

# CONTENTS

PREFACE TO THE SECOND EDITION *viii*

PREFACE TO THE FIRST EDITION *ix*

## CHAPTER ONE

### INTRODUCTION

The Relationship between the Cataloging Rules, the MARC Coding Standards, and This Manual *1-1*

Chapter Contents *1-3*

Coding Table Explanations *1-3*

Typographical Conventions Used in This Manual *1-6*

## CHAPTER TWO

### GENERAL CATALOGING STEPS

General cataloging tools *2-1*

Decide what you are cataloging *2-3*

Search for copy cat records *2-4*

Match resources to records *2-5*

Edit records *2-6*

Clone different edition records *2-7*

Create original records *2-8*

## CHAPTER THREE

### TAGS

#### 3.0

000—Leader *3.0-1*

001—Control number *3.0-6*

003—Control number identifier *3.0-9*

006—Additional material characteristics *3.0-10*

007—Physical description fixed field *3.0-22*

008—Fixed-length data elements *3.0-36*

010—Library of Congress Control Number *3.0-71*

020—International Standard Book Number *3.0-77*

022—International Standard Serial Number *3.0-82*

024—Other standard identifier *3.0-86*

028—Publisher number *3.0-88*

035—System control number *3.0-91*

037—Source of acquisition *3.0-92*

040—Cataloging source *3.0-94*

041—Language codes *3.0-97*

046—Special coded dates *3.0-101*

047—Form of musical composition code *3.0-102*

049—OCLC local holdings field *3.0-103*

050—Library of Congress call number *3.0-104*

082—Dewey Decimal classification number *3.0-105*

09X—Locally assigned call number *3.0-106*

**3.1**

- 1XX—Main entries 3.1-1
  - Choice of access points (main vs. added entries) 3.1-3
  - Sources for headings 3.1-3
  - Types of responsibility 3.1-3
  - Types of main entries 3.1-4
  - Main entries—special rules 3.1-5
  - Main entries—single person or corporate body responsible 3.1-12
  - Main entries—mixed responsibility 3.1-13
  - Main entries—shared responsibility 3.1-18
  - Main entries—unknown or uncertain person or corporate body responsible 3.1-20
  - Main entries—collections of works by different persons or bodies 3.1-21
  - Choice of name 3.1-22
- 100—Personal name main entry 3.1-24
  - Personal name headings 3.1-25
  - Choice of personal name 3.1-25
  - Form of personal name 3.1-27
  - Personal name subfields 3.1-31
- 110—Corporate name main entry 3.1-34
  - Place name headings 3.1-35
  - Choice of place name 3.1-35
  - Form of place name 3.1-35
  - Corporate name headings 3.1-37
  - Choice of corporate name 3.1-37
  - Form of corporate name 3.1-39
  - Corporate name subfields 3.1-43
- 111—Meeting name main entry 3.1-46
  - Meeting name headings 3.1-47
  - Choice of meeting name 3.1-47
  - Form of meeting name 3.1-47
  - Meeting name subfields 3.1-48
- 130—Uniform title main entry 3.1-50
  - Uniform title headings 3.1-51
  - Choice of title 3.1-52
  - Form of title 3.1-52
  - Uniform title subfields 3.1-55

**3.2**

- 240—Uniform title 3.2-1
- 245-5XX—General rules for description 3.2-3
- 245—Title statement 3.2-5
- 246—Varying form of title 3.2-38
- 250—Edition statement 3.2-56
- 260—Publication, distribution, etc. 3.2-66

**3.3**

- 300—Physical description 3.3-1
- 306—Playing time 3.3-28
- 310—Current frequency 3.3-29
- 321—Former frequency 3.3-31
- 362—Dates of publication and/or sequential designations 3.3-33

**3.4**

- 4XX—Series statements 3.4-1
- 440—Series statement/series added entry 3.4-7
- 490—Series statement 3.4-13

**3.5**

- 5XX—Notes 3.5-1
- 500—Accompanying material note 3.5-7
- 500—Edition and history note 3.5-9
- 500—Index note 3.5-13
- 500—Item described note 3.5-14
- 500—Nature, scope, or artistic form note 3.5-17
- 500—Numbers note 3.5-19
- 500—Parallel and other title information note 3.5-21
- 500—Physical description note 3.5-22
- 500—Publication, distribution, etc., note 3.5-25
- 500—Series note 3.5-27
- 500—Source of title proper note 3.5-28
- 500—Statement of responsibility note 3.5-29
- 500—Type and extent of resource note 3.5-31
- 500—Unformatted contents note 3.5-32
- 500—Variant title note 3.5-34
- 501—"With" note 3.5-36
- 502—Dissertation note 3.5-37
- 504—Bibliography note 3.5-38
- 505—Formatted contents note 3.5-39
- 506—Restrictions on access note 3.5-44
- 508—Credits note 3.5-47
- 511—Participant or performer note 3.5-48
- 515—Numbering peculiarities note 3.5-50
- 516—Type of computer file or data note 3.5-51
- 518—Date/time and place of an event note 3.5-52
- 520—Summary note 3.5-54
- 521—Target audience note 3.5-57
- 525—Supplement note 3.5-59
- 526—Study program information note 3.5-60
- 530—Additional physical form available note 3.5-61
- 538—System details note 3.5-65
- 540—Terms governing use and reproduction note 3.5-68
- 545—Biographical or historical data 3.5-71
- 546—Language note 3.5-73
- 550—Issuing body note 3.5-77
- 555—Cumulative index/finding aids note 3.5-78
- 556—Information about documentation 3.5-80
- 580—Linking entry complexity note 3.5-81
- 586—Awards note 3.5-82
- 590—Copy being described, library's holdings note 3.5-83

**3.6**

- 6XX—Subject headings 3.6-1
- 600—Personal name subject heading 3.6-7
- 610—Corporate name subject heading 3.6-9
- 611—Meeting name subject heading 3.6-11
- 630—Uniform title subject heading 3.6-13
- 650—Topical subject heading 3.6-15
- 651—Geographic subject heading 3.6-16
- 655—Genre/form index term 3.6-18

**3.7**

- 7XX—Added entries 3.7-1
- 700—Personal name added entry 3.7-12
- 710—Corporate name added entry 3.7-14
- 711—Meeting name added entry 3.7-16
- 730—Uniform title added entry 3.7-18
- 740—Uncontrolled related/analytical title added entry 3.7-20
- 753—System details access to computer files 3.7-24
- 76X-78X—Linking entry fields 3.7-25
- 765/767—Original language entry/Translation entry 3.7-29
- 770/772—Supplement/special issue entry/Supplement parent entry 3.7-30
- 775—Other edition entry 3.7-31
- 776—Additional physical form entry 3.7-32
- 777—Issued with entry 3.7-33
- 780/785—Preceding entry/Succeeding entry 3.7-34
- 787—Nonspecific relationship entry 3.7-37

**3.8**

- 8XX—Series added entries 3.8-1
- 800—Personal name series added entry 3.8-6
- 810—Corporate name series added entry 3.8-8
- 811—Meeting name series added entry 3.8-10
- 830—Uniform title series added entry 3.8-12
- 856—Electronic location and access 3.8-14

**CHAPTER FOUR**

**BOOKS**

- Chief source of information 4-1
- General cataloging steps 4-2
- Search for copy cat records 4-3
- Quick match criteria 4-4
- Editing/cloning/creating records 4-6
- Dates flowchart 4-13

CHAPTER FIVE

**ELECTRONIC RESOURCES**

- Cataloging tools for electronic resources 5-1
- Decide what you are cataloging 5-2
- Chief source of information 5-5
- General cataloging steps 5-6
- Search for copy cat records 5-8
- Quick match criteria 5-9
- Editing/cloning/creating records 5-11
- Dates flowchart 5-19

CHAPTER SIX

**SOUND RECORDINGS**

- Cataloging tools for sound recordings 6-1
- Chief source of information 6-3
- General cataloging steps 6-4
- Search for copy cat records 6-5
- Quick match criteria 6-6
- Editing/cloning/creating records 6-8
- Dates flowchart 6-16

CHAPTER SEVEN

**VIDEOS**

- Cataloging tools for videos 7-1
- Chief source of information 7-2
- General cataloging steps 7-3
- Search for copy cat records 7-4
- Quick match criteria 7-5
- Editing/cloning/creating records 7-7
- Video viewing notes worksheet 7-15
- Dates flowchart 7-17

CHAPTER EIGHT

**SERIALS**

- Cataloging tools for serials 8-1
- Decide what you are cataloging 8-2
- Chief source of information 8-5
- General cataloging steps 8-8
- Search for copy cat records 8-10
- Quick match criteria 8-11
- Editing/cloning/creating records 8-15

APPENDICES

- A Initial articles A-1
- B Order and punctuation of title elements in 245 A-4
- C End of field punctuation A-7

INDEX I-1

