A Bantam/Spectra book."
(Note for series-like phrase.)

500 b b $a Includes index.
(Note for an accompanying index. If the book also has bibliographical references, this note is combined with the bibliographical reference note in the 504 field.)

500 b b $a Held on July 6-8, 1998 in Auburn, Alabama.
(Information on where and when a conference was held)

502 Field – Thesis Note

Record the thesis information in this field. The date is the date of the thesis, not the reproduction or publication date. If the thesis is a reproduction, put the reproduction date in the 533 and 539 fields. If there is a publication date, it should go in the 260 field.

Pattern: 502 b b $a Thesis (degree)--university or college, date.

Both indicators are blank. The 502 note uses the word "Thesis" with the abbreviation of the degree in parentheses. If the abbreviation uses capital letters, do not put a space between them. If the abbreviation has upper and lower case letters, put a space after the first period. There are no spaces between the degree, the "--" and the university.

502 b b $a Thesis (Ph. D.)--Rice University, 1988.

502 b b $a Thesis (M.S.)--University of Texas, 1990.

521 Field – Audience Note

Put the intended audience for the item in this field.

Pattern: 521 b b $a Audience level.

Both indicators are blank. The 521 note has no subfields.

500 b b $a Intended audience: Elementary children.

530 Field – Other Formats Note

Put information related to other formats of the item in this field.

Pattern: 530 b b $a Other format.

Both indicators are blank. The 530 note has no subfields.

530 b b $a Also available on CD-ROM.

520 Field – Summary Note

The summary is a short statement written by the cataloger to describe the subject of a work. It may also be taken from the work itself in the case of a cover blurb or an abstract. It is mostly used for juvenile materials, videocassettes, and some works of fiction. The summary should briefly recap the plot or describe what the book is about. If we have more than one edition of a work of fiction in the catalog, and one of the records has a summary, cut and paste that summary field onto all the other records for that work.

Pattern: 520 _ b $a Summary.

First indicator:
- b = Summary
- 0 = Subject
- 1 = Review
- 2 = Scope and content
- 3 = Abstract

245 1 0 $a Sebastian : $b a book about Bach / $c Jeanette Winter.
520 0 b $a Describes how Johann Sebastian Bach survived the sorrows of his childhood and composed the music the world has come to love.

520 b b $a A young woman runs away from home to join a mercenary company. Later, after many adventures, she becomes a heroine chosen by the gods.
(Summary for <u>The Deed of Paksenarrion</u>, a fantasy triology.)

504 Field – Bibliographical References Note.

This field always uses the format "Includes bibliographical references (p. #-#) and index." Bibliographical references include a bibliography for the work, bibliographies at the end of chapters, and/or footnotes. If there is a list of endnotes and a formal bibliography, record the page numbers starting with the first page endnotes and ending with the last page of the bibliography. Page numbers should be bracketed if the number does not appear on the page itself, just like in the 300 subfield $a. If there are bibliographies following individual chapters, page numbers are not recorded. Make sure there is also a "b" in the Contents fixed field. If the work only has an index with no bibliographical references, use the note "500 b b $a Includes index." instead. Whether the index is given in a 500 or 504 field, put a "1" in the Index fixed field.

Pattern: 504 b b $a Includes bibliographical references (p. #-#) and index.

Both indicators are blank. The 504 always uses the above text with the page numbers for a bibliography or other references in parentheses.

504 b b $a Includes bibliographical references (p. 250-331) and index.
(Book has a section of end notes starting on p. 250 and a bibliography which ends on p. 331. It also has an index.)

504 b b $a Includes bibliographical references and index.
(Page numbers are not included because the bibliographic references are spread throughout the book.)

504 b b $a Includes bibliographical references (p. [107]-220).
(Work has a bibliography but no index. The first page of the bibliography doesn't have a page number.)

BUT 500 b b $a Includes index.
(Work has an index but no bibliographical references.)

505 Field – Formatted Contents Note

This note is used for the titles of individual volumes within a bookset or multipart item, together with the abbreviation of their numbering. It is also used for a single volume's table of contents information. When the 505 lists table of contents, the titles are the individual chapter titles and no chapter number is given if they are not numbered. The 505 field also includes the statement of responsibility for each title if it differs from volume to volume. Inclusion of the statements of responsibility for individual chapter titles in a table of contents is optional.

Pattern: 505 _ b $a Volume, part, or other no. Volume or chapter title / statement of responsibility -- v. no. Volume or chapter title / statement of responsibility -- v. no. Volume or chapter title / statement of responsibility.

First indicator:
- 0 = Contents
- 1 = Incomplete contents
- 2 = Partial contents

Second indicator
- Blank = Basic contents
- 0 = Enhanced contents

In the 505, all contents are separated by "--" with spaces around the dashes. The first abbreviation of the numbering is not capitalized. All numbering abbreviations end in periods. Remember that chapters in an individual work do not have numbering.

245 1 4 $a The deed of Paksenarrion / $c Elizabeth Moon.
505 0 b $a v. 1. Sheepfarmer's daughter -- v. 2. Divided allegiance -- v. 3. Oath of gold.
(Contents note on the set record for the titles of individual volumes in a trilogy)

245 1 4 $a Raising cattle / John Smith.
505 0 b $a pt. A. Feeding and nutrition -- pt. B. Breeding.
(Contents note for a single volume divided into two parts)

245 1 4 $a The state of the art of beach nourishment ...
505 0 b $a Use of ebb shoal borrow areas / Michael Walther & Barry Douglas -- The impact of storms on beach nourishment projects / Donald K. Stauble -- Analysis of wave data for use in sediment transport calculations / Mark B. Gravens & Susan C. Scott -- Beach management through applied inlet management / Erik J. Olsen.
(Individual papers presented as chapters in a single volume conference proceeding)

533 and 539 Fields – Reproduction and Fixed Fields for Reproduction Notes

Reproductions share the same cataloging as the original, with the addition of note fields for the reproduction. The 533 field states the type of reproduction (e.g. photocopy, microfilm, microfiche, etc.) and its relevant publication information and physical description. If any part of the reproduction's physical description matches the information in the 300 field, it may be omitted from this field. The type of reproduction should also be coded in the Form of Item fixed field. The 533 field is always paired with the 539 field. The 539 field provides fixed field values that describe the reproduction. This information is the same type of information as that in the record's fixed fields. The form of the reproduction should still be coded in the record's Form of Item fixed field.

Pattern: 533 b b $a Form of reproduction. $b place of reproduction publisher : $ reproduction publisher, $d date of reproduction. $e physical description of reproduction.

Both indicators are blank. Publication information for the reproduction publisher is the same as that in the 260 field. In the subfield $e, use only the dimensions.

Pattern: 539 b b $a Publication status $b date 1 $c date 2 $d place of publication $e frequency $g form of item.

Both indicators are blank. This is the only 5xx field that does NOT end in a period. For most monographs, frequency should be "n". Publication Status, Date 1, Date 2, Place of Publication and Form of Item should use the respective codes from the appropriate fixed fields. If there is only one date for the reproduction, do not include subfield $c.

533 b b $a Photocopy. $b Ann Arbor, Mich. : $c UMI, $d 1995. $e 22 cm.
539 b b $a s $b 1995 $d miu $e n $g r
(Reproduction statement and fixed fields for a photocopy of a thesis)

590 Field -- Local Note

This field is used for any unique information pertaining only to the library's copy. For example: the copy is autographed or it is missing pages.

Pattern: 590 b b $a Text of local note.

Both indicators are blank.

590 b b $a Autographed by author.
(Library's copy is autographed.)

590 b b $a Errata tipped in.
(Library's copy has an errata sheet glued into the book)

590 b b $a Library's copy missing pages 297-300.

590 b b $a Library's copy 2 is a reproduction.

501 Field – "With" Note

If a item contains several works and lacks a collective title, each individual work may be cataloged as an analytic. If this practice is followed, put a "With" note on the record for each individual title listing the other titles of the works that are bound with it.

Pattern: 501 b b $a With: Title of other work / statement of responsibility of other work.

Both indicators are blank.

501 b b $a With: Candles at night / Alexandra Napier.

6xx - Subject Headings

See the Guide to Subject Analysis for instructions on assigning subject headings.

The 6xx fields end in a period unless they already end in parentheses or an open date. There is <u>no</u> punctuation preceding the 6xx subfields $x, $z, $y, and $v.

The 600, 610, and 611 fields use the same punctuation and subfields for personal, corporate, and conference names as their 1xx field counterparts. They may have additional subfields $x, $z, $y, and $v as appropriate.

600 Field – Personal Name as a Subject

This field is used when the item is about a person, such as a biography. Authors of a book go into a 100 or a 700 field.

Pattern: 600 _ 0 $a Personal name $x subject subdivision.

First indicator:
- 0 = Forename
- 1 = Singe surname
- 2 = Multiple or compound surname
Second indicator:
- 0 = Heading compatible with Library of Congress Subject Headings

600 1 0 $a Summers, Jean, $d 1963- $x Biography.

610 Field – Corporate Body Name as a Subject

This field is used when the item is about an organization. Corporate bodies who act as authors or sponsors of a work should be put in 110 or 710 fields as appropriate.

Pattern: 610 _ 0 $a Corporate body name $x subject subdivision.

First indicator:
   • 1 = Geographical jurisdiction name
   • 2 = Corporate name
Second indicator:
   • 0 = Heading compatible with Library of Congress Subject Headings

610 2 0 $a Auburn University.

610 1 0 $a United States. $b National Aeronautics and Space Administration $x History.

611 Field – Conference Name as a Subject

This field is used for works <u>about</u> a particular conference, <u>not</u> conference proceedings that record what went on at a conference. For the proceedings of a conference, trace the conference name in a 111 or 711 field.

Pattern: 611 _ 0 $a Conference name $x subject subdivision.

First indicator:
   • 2 = Conference name
Second indicator:
   • 0 = Heading compatible with Library of Congress Subject Headings

611 2 b $a International Symposium on Artificial Intelligence $n (5th : $d 1996 : $c Houston, Tex.)

630 Field – Uniform Title as a Subject

This field is used for titles of the works that the item discusses. It is also used for certain types of things whose authorized form is a title instead of a name or subject. One example of such titles is the official name for a particular computer program.

Pattern: 630 _ 0 $a Uniform title $x subject subdivision.

First indicator:
- 0-9 = Number of nonfiling characters

Second indicator:
- 0 = Heading compatible with Library of Congress Subject Headings

630 4 0 $a The enemy papers.
(Work discusses the book "The enemy papers")

630 0 0 $a Microsoft Word.
(Name of computer software)

630 0 0 $a Unix (Computer file)
(Name of computer software)

650 Field – Topical Subject Heading

The topical subject heading is what the book is about, like dogs, creation theology, rice, aeronautics, education, gymnastics, or catfish. Use the authorized form of the subject from the appropriate subject authority. The second indicator specifies the source of the subject heading. The vast majority of subjects are Library of Congress subject headings, identified by the "0" in the second indicator. There are also children's (second indicator "1") and medical headings (second indicator "2"), which are left unchanged. Delete subject headings from any other source (second indicators "3" through "8") so that there are not competing forms of a subject heading in the index. Sometimes you will see records coded "650 b7 $a Topical heading $2 lcsh". These are really Library of Congress subject headings. Change the second indicator in these fields to "0" and delete the subfield $2.

Form headings should have the appropriate letter for that form in the Contents fixed field, or in the case of conferences a "1" in the Conf. Publication fixed field. If the 650 field has a geographic subdivision, the code for that area should be listed in the 043 field. Each record should have at least one 650 topical heading or one 651 geographic heading. The first 650 or 651 field should match the call number in the 050 or 090 fields.

Pattern: 650 b _ Topical subject $x subject subdivision $z geographic subdivision (place) $y chronological subdivision (time period) $v form subdivision.

First indicator is blank.
Second indicator:
- 0 = Library of Congress subject heading
- 1 = LC subject heading for children's literature
- 2 = Medical subject heading ("MESH")
- 3 = National Library of Agriculture subject authority file
- 4 = Source not specified
- 5 = Canadian subject heading

- 6 = Repertoire de vedettes-matiere (French headings)
- 7 = Source is specified in subfield $2 (Ex. $2 NASA)
- 8 = Sears subject heading

First indicator should be blank and the second should be "0" for all Library of Congress subject headings. This field ends in a period unless it already ends in parentheses or an open date. There is <u>no</u> punctuation preceding the 6xx subfields $x, $z, $y, and $v.

The order of elements in topical subject headings typically follows the order of subfields in the above pattern. But it sometimes varies depending on how the subjects are authorized to be subdivided. This is especially true in the case of geographic subdivisions, which follow the <u>last</u> subject heading or subdivision that can be subdivided geographically. The subfield $x and subfield $z can only be repeated once; the subfield $y and subfield $v are not repeatable.

Geographic subject <u>headings</u> are placed in a 651 field, but subjects can have geographic <u>subdivisions</u> in 650 subfield $z if the work covers the subject in a particular place. With a few exception, the authorized form of the subject heading for a smaller place with a larger place in parentheses is inverted by placing the larger geographic area in one $z followed by the smaller place in a second subfield $z.

650 b 0 $a Dogs.
(Work is about dogs in general, so it doesn't have any subdivisions.)

650 b 0 $a Creation (Theology)
(Work is about creation theology; the form of the heading comes from the authority record.)

650 b 0 $a Rice $x Diseases and pests.
(Work is about diseases and pests that plague rice, so it has a subject subdivision.)

650 b 0 $a Aeronautics $x History $y 19th century.
(Work covers history of aeronautics in the 19th century so it has a subject subdivision for history and a chronological subdivision for the century.)

650 b 0 $a Gymnastics $v Congresses.
(Work has a form subdivision because it is a conference proceeding.)

650 b 0 $a Catfishes $x Breeding $z Alabama.
650 b 0 $a Catfishes $z Alabama $x Identification.
(Work is about the breeding of Alabama catfishes and includes means to identify them; "Catfishes" and "$x Breeding" may be subdivided geographically, but "$x Identification" cannot be, so the geographic subdivision for the second 650 is placed after "Catfishes".)

650 b 0 $a Education $z Alabama.
(Work is about education in Alabama, so it has a geographic subdivision.)

650 b 0 $a Cotton $z Alabama $z Selma.
(Work is about cotton in Selma, Alabama; the heading for "Selma (Ala.)" was inverted.)

651 Field – Geographic Subject Heading

A geographic heading is used when a work is about a particular place such as the United States. Put the appropriate geographic code in the 043 for each place listed in a 651 field or 650 subfield $z. If there are no 650 fields, the first 651 field should match the call number in the 050 or 090 fields.

Pattern: 651 b 0 $a Geographic subject heading (place) $x subject subdivision $y chronological subdivision (time period) $v form subdivision.

First indicator is blank.
Second indicator:
- 0 = Library of Congress subject heading
- 1 = LC subject heading for children's literature
- 2 = Medical subject heading ("MESH")
- 3 = National Library of Agriculture subject authority file
- 4 = Source not specified
- 5 = Canadian subject heading
- 6 = Repertoire de vedettes-matiere (French headings)
- 7 = Source is specified in subfield $2 (Ex. $2 NASA)
- 8 = Sears subject heading

First indicator should be blank and the second should be "0" for all Library of Congress subject headings. This field ends in a period unless it already ends in parentheses or an open date. There is <u>no</u> punctuation preceding the 651 subfields $x, $y, and $v.

Subject headings for places follow a pattern similar to that of topical subject headings in the 650 field. Use the form of the place found in the authority record.

651 b 0 $a Selma (Ala.)
(Work is about Selma, Alabama itself; not any specific thing in Selma)

651 b 0 $a Russia (Federation) $x Economic conditions $y 1991-
(Work is about the economy in Russia; "Economics" is only for general works, the authority record says to use the subject subdivision "Economic conditions" under the place instead.)

651 b 0 $a United States $x History $y Civil War, 1861-1865 $v Bibliography.
(Work is about the Civil War; "History" is another subdivision used under place instead of being subdivided by place.)

655 Field – Genre Subject Heading

This field is a newer field for separating out genre subject headings from the other topical subject headings. Genre headings are subject headings specific to fiction and record the genre of the item. You may code genre terms in either the 650 field or the 655 field. If you are unsure whether a Library of Congress subject heading is a genre heading, code it in a 650 field. You may see 655 fields with second indicator "7" and "$2 gsafd". These are from the <u>Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.</u> (GSAFD) published by the American Library Association. Leave these fields in the record.

Pattern: 655 b 0 $a Genre subject heading

First indicator is blank.
Second indicator:
- 0 = Library of Congress subject heading
- 1 = LC subject heading for children's literature
- 2 = Medical subject heading ("MESH")
- 3 = National Library of Agriculture subject authority file
- 4 = Source not specified
- 5 = Canadian subject heading
- 6 = Repertoire de vedettes-matiere (French headings)
- 7 = Source is specified in subfield $2 (Ex. $2 NASA)
- 8 = Sears subject heading

First indicator should be blank and the second should be "0" for all Library of Congress subject headings. This field ends in a period unless it already ends in parentheses.

655 b 0 $a Science fiction.
(The book <u>is</u> a novel belonging to the science fiction genre. If the book <u>discussed</u> science fiction as a genre, the heading would go into a 650 topical subject heading field.)

655 b 7 $a Medical novels. $2 gsafd
(An example of a GSAFD term.)

7xx - Added Entries

These fields provide access points for additional authors, editors, compilers, corporate bodies, conferences, and related titles which would help the patron. The main entry 1xx field is for the primary author, but works often have more than one author, corporate body, or conference responsible for the work. All of these additional names are traced in 7xx fields. Titles of related works are also placed in 7xx fields. These 7xx fields can be repeated as often as necessary.

Name Added Entries

700 Field – Personal Name Added Entry

Add this field for each additional author. Editors and compilers always go into this field.

Pattern: 700 _ _ $a Personal name.

First indicator:
- 0 = Forename
- 1 = Singe surname
- 2 = Multiple or compound surname

Second indicator:
- Blank = Entire work
- 2 = Analytic

Indicators, punctuation and subfields are exactly the same as the 100 field, unless the person named is only responsible for a portion of the work, in which case the second indicator would be "2". This field always ends in a period, parentheses, or open date.

700 1 b $a Summers, Jean, $d 1963-

710 Field – Corporate Body Name Added Entry

This field is usually used for each corporate body that has some responsibility for the work or its contents. To be traced, the corporate body must be justified (mentioned) in the descriptive portion of the record, in such fields as the 245, 260, or 5xx fields. Types of corporate bodies include non-commercial publishers and sponsors. Corporate bodies usually go in the 710 field instead of the 110 field, unless the item meets the criteria in 21.1B1 for corporate body main entry. In that case, there would be a 110 field for the corporate body responsible for the work and 710 fields for any additional corporate bodies.

Pattern: 710 _ _ $a Corporate body name.

First indicator:
- 1 = Geographical jurisdiction name
- 2 = Corporate name

Second indicator:
- Blank = Entire work
- 2 = Analytic

Indicators, punctuation and subfields are exactly the same as the 710 field, unless the person named is only responsible for a portion of the work, in which case the second indicator would be "2". This field always ends in a period or parentheses.

710 2 b $a Auburn University.

710 1 b $a United States. $b National Aeronautics and Space Administration.

711 Field – Conference Name Added Entry

This field is used when the conference name appears on the title page verso, the preface, the cover or some other place in the work besides the title page. Trace conference names on the title page as a main entry in the 111 field.

Pattern: 711 _ _ $a Conference name.

First indicator:
- 2 = Conference name
Second indicator:
- Blank = Entire work
- 2 = Analytic

Indicators, punctuation and subfields are exactly the same as the 100 field, unless the person named is only responsible for a portion of the work, in which case the second indicator would be "2". This field always ends in a period or parentheses.

711 2 b $a International Symposium on Artificial Intelligence $n (5th : $d 1996 : $c Houston, Tex.)

Title Added Entries

700 Field with subfield $t: Author/title Added Entry

If the title of a related work is cataloged under a main entry for an individual author, the work is traced under that author and the title is given in subfield $t instead of in a 730 or 740 field. Use the same indicators as in the regular 700 field.

Pattern: 700 _ b $a Personal name. $t Title of related work.

First indicator:
- 0 = Forename
- 1 = Singe surname
- 2 = Multiple or compound surname
Second indicator:
- Blank = Entire work
- 2 = Analytic

Treat the personal author like any other name in a 700 field with all appropriate subfields and punctuation. The portion preceding the subfield $t should end with a period, parentheses, or open date. The subfield $t should end in a period. Drop initial articles from the title.

700 1 b $a Tolkien, J. R. R. $q (John Ronald Reuel), $d 1892-1973. $t Lord of the rings.

730 Field – Uniform Title or Related Title

If a related work has a uniform title, that title is placed in this field. The 730 field is often used to provide access for the title of a parent journal when a special issue or supplement of that journal is cataloged separately. When providing journal access, always pair the 730 field with a note in a 500 field for the title and numbering of the parent journal and the supplement's numbering.

Pattern: 730 _ _ $a Uniform or related title. $p name of part. $n number(s) of part.

First indicator:
  • 0-9 = Number of nonfiling characters
Second indicator:
  • Blank = Entire work
  • 2 = Analytic

This field always ends with a period. For uniform titles, the 730 uniform title field uses the same punctuation and subfields as its 130 field counterpart.

730 0 b $a Gawain and the grene knight.
(A uniform title for a related work)

For all serials supplements cataloged as monographs, put the parent journal title in subfield $a and put "Supplement" in subfield $p. Both subfields should end with a period. Then put the numbering of the volume, part, and supplement in subfield $n. Use standard abbreviations for the numbering and separate each number with a comma.

730 0 b $a Journal of molecular biology. $p Supplement. $n vol. 21, no. 3, suppl. 1.
(Title for the parent journal with the numbering of the journal and supplement)

740 Field – Uncontrolled, Related, or Analytical Title

This field is currently authorized only for providing access to analytics (individual titles) for works contained in one volume. Locally, it is also used for the titles of previous editions. Until January 1995, it was authorized for all additional title information now given in the 246 field, so older records will often have them.

Pattern: 740 _ _ $a Uncontrolled, related, or analytical title. $n number of part, $p name of part.

First indicator:
- 0-9 = Number of nonfiling characters

Second indicator:
- Blank = Entire work
- 2 = Analytic

This field always ends with a period.

245 1 4 $a The deed of Paksenarrion / $c Elizabeth Moon.
505 0 b $a v. 1. Sheepfarmer's daughter -- v. 2. Divided allegiance -- v. 3. Oath of gold.
740 0 2 $a Sheepfarmer's daughter.
740 0 2 $a Divided allegiance.
740 0 2 $a Oath of gold.
(Title added entries on the set record for the titles of individual volumes in a trilogy. Note second indicator "2" because each title is an analytic title for a portion of the whole work.)

8xx - Series Traced Differently

800 Field – Series Statement Traced Under Personal Name

The 800 is used to trace a bookset or series under a personal author. It is used on the individual records (analytics) for each work in the bookset or series. Use the authorized form of the person's name just as you would for a 100 field.

Pattern: 800 _ _ $a Personal name. $t title of series

First indicator:
- 0 = Forename
- 1 = Singe surname
- 2 = Multiple or compound surname

Second indicator is blank.

This field should end with either a period or parentheses. The 800 field uses the same punctuation and subfields for personal names as its 100 field counterpart. Drop initial articles from the title in the subfield $t

245 1 0 $a Oath of gold / $c Elizabeth Moon.
490 1 b $a The deed of Paksenarrion ; $v v. 3
800 1 b $a Moon, Elizabeth. $t Deed of Paksenarrion ; $v v. 3.
(Set title on an individual volume in a bookset traced under the author instead of being placed in a 440 field. Note that "The" is dropped from the title.)

810 Field – Series Statement Traced Under Corporate Body

This field is no longer used, but it can still be seen on older MARC records.

811 Field – Series Statement Traced Under Conference Name

This field is no longer used, but it can still be seen on older MARC records.

830 Field – Series Statement Traced Differently

This field is used to trace the authorized form of the series when it differs from the series statement on the item. The form from the series authority record goes in the 830 field, while the series statement on the item goes into the 490 field. In special cases, this field can be used with a 5xx field instead, for instance, a reproduction that is part of a series of reproductions, like a microfilm series. Since the series information pertains to the reproduction and NOT to the original work, the series statement could not be placed in a 490 field.

Pattern: 830 b 0 $a Series traced differently from form in book ; $v numbering

First indicator is blank.
Second indicator:
- 0-9 = Number of nonfiling characters.

This field should end with either a period or parentheses.

490 1 b $a NASA CP ; $v 817
830 b 0 $a NASA conference publication ; $v 817
(Series statement on piece differs from series statement in series authority record.)

490 1 b $a Monograph series / Auburn University ; $v v. 12
830 b 0 $a Monograph series (Auburn University) ; $v v. 12.
(Series authority record adds the statement of responsibility to the series statement found on the piece.)

533 b b $a Microfilm. $b Auburn, Ala. : $c Auburn University Libraries ; $b Mobile, Ala. : $c Document Technology, $d 1998. $e 1 microfilm reel : negative : 35 mm. $f (United States Agriculture Information Network (USAIN)/National Endowment for the Humanities (NEH) Preservation Project).
830 b 0 $a USAIN State and Local Literature Preservation Project: Alabama.
(Series statement for a microfilm series which reproduces original material)

856 Field – Electronic Location and Access (URL)

This field records the URL for websites and Internet documents. For the information required to be in this field, see the notes under the 856 field in OCLC's Bibliographic Format and Standards and the Library of Congress's Guidelines for the Use of Field 856 under Cataloger's Toolbox on the Cataloger's Desktop website.

It is important to note that at Auburn links to an electronic copy of an item are treated as added copies and placed on a separate holdings record in Voyager. The only URLs that remain on the bibliographic record are those to information about an item, such as links to a table of contents or a review. If you are unsure whether to leave a URL on the bibliographic record, talk to someone in the IT and Online Resources Unit in the Cataloging Department.

Pattern: 856 _ _ $u Universal resource locator (URL)

First indicator:
- Blank = No information provided
- 0 = E-Mail
- 1 = FTP
- 2 = Remote login (Telnet)
- 3 = Dial-up
- 4 = HTTP
- 7 = Method specified in subfield $2

Second indicator:
- Blank = No information provided
- 0 = Resource
- 1 = Version of resource
- 2 = Related resource

The most common type of 856 field puts URLs for websites in subfield $u. For a complete list of other subfields for different types of electronic access, see the instructions for the 856 field in OCLC's Bibliographic Format and Standards and the Library of Congress's Guidelines for the Use of Field 856.

856 4 0 $u http://www.lib.auburn.edu/catalog/docs/tools.html
(Link to a World Wide Web site.)