Cataloging with AACR2 and MARC21

Second Edition, 2004

June 2006 Update 3

Tag/Rule	Addition/Change	Page #
	"Current herein" dates updated and Maxwell subtitle and date updated	2- 1-2
006—Hint	Reference to 008/30 ISSN obsolete, so removed from list on p. 11	3.0- 11-12
010—Hint	Clarifying words added to second to last paragraph on p. 71	3.0- 71-72
010—Hint	New MARC21 term "application invalid" added in 3 paragraphs on p. 73	3.0- 73-74
010$a—Hint	New MARC21 term "application invalid" added to last para. on p. 75	3.0- 75-76
010$a—Hint	New MARC21 terms "structurally invalid" and "application invalid" added in 3 paragraphs on p. 76	
020—L12.8B1	Clarification re adding ISBNs in serial records added on p. 78	3.0- 77-82
020$a—Hint	New MARC21 term "application invalid" added to second to last paragraph on p. 79	
020$a—Hint	Typo fixed (missing opening parenthesis added) and word changed for clarification on p. 80	
020$z—Hint	New MARC21 term "application invalid" with additional clarification on p. 81	
040—Hint	National Library of Canada name changed to Library and Archives Canada on p. 94	3.0- 93-94
041—Coding table	Subfield name changed on p. 97	3.0- 97-100
041$a—Hint	Old MARC21 code for no sung or spoken word '###' replaced with new code 'zxx' on p. 98	
041$b—Coding table	Subfield name changed	
041$b—Hint	Wording clarified; language code changed from 'eng' to 'mul'	
041$d—Hint	Language code changed from 'eng' to 'mul' on p. 99	
046—Coding table	Definitions corrected for $c and $e on p. 101	3.0- 101-102
046 Hint, $c, and $e	Subfield names, definitions, and usage corrected	
1XX—Sound recordings—Summary	Duplicated text removed from p. 9	3.1- 9-12
100—L22.1B	New topics added to contents of LCRI on p. 25	3.1- 25-26
100—L22.17	New instructions re death dates added on p. 30	3.1- 29-30
110—A24.1C	Page compressed to keep examples together on p. 37	3.1- 37-38
245$c—L1.1F4	Example added on p. 31	3.2- 31-32
246—L21.30J 1. General	Clarifying words added by LC on p. 45	3.2- 45-48
246—L21.30J 2.b)	Ibid on p. 46	
246—L21.30J 2.d.1)	Ibid on p. 46	
246—L21.30J 2.d.3)	Ibid on p. 47	
246—L21.30J Other titles 6.	Typo in 246 of 2nd example corrected ($a to $i) on p. 50	3.2- 49-50

Highlights

Tag/Rule	Addition/Change	Page #
246— L 21.30J1	Typo in 246 of 2nd example corrected ($a to $i) on p. 52	3.2- 51-52
246—C7.2	LC change: reference to "Annual report" deleted	
246$b—Hint	Typo in 2nd 246 example corrected ('0' changed to blank) on p. 54	3.2- 53-54
250$a—Hint	Wording clarified on p. 57	3.2- 57-58
250$a—A1.2B1	Additional instruction added	
250$b—Coding table	Additional preceding punctuation instructions added on p. 63	3.2- 63-64
250$b—Hint	Instruction re. parallel ed. statement changed and example added	
260$a—1.4C1	Instructions re. place names in multiple languages added on p. 69	3.2- 69-74
260$a—12.4C2 OCLC Ctry	OCLC instruction re updating 008Ctry added on p. 70	
260$b—1.4D2 Hint	LCRI moved to end of section; some wording changed to save space; instruction and example re publisher names in multiple languages added on p. 71-72	
260$b—1.4D3 Hint	Wording at beginning of first paragraph (p. 72) and instruction at end of last paragraph (p. 73) clarified	
260$b—1.4D4 Hint	Wording changed slightly to save space on p. 73	
260$c—L1.4F6	Words added to clarify instructions on p. 83	3.2- 83-84
260$c—Summary: Books L1.4F6	Words added to clarify instructions on p. 90	3.2- 89-90
300$a—L9.5B1 Hint	Examples of common SMD terms for ER added on p. 11	3.3- 11-12
300$a—L9.5B1	Paragraph re LCRI option decision deleted on p. 11	
362$a—L12.C1 Hint	Typo in example corrected (1961 to 1962) on p. 36	3.3- 35-38
362$a—A12.3G1	Typo in example corrected (period removed after "12") on p. 37	
4XX—Hint	Instruction re. series phrases clarified on p. 3	3.4- 3-6
5XX—A12.7B	580 Bibliographic history deleted from list on p. 5—not applicable for serials	3.5- 5-6
500—L6.7B10	Empty bulletpoint deleted	3.5- 23-24
538—CDV	Autocat suggestion re region numbers added; word 'here' added to instructions re. sound information on p. 67	3.5- 67-68
546—A7.7B2 Hint	Hint about wording for note on closed captioning added on p. 75	3.5- 75-76
546$b—Hint	Hint compressed to save space, and example updated on p. 76	
546$b—L1.7B2	LCRI added to clarify use of $b	
6XX—Coding table	Name/Topic subfields instruction clarified on p. 1	3.6- 1-2
6XX--$v	p. 4-5 shifted up to accommodate later additions; new MARC21 subfield codes $e and $4 added on p. 6	3.6- 3-6

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630—Coding table	New subfield codes e4 added on p. 13	3.6- 13-16
630—Hint	Reference to new subfield codes added on p. 14	
650—Coding table	New subfield codes e4 added on p. 15	
651—Coding table	New subfield codes e4 added on p. 16	
76X-78X$a—Coding table	Punctuation instruction added on p. 27	3.7- 27-28
76X-78X$t—Coding table	Punctuation instruction added	
780/785—A12.7B8b	Instructions clarified and examples corrected on p. 35	3.7- 35-36
BK—Quick Match 500 Edition note	Note instruction moved to follow 250$a on p. 5	4- 5-8
BK—Quick Match 500 Accompanying material note	Note instruction moved to follow 300$e	
BK—Quick Match 008/23	Code added (‘s’ Electronic)	
BK—Cheatsheet Explanation of terms	Definition of ‘#’ added on p. 6 Clarifying instructions added re using any fields required Clarifying instructions added re new control numbers	
BK—Cheatsheet 010	Instruction re 010 suffixes added on p. 7	
BK—Cheatsheet 040	Typo fixed (‘DE’ removed) on p. 8	
BK—Cheatsheet 6XX	Instruction re Juv. material added on p. 12	4- 11-14
BK—Cheatsheet Dates Flowchart	On-page connector ‘1’ moved; additional on-page connectors ‘2’ & ‘3’ added; new decision box added for “PUBD for rev?”; definitions added on p. 13 Decision box question clarified (“PRTD diff?” changed to “PRTD signif. diff?”) on p. 14	
ER—Quick Match 500 Edition note	Note instruction moved to follow 250$a on p. 10	5- 9-14
ER—Quick Match 500 Accompanying material note	Note instruction moved to follow 300$e	
ER—Cheatsheet Explanation	Definition of ‘#’ added on p. 11 Clarifying instructions added re using any fields required Clarifying instructions added re new control numbers	
ER—Cheatsheet 010	Instruction re 010 suffixes added on p. 12	
ER—Cheatsheet 040	Typo fixed (‘DE’ removed) on p. 13	
ER—Cheatsheet 6XX	Instruction re Juv. material added on p. 18	5- 17-18
SR—Cataloging rules	MCRI deleted	6- 1-2
SR—Quick Match 500 Performer note	Note instruction moved to follow 1XX/7XX on p. 6	6- 5-10
SR—Quick Match 500 Edition note	Note instruction moved to follow 250$a	
SR—Quick Match 500 Accompanying material note	Note instruction moved to follow 300$e on p. 7	
SR—Cheatsheet Explanation	Definition of ‘#’ added on p. 8 Clarifying instructions added re using any fields required Clarifying instructions added re new control numbers	
SR—Cheatsheet 010	Instruction re 010 suffixes added on p. 9	
SR—Cheatsheet 040	Typo fixed (‘DE’ removed) on p. 10	
SR—Cheatsheet 6XX	Instruction re Juv. material added on p. 15	6- 15-16

Highlights

Tag/Rule	Addition/Change	Page #
VD—Chief Source A7.0B2	Typo fixed (Rule number) on p. 2	7- 1-2
VD—Quick Match 511 Performer note	Note instruction moved to follow 1XX/7XX on p. 5	7- 5-10
VD—Quick Match 508 Credits note	Note instruction moved to follow 1XX/7XX	
VD—Quick Match 500 Edition note	Note instruction moved to follow 250$a on p. 6	
VD—Quick Match 500 Accompanying material note	Note instruction moved to follow 300$e	
VD—Cheatsheet Explanation	Definition of '#' added on p. 7 Clarifying instructions added re using any fields required Clarifying instructions added re new control numbers	
VD—Cheatsheet 010	Instruction re 010 suffixes added on p. 8	
VD—Cheatsheet 040	Typo fixed ('DE' removed) on p. 9	
VD—Cheatsheet 6XX	Instruction re Juv. material added on p. 14	7- 13-14
SE—Cataloging tools	"Current herein" date updated on p. 1	8- 1-2
SE—Quick Match 245$anp	Unnecessary instruction, already covered by bullet #4 removed on p. 11	8- 11-18
SE—Quick Match 500 Edition note	Note instruction moved to follow 250$a on p. 12	
SE—Quick Match 008/23	Code added ('s' Electronic)	
SE—Cheatsheet Explanation	Definition of '#' added on p. 13 Clarifying instructions added re using any fields required Clarifying instructions added re new control numbers on p. 14	
SE—Cheatsheet 010	Instruction re 010 suffixes added on p. 15	
SE—Cheatsheet 040	Typo fixed ('DE' removed) on p. 16	
SE—Cheatsheet 246	Instruction re $i added on p. 17	
SE—Cheatsheet 6XX	Instruction re Juv. material added on p. 21	8- 21-22
Index—C	Index term re Capitalization in title proper added	I- 3-4
Index—F	Page # changed for Festschriften	I- 13-14
Index—I	Page # change for ISBNs, Valid	I- 17-18
Index—M	References to MCRI deleted	I- 21-22

GENERAL CATALOGING TOOLS

Your first step when cataloging should be to acquire the tools you will need in order to do your job properly. It is impossible to catalog correctly in a vacuum, or using only a brief MARC coding manual, or even this book alone. Listed below are the minimum tools a cataloger needs in order to create records according to national standards. Use these tools when cataloging any type of material.

The letters on the left (e.g., 'A', 'L', 'C', 'MARC', etc.) will be used to identify these sources when they are referred to in this manual.

Cataloging Rules:

A *Anglo-American Cataloguing Rules*. 2nd ed., 2002 rev. Loose-leaf, updated periodically. Chicago: American Library Association.
Current herein as of: 2005 amendments.

This is the premier source of instructions for describing and providing access points (other than subject headings and classification) for any type of material collected by a library. It is the primary guide for catalogers who wish to create records that are consistent with records created by other catalogers.

L *Library of Congress Rule Interpretations*. 1990. Loose-leaf, updated four times a year. Washington, D.C.: Library of Congress.
Also available online but not always up-to-date in The Library Corporation's "Catalogers Reference Shelf".
Current herein as of: Feb 2006, Update Number 1.

This is the place to turn for clarification of trickier rules and consistent decisions on optional rules. Since LC is the largest single source of cataloging records, all libraries wishing to be part of a universal cataloging database need to know and follow their interpretations of the rules.

General cataloging:

MAX Maxwell, Robert L. *Maxwell's Handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update*. 2004. Chicago: American Library Association.

This is another valiant attempt on the part of an experienced cataloger to interpret and illustrate the cataloging rules.

Differences Between, Changes Within: Guidelines on When to Create a New Record. 2004. Chicago: ALCTS.

Available on the ALCTS website, free for download to ALCTS members. Printed copies are also available and can be ordered from ALCTS.

MARC coding:

MARC *MARC21 Format for Bibliographic Data*. 1999. Loose-leaf, updated annually. 1999 ed. Washington, D.C.: Library of Congress.

Also available online, in condensed format:
http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html
Current herein as of: Update # 6, October 2005

This is the definitive source for the coding of MARC21 bibliographic records. Turn to it whenever you encounter a field/indicator/subfield that you do not know. The print version tracks obsolete coding so that you can find out about coding in older records.

OCLC

Bibliographic Formats and Standards. 2002. 3rd ed. Dublin, Ohio: OCLC.
Also available online:
http://www.oclc.org/bibformats/en/
Current herein as of: November 2003

OCLC's version of the MARC standards often has additional examples and explanations that supplement the information provided by the LC MARC manual. In addition, the section on "When to input a new record" is invaluable as a guide to ensure consistency in our copy cataloging practices.

Headings:

Library of Congress Authority File. Online database. August 7, 2003.
http://authorities.loc.gov

This site provides direct access to the LC authority files for verifying the three main types of headings: Names, Titles, and Subjects.

Library of Congress Subject Headings. Annual. Washington, D.C.: Library of Congress. Available in print, microfiche, CD, or online.

Subject Cataloging Manual: Subject Headings. Washington D.C.: Library of Congress. Available in print or on CD.

Free-floating Subdivisions: An Alphabetical Index. Washington D.C.: Library of Congress. Available in print or on CD.

Classification:

Library of Congress Classification Schedules. Washington D.C.: Library of Congress.

Dewey Decimal Classification. 2003. Edition 22. Dublin, Ohio: OCLC Forest Press.

Dewey Decimal Classification: A Practical Guide. 1996. 2nd ed. Dublin, Ohio: OCLC Forest Press.

Although classification is not covered in this manual, we strongly recommend that you make every effort to use the most current versions of these classification tools.

This means that specific information that is coded in the 008/18-34 for print serials can now be added in 006/01-17 for non-print serials:

Frequency	Nature of entire work
Regularity	Nature of contents
Type of serial	Government publication
Form of original item	Conference publication
Form of item	Original alphabet or script of title
	Successive/Latest entry

The data elements in an 006 are positionally defined by type of material. That is, the code given in the first position defines the meaning of the codes in the remaining positions. This means that if the first code is 'a' for Printed language material, then the codes given in the next 17 positions have textual meanings: Illustrations, Target audience, Form of item, etc. Whereas, if the first code is 's' for Serial, then the codes in the next 17 positions have serial meanings: Frequency, Regularity, etc.

This also means that if you put a code in the fourth position that really belongs in the third position it will not mean what you intended it to mean. For example, the code for Target audience is given in the third position for an 006 for textual material. If it is put in the fourth position instead, then that code will be seen by the system to be the code for Form of item. Therefore, if a position is undefined, it must contain a blank space in order to keep the other codes in their correct positions (if, for example, you are editing directly in a 006 tag).

EXPLANATION OF COLUMN HEADERS IN THE FOLLOWING TABLE:

Char Pos.:	the character positions specified by the MARC21 manual.
OCLC Label:	the labels used by OCLC.
Your Label:	the labels used by YOUR cataloging software--fill in for future reference.
Related Fields:	a reminder about fields that contain related information, e.g., the code in Freq in the 006 for a serial is related to the information provided in 310 Current Frequency later in the serial record.

Books

Char Pos.	OCLC Label	Your Label	006—Books	Related Fields
00	T006		Type of material a language material t manuscript language material	300 $e; 500
01-04	Ills		Illustrations use up to four codes; enter in alphabetical order # no illustrations a illustrations b maps c portraits d charts e plans f plates g music h facsimiles i coats of arms j genealogical tables k forms l samples m phonodiscs, phonowire, etc. o photographs p illuminations	
05	Audn		Target audience LC qualifies codes 'a' to 'd' by age; OCLC by grade # unknown or not specified (use for most non-juv. material) a preschool (ages 0-5; pre-K) b primary (ages 6-8; grades K-3) c pre-adolescent (ages 9-13; grades 4-8) d adolescent (ages 14-17; grades 9-12) e adult (really adult material) f specialized (limited interest to other audiences) g general (specifically meant for a general audience) j juvenile (instead of codes a,b, or c)	
06	Form		Form of item # none of the following a microfilm b microfiche c microopaque d large print f Braille r regular print reproduction (e.g., photocopy) s electronic (computer is needed for access)	

010	*Library of Congress Control Number*
Rule	A 1.7B19
Source of information	(1.7A2) Any source
End of field punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No
Indicators	Blank—Undefined
Subfields	
$a	Valid LCCN (NR)
$z	Canceled/Invalid LCCN (R)

Hint

An 010 contains the Library of Congress Control Number, or LCCN, which used to be known as the Library of Congress Card Number. LCCNs are very important for identifying records, so be careful how you use them.

LCCNs show up in multiple databases

LC uses one database for its OPAC to reflect the resources held by the library; this database is accessible at http://catalog.loc.gov. LC distributes a separate database to bibliographic utilities and record vendors via CDS (Cataloging Distribution Service). The OPAC and CDS databases overlap considerably, but do not contain exactly the same records.

LC's OPAC database includes records created by LC since the inception of MARC. It also contains records (called PREMARC records) created through an outsourced retrospective conversion (or recon) of LC's catalog cards for resources cataloged before 1968. The CDS database includes records created by LC since the inception of MARC, but does not include PREMARC records. However, other libraries have also done recons of LC's catalog cards, and their records, containing LCCNs from the cards, are available in bibliographic utilities and in library catalogs accessible via Z39.50. The CDS database also includes records made by LC catalogers for resources that the library does not keep in its collection. Because the resources are not in LC's collection, LC does not include these records in the OPAC database.

Furthermore, LC suppresses records in its OPAC database (for its own internal reasons), but still distributes those suppressed records in the CDS database. LC also deletes records from the OPAC database, usually to fix problems with those records. LC then distributes those deleted records in the CDS database with Record status 'd' (deleted), allowing vendors and utilities to decide whether or not to delete these records in their own databases.

In addition, LC hands out LCCNs in blocks to some publishers without necessarily creating records for the resources to which the publishers assign those numbers. Libraries might later create records for those resources, however, so records with the assigned LCCNs might turn up in bibliographic utilities and/or in library catalogs accessible via Z39.50, even though you will not be able to find those records in either the LC OPAC or the CDS database.

Finally, LC also has other databases that we can access (e.g., PPOC and SONIC), as well as some internal databases that we cannot access, and all of these databases can contain records with LCCNs that are not found in either

the OPAC or CDS databases.

Thus, for all of the reasons given above, some LC records show up in LC's CDS or other databases but not in the OPAC database, and vice versa. LCCNs, therefore, can quite legitimately appear in records that you will not find in LC's OPAC. If, therefore, you search LC's OPAC by an LCCN, you might not always find a record for that LCCN. If you find a matching record in another source and the LCCN is in 010$a, leave it there, because the LCCN could be perfectly valid even though it does not retrieve a record in LC's OPAC.

In addition, records that are not LC records can nonetheless contain perfectly valid LCCNs. You can be sure that a record is an LC record if you find it in the LC OPAC or in a vendor-supplied CDS database that contains only LC records. If a database also contains non-LC records, however, the 040 may tell you whether a record is an LC record. A record from OCLC or RLIN with 040$aDLC$cDLC is an LC record. However, a record from a library's catalog or a vendor database with such an 040 may not truly be an LC record; you will have to verify its authenticity by checking LC's OPAC.

LCCNs are used for 'machine matching'[2]

Many library automation systems rely on LCCNs instead of, or as well as, ISBNs to try to detect duplicate MARC records during machine matching. If the same LCCN is in two records that are loaded to a database that is set up to match on LCCN, the system will treat the two records as duplicates:

```
010    $a   83060086
100 1  $aWilliams, Winston.
245 10 $aFlorida's fabulous waterbirds /$c[by Winston Williams].
250    $a3rd ed.
260    $aTampa, FL :$bWorld Publications,$c1987.
300    $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852    $p32424000001239
```

```
010    $a   83060086
100 1  $aWilliams, Winston.
245 10 $aFlorida's fabulous waterbirds /$c[by Winston Williams].
250    $a3rd ed.
260    $aTampa, FL :$bWorld Publications,$c1987.
300    $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852    $p32424000001247
```

These records are duplicates. If they are loaded to the same database, they should match on their 010 and merge to make one record, retaining the barcode numbers (given here in 852$p) for each copy:

```
010    $a   83060086
100 1  $aWilliams, Winston.
245 10 $aFlorida's fabulous waterbirds /$c[by Winston Williams].
250    $a3rd ed.
260    $aTampa, FL :$bWorld Publications,$c1987.
300    $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852    $p32424000001239
852    $p32424000001247
```

LCCNs are no longer unique

Regrettably, it turns out that LCCNs are not as unique in LC's own OPAC as they once were. LC's previous library automation system assigned LCCNs

[2] Machine matching occurs when a MARC record is loaded to a database and the library automation system tries to determine whether the incoming record is the same as a record that may already be in the database.

automatically, thus ensuring that LCCNs were always unique in the OPAC. With LC's new system, however, catalogers add LCCNs to records manually, so sometimes the same LCCN is assigned to different records in the OPAC database. LC periodically checks the OPAC database for duplicate LCCNs and resolves the problem by assigning a new LCCN to one of the records. As a result, if you search the LC OPAC by an LCCN, and find two records with the same LCCN in both, you should send an error report to LC at http://www.loc.gov/help/contact-libarch-report.html and hold off using either of the records until they are fixed. Fortunately, LCCNs are unique in the CDS database because of special crosschecks. However, once the CDS records are loaded to a bibliographic utility or a vendor database that also contains non-LC records, duplicate LCCNs appear because of inappropriately assigned (application invalid) numbers.

LCCNs are sometimes inappropriately assigned
As we know, publishers sometimes print the same LCCN on multiple editions of a work, or on completely different works. Remember that if the records for different works contain the same LCCN, then machine matching will work as described above and will match those different records on their LCCNs—something that we do not want to happen. To prevent these bad matches from happening, we are to use 010$z for an LCCN that is in a record that does not match the record to which LC assigned that LCCN. Therefore, if an LCCN on a resource retrieves an LC record that does not match a resource, the number has been inappropriately assigned to that resource (LC is now calling this 'application invalid'). In this case, enter the LCCN in 010$z in the record that you use for that resource.

Also, if an LCCN on a resource retrieves two or more different records in a non-LC database, try to find the LC record with that LCCN. If the LC record that contains that LCCN exactly matches your resource, then keep the LCCN in 010$a in your record. If the LC record does not match your resource, then the LCCN is application invalid for your resource, so enter the LCCN in 010$z in the record that you use for that resource.

LCCNs must be normalized for machine matching
In order for machine matching to work on LCCN (to determine that two LCCNs match), both must be 'normalized' (entered in the same format).

An LCCN may look like the following on a resource:

```
95-123
sn89-4567
map93-123456
a94-23456
2001-123
sn2002-4567
a2001-123456
```

If you are cataloging on OCLC, follow the instructions in their manual (check it to confirm) and enter an LCCN as:

- a lower case, alphabetic prefix to a maximum of three characters
- two digits representing the year in which the resource was cataloged

- a hyphen
- a six digit, sequential number (without leading zeroes)
- no suffixes

However, note that this OCLC format is not the proper 'normalized' format for an LCCN. OCLC 'normalizes' the LCCN when records are exported.

If you are not using OCLC, and the cataloging software that you are using does not have specific instructions for entering the LCCN, then you must 'normalize' the LCCN yourself, and enter the LCCN as instructed by LC:
http://lcweb.loc.gov/marc/lccn_structure.html

The rules for formatting an LCCN were changed in 2001. LC numbers assigned before 2001 should be 'normalized' as 12 characters as:

- a lower case, left-justified, alphabetic prefix to a maximum of three characters, or three blank spaces
- two digits representing the year in which the resource was cataloged
- a six digit, zero-filled, sequential serial number
- a blank space
- then any suffixes, preceded by slashes (assigned by LC)

The following pre-2001 LCCNs would, therefore, be entered as:

```
95-123              $a   95000123
sn89-4567           $asn 89004567
map93-123456        $amap93123456
a94-23456           $aa  94023456
```

On the other hand, LC numbers assigned after 2001 should be 'normalized' as 12 characters as:

- a lower case, left-justified, alphabetic prefix to a maximum of two characters, or two blank spaces
- four digits representing the year in which the resource was cataloged
- a six digit, zero-filled, sequential serial number
- no suffixes

The following post-2001 LCCNs would, therefore, be entered as:

```
2001-123            $a  2001000123
sn2002-4567         $asn2002004567
a2001-123456        $aa 2001123456
```

LCCNs sometime have prefixes
Prefixes are very important to differentiate between LCCNs that would otherwise be identical, so they must be retained. The following prefixes are valid for LCCNs in bibliographic records:

a	ac	af	afl	agr	bi	br	bs	c	ca	cad	cd	clc	cs
cx	cy	d	do	e	es	f	fi	fia	fie	g	gm	gs	h
ha	he	hew	hex	it	int	j	ja	jx	k	kx	l	llh	ltf
m	ma	map	med	mic	mid	mie	mif	mpa	ms	mus	ncn	ne	nex
no	ntc	nuc	or	pa	pho	php	phq	po	pp	r	ra	rc	re
ru	s	sa	sax	sc	sd	sf	sg	sn	ss	tb	tmp	um	unk
w	war	x	z	###									

Since 2001, LC no longer uses any of the three-character prefixes above or any suffixes for their control numbers.

If you find a number claiming to be an LCCN and it has a prefix that is not in the above list, that number cannot be a valid LCCN, since these are the only prefixes used by LC. Either enter such a number in 010$z with its incorrect prefix (if it is printed that way on a resource), or do not include it in your record at all.

A 1.7B19 Note numbers borne by the resource.

010 $a	***Valid LC control number***
Rule	A 1.7B19
Source of information	(1.7A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

010$a contains a properly normalized (see 010 above), valid LCCN:

```
010    $a   85153773
010    $a  2002000123
```

A single record cannot contain multiple valid LCCN ($a), nor can the same LCCN be valid ($a) in more than one record (see 010 above).

If an LCCN is present on a resource, then you should search for a record to copy by using that number. If you are searching a database that includes non-LC records and an LCCN search brings up a non-LC record, then you should look for an LC record to be sure that the LCCN is unique and appropriately assigned (see 010 above).

For example, suppose that the LCCN (96-77266) on your resource ("C++ for Dummies") brings up two records in a non-LC database:

```
010    $a   96077266
100 1  $aDavis, Stephen R.,$d1956-
245 10 $aC++ for dummies /$cby Stephen R. Davis.
250    $a2nd ed.
260    $aFoster City, CA :$bIDG Books Worldwide,$cc1996.
300    $axxiv, 407 p. :$bill. ;$c24 cm. +$e1 computer disk (3 1/2 in.)
```

```
010    $a   96077266
100 1  $aRathbone, Andy.
245 10 $aWindows NT 4 for dummies /$cby Andy Rathbone and Sharon
         Crawford.
260    $aFoster City, CA :$bIDG Books Worldwide,$c1996.
300    $axxii, 386 p. :$bill. ;$c24 cm.
```

If a search in LC's OPAC or CDS database shows that your resource ("C++ for Dummies") matches an LC record with that LCCN, then the LCCN can remain as valid (010$a) in your record when you copy it for your resource.

On the other hand, suppose your resource is "Windows NT4 for Dummies" and it, too, has the LCCN 96-77266. The LC record with that LCCN is "C++ for Dummies", which is not the resource that you have. Therefore, the LCCN is application invalid for your resource, so enter the LCCN from your resource in

subfield $z in the record that you copy, since the same LCCN cannot be given as valid ($a) in different records.

010 $z	*Canceled / invalid LC control number*
Rule	A 1.7B19
Source of information	(1.7A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

010$z contains an LCCN that is canceled (by LC) or structurally invalid (determined by LC) or application invalid. LCCNs in subfield $z must be properly normalized (see 010 above). An 010 can contain only one subfield $a, but can contain both a subfield $a and a subfield $z, or a subfield $z only, or multiple subfield $z:

```
010    $a   81691938 $z   82692384
010    $a  2002123456$z   89000123
010    $z  2003000456
010    $zsc 76000587 $z  2003000456
```

If you are adding a subfield $z to an 010 that already contains a pre-2001 LCCN in a subfield $a (or subfield $z), remember to include a blank space after the pre-2001 LCCN (as shown in the first and fourth examples above).

If a search on an LCCN retrieves an LC record that does not match the resource being described, then that LCCN is application invalid for that resource. Enter the LCCN in subfield $z in the record that you copy or create for your resource (see 010 above for more details).

Using 010$z for application invalid LCCNs may sometimes cause duplicate records to be loaded. For example, even if two records are the same, if one or both have the LCCN in a subfield $z, then the records will not match and a duplicate record will be added to your database. However, duplicates are more easily caught and fixed than bad matches[3]—where one of the different records is no longer to be found at all!

LCCNs are convenient search keys, as well as match keys. Check that your library automation system allows you to search on an 010$z, but does not match on 010$z when it is detecting duplicate records in the loading process.

[3] Where an incoming record for one resource overlays or attaches to an existing record for a different resource because an LCCN was incorrectly coded $a instead of $z.

020	*International Standard Book Number (ISBN)*
Rule	A 1.8
Source of information	(1.8A2) Any source
End of field punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Indicators	Blank—Undefined
Subfields	
$a	Valid ISBN (NR)
#:$c	Terms of Availability (NR)
$z	Canceled/Invalid ISBN (R)

Hint

An 020 contains an International Standard Book Number (ISBN). It can also contain a term of availability for the resource and a qualifier for the ISBN.

Since ISBNs are assigned by publishers and are supposed to uniquely identify one edition of a work from one specific publisher, they are often used to try to detect duplicate MARC records during 'machine matching'.[4]

Many library automation systems rely on the ISBN instead of, or as well as, the LCCN for machine matching. If the same ISBN is in two records that are loaded to a database, and the system is set up to match on ISBN, then the system will see that the records have the same ISBN and will treat them as duplicates:

```
020    $a0027780147
100 1  $aRylant, Cynthia.
245 10 $aHenry and Mudge and the wild wind :$bthe twelfth book of their
         adventures /$cstory by Cynthia Rylant.
260    $aNew York :$bBradbury Press ;$aToronto :$bMaxwell Macmillan Canada
         ; $aNew York :$bMaxwell Macmillan International,$cc1993.
300    $a40 p. :$bcol. ill. ;$c22 cm.
852    $p32424000001225
```

```
020    $a0027780147
100 1  $aRylant, Cynthia.
245 10 $aHenry and Mudge and the wild wind :$bthe twelfth book of their
         adventures /$cstory by Cynthia Rylant.
260    $aNew York :$bBradbury Press ;$aToronto :$bMaxwell Macmillan Canada
         ; $aNew York :$bMaxwell Macmillan International,$cc1993.
300    $a40 p. :$bcol. ill. ;$c22 cm.
852    $p32424000001259
```

The above records are duplicates. If these records are loaded to the same database, they should match on their 020 and merge to make one record, retaining the barcode numbers (given here 852$p) for each copy:

```
020    $a0027780147
100 1  $aRylant, Cynthia.
245 10 $aHenry and Mudge and the wild wind :$bthe twelfth book of their
         adventures /$cstory by Cynthia Rylant.
260    $aNew York :$bBradbury Press ;$aToronto :$bMaxwell Macmillan Canada
         ; $aNew York :$bMaxwell Macmillan International,$cc1993.
300    $a40 p. :$bcol. ill. ;$c22 cm.
852    $p32424000001259
852    $p32424000001225
```

[4] Machine matching occurs when a MARC record is loaded to a database and the library automation system tries to determine whether the incoming record is the same as a record that may already be in the database.

In order for a library automation system to determine that two ISBNs match, both ISBNs must be provided in the same format; this is called 'normalization'.

The 'normalized' structure for an ISBN is:

- a ten-digit or 13-digit number with no spaces or hyphens between the numbers
- if the number ends in a lower case 'x', enter it in upper case (X)

The ISBN on a resource may look like this:
0-8389-3386-6 or 0 8389 3386 6 or 978-0-1560-3054-0

Whatever utility/software you are using, you should enter ISBNs in this normalized format:

```
0838933866 or 9780156030540
```

If a number claims to be an ISBN but is not either 10 or 13 digits, enter it as an invalid ISBN; see 020$z for further details.

Because ISBNs are used for matching duplicate records, it is also very important that the same ISBN should never be found in two records that are different.

If an ISBN appears, or could appear, in multiple, different records, then the only safe way to prevent them from ever being merged during machine matching is to put the ISBNs in subfield $z in all of the records. See 020$z for further details.

If a search on an ISBN from a resource retrieves a record that does not match the resource, then enter that ISBN in subfield $z in the record for the resource.

L 1.8

See the LCRI for details about the history of ISBNs and how they should be entered.

Hint 2004

By Jan 1, 2007 all ISBN will be 13 digits instead of 10 digits in length. In the interim, we are starting to see both 10 digit and 13 digit ISBN appearing on resources. When this happens, the 13-ISBN will be the same as the 10-ISBN just with the addition of the prefix '978' and a different check digit (last digit). This is the same format as an EAN (see 024).

LC is entering both the 13 and 10 digit ISBNs in separate 020, with the 13-ISBN given first (for more details see http://www.loc.gov/catdir/cpso/13digit.html):

```
020    $a9780195170306 (alk. paper)
020    $a019517030X (alk. paper)
```

Check with OCLC for their instructions for this situation.

If a 13-ISBN is also given as an EAN (see 024), also enter it as an EAN.

For more information about 13 digit ISBNs see the following NISO webpage: http://www.niso.org/standards/resources/ISBN.html#FAQ=20

L 12.8B1 **SE**
2002

If an issue or part of a serial has an ISBN, do not add that ISBN to the serial record. If you feel you must add an ISBN to a serial record, enter it in subfield $z.

020 $a	*International Standard Book Number*
Rule	A 1.8B
Source of information	(1.8A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No [used to be, but not now]

Hint

020$a contains a properly normalized, valid ISBN:

```
020    $a0123456789
```

A 1.8B1

Give the ISBN for the resource being described.

A 1.8B2

If more than one ISBN is present, give the one that applies to your resource. Optional: add the other ISBN [in separate 020] with qualifications as per 1.8E:

```
020    $a0435916602 (cased)
020    $a0435916610 (pbk.)
```

L 1.8B

"Transcribe first the number that is applicable to the item being described; transcribe other numbers in the order presented." — May '95

Hint

A single record can contain multiple valid ISBNs ($a). When copying a record, you do not have to change the order of the ISBNs to make your number first.

If multiple ISBNs are present on a resource be very careful if you are going to add them all. Remember that some library automation systems use ISBNs for machine matching, and so you must not give the same ISBN in subfield $a in more than one, different, record.

For example, if you have a book which has a library binding and it has the following ISBNs, you could enter all of them quite safely in separate 020$a because they can all share the same record:

```
020    $a0123456789 (library binding)
020    $a0123457890 (trade ed.)
020    $a0123458901 (pbk.)
```

However, if you have a regular print book which also carries an ISBN for a large print version, then the ISBN for the large print version really belongs in a separate record (that should be made for the large print version). You can add the large print ISBN to your regular print record, but if you do, it is application invalid for that record so you must use subfield $z for it (see 020$z following):

```
020    $a0234578901 (trade ed.)
020    $z0234589012 (lg. print)
```

You must enter the large print ISBN as $z in the regular print record because you cannot have the same ISBN (for the large print) in subfield $a in two completely different records (the record for the regular print and the record for the large print). If you ever do that and then load both records to the same database, they will machine match on the ISBN and merge, and one of the different records will be lost.

This applies to ISBNs for all types of resources. For example, if you have a sound cassette that carries an ISBN for the sound cassette version and another ISBN for a sound disc version, then the ISBN for the sound disc version really belongs in a separate record. You can add the sound disc ISBN to your sound cassette record, but if you do, it is application invalid for that record so you must use subfield $z for it (see 020$z following).

A 1.8B3 — Make a note of other numbers (1.7B19).

A 1.8B4 — If you know the ISBN is incorrect and know the correct number, give it and add '(corrected)':

```
020    $a0340164271 (corrected)
```

Hint — You could also add the incorrect number in subfield $z in another 020, just to show that you know about that number and know that it is incorrect.

A 1.8E1 — Add a brief qualification to multiple ISBNs:

```
020    $a0387082662 (U.S.)
020    $a3540082662 (Germany)
```

2003 — Add a qualification to a single ISBN if desired:

```
020    $a0936996773 (pbk.)
```

Hint — Watch out for qualifiers that indicate different types of formats for which you need to make different records, such as large print and regular print versions of a work. See the hint under L1.8B above for further details.

020 :$c	***Terms of availability***
Rule	A 1.8D
Source of information	(1.8A2) Any source
Preceding punctuation	Space colon (#:$c)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No
Related fields	037$c

Hint — 020$c contains the terms of availability of a resource (e.g., price). However, use 037$c for terms of availability of a serial (e.g., the subscription price). Note that most libraries now enter availability information in an item record instead of 020$c or 037$c.

A 1.8D1 — Give the price of a resource, or a brief statement of other terms, if it is not for sale:

```
020    $a0123456789 :$c$105.95
020    $cFree to students
```

L 1.8 — "Do not transcribe prices or other terms of availability" — May 1995.

020 $z	*Canceled / invalid ISBN*
Rule	A 1.8
Source of information	(1.8A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

020$z contains a properly normalized, invalid ISBN:

```
020     $z0123456789
020     $z0345678901$z0456789012
```

An ISBN must be either 10 or 13digits in length. If an ISBN found on a resource is not either 10 or 13 digits, it must be entered in subfield $z. In addition, some cataloging software programs can compute the check digit in an ISBN to tell when an ISBN is typed incorrectly (e.g., OCLC or MARC Report). In OCLC such an ISBN is moved to subfield $z as invalid, in other software you may have to change the subfield code manually.

If the same ISBN is printed on resources that require separate records, enter the ISBN in subfield $z in each record to prevent possible incorrect machine matching (see 020 above for an explanation of machine matching using ISBN):

```
020     $a0030143667
100 1   $aReed, Bob.
245 10  $aSand creatures and castles :$bhow to build them /$cBob and Pat
          Reed ; illustrated with line drawings and photos.
260     $aNew York :$bHolt, Rinehart and Winston,$cc1976.
300     $a63 p. :$bill. ;$c24 cm.
```

```
020     $a0030143667
100 1   $aWilliams, Barbara.
245 1   $aCornzapoppin'! :$bPopcorn recipes and party ideas for all
          occasions / $cBarbara Williams ; photographs by Royce L. Bair.
260     $aNew York :$bHolt, Rinehart and Winston,$cc1976.
300     $a160 p. :$bill. ;$c24 cm.
```

The above records are not the same, and yet they both contain the same ISBN. In this situation, MARC21 says that the ISBN is 'application invalid' for one of those records. To prevent these two records from ever erroneously merging during machine matching on 020 you must enter one or both ISBNs in subfield $z in their records. To be on the safe side you should enter the ISBN in subfield $z in both records, since you never know when an uncorrected record might be loaded to your database.

Using 020$z may cause duplicate records to be loaded occasionally. For instance if two records are truly the same, but one record has the ISBN in a subfield $z, then the records will not match and a duplicate record will be added to the database. However, duplicates are more easily caught and fixed than bad matches—where one of the different records is no longer to be found at all!

ISBNs are convenient search keys, as well as match keys. Check that your library automation system allows you to search on 020$z, but does not match on 020$z when it is detecting duplicate records in the loading process.

022	*International Standard Serial Number (ISSN)*
Rule	A 1.8
Source of information	(1.8A2) Any source
End of field punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Indicator 1	Level of international interest [assigned by an ISDS only]
#	Level of international interest not designated [always use # and don't worry about the other indicator values unless you are an ISDS]
Indicator 2	Blank--Undefined
Subfields	
$a	Valid ISSN (NR)
$y	Incorrect ISSN (R)
$z	Canceled or invalid ISSN (R)
$2	Source (NR)

Hint

An 022 contains an International Standard Serial Number or ISSN.

If more than one ISSN is present on a resource, they should all be added to the record for the resource (in separate 022 fields).

ISSNs are defined as unique identification numbers assigned to a continuing resource. Since they are supposed to be unique, they are often used to try to detect duplicate MARC records during 'machine matching'.[5]

Some library automation systems use the ISSN as well as the LCCN and ISBN for this purpose. If the same ISSN is in two records that are loaded to a database, the system will see that they have the same ISSN and will treat the two records as duplicates.

In order for machine matching to determine that two ISSNs match, both ISSNs must be entered in the same format; this is called 'normalization'. The 'normalized' structure for an ISSN is:

- two groups of four digits with a hyphen between them
- if the number ends in a lower case 'x', enter it in upper case (X)

Whatever utility/software you are using, you should enter ISSNs in this normalized format, e.g., 1040-5763

Because ISSNs are used for matching duplicate records, it is also very important that the same ISSN should never appear in two records that are not the same.

However, publishers do not seem to understand that ISSNs are supposed to be unique. They print the same ISSN on different editions of a serial, and sometimes simply make a mistake and print the same ISSN on two completely different serials.

If you know that an ISSN that is found on a serial is already entered as valid

[5] Machine matching occurs when a MARC record is loaded to a database and the system tries to determine whether the incoming record is the same as a record that may already be in the database.

If subfield $a is present, then subfield $b must be also be present, but $b can be present without $a:

```
037    $bRuth Duarte, P.O. Box 74, Napa, CA$c$25.00
```

Use 037$b instead of the obsolete field 265 for the subscription address of a serial.

---

037 $c	*Terms of availability*
Rule	A 1.8D
Source of information	(1.8A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

A 1.8D1 Give the price of a resource, or a brief statement of other terms, if it is not for sale:

```
037    $c$6.45 per year
037    $cFree to students
```

L 1.8 "Do not transcribe prices or other terms of availability" — May 1995.

Hint This is a change of policy for LC. They used to give availability if the resource was published within 3 years of cataloging. Most libraries now put this information in item (local holdings) records in their library automation system. However, if your system requires that this information be given in 037$c then make your own policy based on your system needs.

Enter the terms of availability, e.g., price or 'Free', and any qualifying information, e.g., the time period or the market for a serial work.

Use 037$c instead of the obsolete field 350 for a subscription price of a serial. Use 020$c instead for terms of availability of a monograph.

---

037 $f	*Form of issue*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

Hint 037$f contains information about the binding or physical format of the resource, especially if different prices are given for different forms:

```
037    $bGordon and Breach Science Publishers Ltd., 42
       William IV St., London, W.C.2,
       England$c$25.00$fhard bound$c12.50$fpaperbound
```

040	*Cataloging source*
Rule	None
Source of information	Not applicable
End of field punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No
Indicators	Blank--Undefined
Subfields	
$a	Original cataloging agency (NR)
$b	Language of cataloging (NR)
$c	Transcribing agency (NR)
$d	Modifying agency (R)
Related fields	000 Rec Stat ; 008 Srce

Hint

An 040 contains a MARC code that identifies the institution that created the original cataloging in the record ($a), that input the record ($c), and that edited the record ($d). It may also contain a language code ($b) and information about any non-standard cataloging rules used in creating the record ($e). If you follow the standard cataloging rules (AACR), you will never use subfield $e. Watch out for copied records with that subfield; examine them closely to see what might need to be done to bring the cataloging into line with AACR. Check your MARC manual for details about how subfield $e is used.

The 040 field is related to 008 Source in that if the 008 Source is blank, then the 040$a should contain the code for the Library of Congress (DLC) or another national bibliography agency (such as Library and Archives Canada or the British Library). If the 008 Source contains any other valid code ('c','d', or 'u'), then the 040 $a should not contain 'DLC'.

In the past, LC did not always enter an 040 in its records. OCLC inserts this information into every LC record as it is loaded to the OCLC database, so every LC record on OCLC has a correct 040ac. Other vendors who supply copies of the LC database never edit LC records, however, so their users will often find older LC records that have no 040. Furthermore, not all libraries understand the purpose of the 040 field, and so do not add or update this field.

If no 040 is present in a record, or if an 040 is present but incomplete, LC is applying the following conventions so as to be able to add the 040$d when they edit the record:

- if 040$a and $c are both missing, enter "XX-XxUND" (the MARC code for 'undetermined') in both subfields:
  `040 $aXX-XxUND$cXX-XxUND$dDLC`
- if 040$a is missing, but 040$c is present, enter the code from $c in $a:
  `040 $aFMlbTMQ$cFMlbTMQ$dDCL`
- if 040$a is present, but 040$c is missing, enter the code from $a in $c:
  `040 $aFMlbTMQ$cFMlbTMQ$dDLC`

OCLC users do not have to enter anything in this field; OCLC enters their OCLC code here for them. Users of other cataloging software may be able to configure their original work forms/templates to enter subfield $a and subfield $c automatically, but they will usually have to enter subfield $d manually.

041	*Language codes*
Rule	None
Source of information	Not applicable
End of field punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	Yes
Indicator 1	Translation
0	Is not, does not include a translation
1	Is or includes a translation
Indicator 2	Source of code
#	MARC language code
7	Source specified in $2
Subfields	
$a	Language code(s) of text (R)
$b	Language code(s) for summary/abstract/subtitle (R)
$d	Language code of sung/spoken text (R)
$e	Language code of librettos (R)
$f	Language code of table of contents (R)
$g	Language code of accomp. material—not librettos (R)
$h	Language code of original/intermediate translation of text (R)
$2	Source of code—if not the MARC21 code list for languages (NR)
Related fields	008 Lang ; 546 ; 580 ; 765

Hint

An 041 contains codes for languages associated with a resource when the 008 Language code cannot cover the situation. This field is closely related to the 546 Language Note field.

If a resource has only one language associated with it, then an 041 is not needed, as the single Lang code in the 008 will be sufficient to tell the library automation system about the language of the resource. However, if more than one language is involved, then the patrons need to be told this in a 546 note, and the system needs to be told this in an 041 field. Therefore, if you provide information about languages in a 546 Language Note for the patrons to see, then you should also provide codes for those languages in an 041 for the system.

Use codes from the *MARC21 Code List For Languages* in the 041 field.

See the LC or OCLC format manuals for much more comprehensive instructions on coding this field.

---

041 $a	*Language code(s) of text*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Mandatory [Required if applicable for ER, VD, SR]
Input standards—OCLC: Full/Min	Mandatory / Mandatory [Required if applicable for ER, VD, SR]
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$a contains codes for the languages associated with a resource. For resources in multiple languages, enter each language code in a separate

subfield $a in the order of their predominance, or in alphabetical order if predominance cannot be determined:

```
008 Lang: eng
041 0  $aeng$afre$ager
546    $aText is in English, French, and German.
```

The code in the first subfield $a must be the same as the code in the 008 Lang, unless you have used 'mul' in the 008 Lang:

```
008 Lang: mul
041 0  $aeng$afre$ager
546    $aText is in English, French, and German.
```

Use subfield $d instead of subfield $a for languages involved in a sound recording.

For sound recordings that have no sung or spoken words, but have summaries, tables of contents, or accompanying material in multiple languages, enter the codes for those languages in the appropriate subfields with no $d and with code 'zxx' in 008 Lang (the code for this used to be '###'; change to 'zxx':

```
008 Lang: zxx
041 0  $gfre$gger$gspa
546    $aAccompanying program notes are in French,
       German, and Spanish.
```

It is likely that you will see multiple language codes entered as a string in a single 041$a in records that you find for copy cataloging, e.g., $afregerspa. This format was made obsolete in 2001 when the 041 subfields were made repeatable. You do not have to update this older format, unless your library automation system vendor says that you should.

041 $b	***Language code(s) of summary/abstract/subtitle***
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$b contains codes for the languages of summaries, abstracts, or subtitles if those languages are different from the languages of the text:

```
008 Lang: eng
041 0  $aeng$bfre$bger$bspa
546    $aText is in English, with summaries in French,
       German and Spanish.
```

Also use subfield $b for the languages of the subtitles of a video (considered a translation) or for captions (open or closed):

```
008 Lang: mul
041 1  $adut$afre$ager$aita$aspa$beng
546    $aSoundtrack in Dutch, French, German, Italian
       and Spanish, with subtitles in English.
```

041 $d	*Language code(s) of sung/spoken text*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$d contains codes for the languages of sung or spoken content of a sound recording:

```
008 Lang: mul
041 0  $deng$dfre
546    $aRecording is in English and French.
```

041 $e	*Language code(s) of librettos*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$e contains codes for the languages of text that is printed separately from music:

```
008 Lang: eng
041 0  $deng$eeng$efre$eger
546    $aRecording is in English with accompanying
       lyrics in English, French and German.
```

041 $f	*Language code(s) of table of contents*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$f contains codes for the languages of tables of contents that are different from the languages of the main resource:

```
008 Lang: rum
041 0  $arum$ffre$fger$frus
546    $aText is in Romanian with tables of contents in
       French, German and Russian.
```

041 $g	*Language code(s) of accompanying material (not librettos)*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	008 Lang ; 546

Hint

041$g contains codes for the languages of accompanying material that are different to the language of the main resource:

```
008 Lang: ger
041 0  $ager$geng
546    $aThe photograph collection has captions in
       German and accompanying material in English.
```

041 $h	*Language code(s) of original or intermediate translations of text*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	008 Lang ; 546 ; 580 ; 765

Hint

041$h contains codes for the languages of the original work and/or intermediate translations of a work:

```
008 Lang: eng
041 1  $aeng$hfre
546    $aText is in English, translated from French.
```

046	*Special coded dates*
Rule	None
Source of information	Not applicable
End of field punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No
Indicators	Blank—Undefined
Subfields	
$a	Type of date code (NR)
$c	Date 1 (C.E. date) (NR)
$e	Date 2 (C.E. date) (NR)
Related fields	008 Dates ; 260$c

Hint

An 046 contains date information that cannot be recorded in 008 Dates for a variety of reasons. The following details are for recording incorrect dates. See the LC or OCLC format manuals for further details on other types of dates.

If you have to enter a corrected date in 260$c, then:

- enter the corrected date in 008 Date 1 or Date 2 as appropriate
- enter 'x' (for an incorrect date) as the Type of date code in 046$a
- enter the incorrect date in 046$c if 008 Date 1 is the one that is corrected
- enter the incorrect date in 046$e if 008 Date 2 is the one that is corrected

```
008 DtSt: s Dates: 1998,
260    $c1999 [i.e. 1998]
046    $ax$c1999
```

046 $a	*Type of date code*
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint

046$a contains a code for the type of dates found in the date subfields that follow. Enter 'x' for incorrect dates.

046 $c	*Date 1 (C.E. date)*
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

046$c contains the incorrect date when the correct date is given in 008 Date 1.

046 $e	*Date 2 (C.E. date)*
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

046$e contains the incorrect date when the correct date is given in 008 Date 2.

047	***Form of musical composition code***
Rule	None
Source of information	Not applicable
End of field punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No
Indicators	Blank—Undefined
Subfields	
$a	Form of musical composition code (R)
Related fields	008 Comp ; 500 Nature, Scope Note

Hint

An 047 contains codes for the form of composition of printed or manuscript music or musical sound recordings when more than one code applies to the work (008 Comp: mu).

See the LC or OCLC format manuals for a detailed list of codes that can be used here and in 008 Form of composition.

047 $a	***Form of musical composition code***
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

047$a contains the form of musical composition code.

Enter each appropriate code in a separate subfield $a, e.g., for a sound recording that is both ragtime and pop:

```
008 Comp: mu
047    $arg$app
```

Hint **Sound recordings—Summary**

One work:
- 1 resp. *composer/writer is the main entry*
- 2-3 resp. *first named composer/writer is the main entry*
- 4+resp. *title is the main entry*

Two or more works by the same person(s) or body (bodies):
- 1 resp. *composer/writer is the main entry*
- 2-3 resp. *first named composer/writer is the main entry*
- 4+resp. *title is the main entry*

Works by different persons or bodies. Collective title:
- 1 resp. *principal performer is the main entry*
- 2-3 resp. *first named principal performer is the main entry*
- 4+resp. *title is the main entry*

Works by different persons or bodies. No collective title—Pop, rock, jazz:
- 1 resp. *principal performer is the main entry*
- 2-3 resp. *first named principal performer is the main entry*
- 4+resp. *heading for first named work is the main entry:*
  - determine the heading for the work using:
    - 1 resp. *composer/writer is the main entry*
    - 2-3 resp. *first named composer/writer is the main entry*
    - 4+resp. *title is the main entry*

Works by different persons or bodies. No collective title—Classical:
the heading for the first named work is the main entry
  - determine the heading for the work using:
    - 1 resp. *composer/writer is the main entry*
    - 2-3 resp. *first named composer/writer is the main entry*
    - 4+resp. *title is the main entry*

Hint **Videos—Summary**

Single responsibility: if responsibility for a video is attributed to a single person, apply "Main Entry—Single Person or Corporate Body Responsible" under 1XX below and enter under the person. This is very rare.

If responsibility for a video is attributed to a single corporate body and the video is distributed by that body and is administrative, legal, etc., apply "Main Entry—Single Person or Corporate Body Responsible" under 1XX below and enter under the body.

If a video is of a conference, and is distributed by or for the conference, apply "Main Entry—Single Person or Corporate Body Responsible" under 1XX below and enter under the conference.

Mixed responsibility: if responsibility for a music video gives either a single principal performer or 3 or less principal performers, apply "Main Entry—Mixed Responsibility—Sound recordings—L21.23C" under 1XX below and enter under principal performer. This is fairly common.

Shared responsibility: if responsibility for a video is attributed to 3 or less persons or bodies (e.g., a producer/director/writer and a cameraperson), apply "Main Entry—Shared responsibility—Principal responsibility not indicated—3 or less persons or bodies" under 1XX below and enter under a person or body. This can happen.

Shared responsibility: if responsibility for a video is diffuse (e.g., spread out between a production company, producer, director, writer, other credits and/or cast), apply "Main Entry—Shared responsibility—Principal responsibility not indicated—More than 3 persons or bodies" under 1XX below and enter under title. This is the most common case for videos.

You may occasionally have to make a uniform title main entry for a video, especially when various versions of a film have been released over time, e.g., Hamlet. See 130 Uniform title main entry for further details.

Do NOT give the following as main entries for videos:
- composers of operas or classical music
- writers of plays being performed
- writers of books or poems, etc. on which a film is based

Give the above as related work added entries instead.

Serials—Summary

Hint

AACR does not have any special rules for serials, so we are to apply the general rules to serials, just as we do to other types of resources.

However CONSER (the expert on serials) has a different order than AACR when considering main entries for serials. Since most serials will be entered under corporate body or title, CONSER considers those options first and personal authors last (as the least likely option).

Serials have therefore been added under the 'Special rules' section and we will approach main vs. added entries for them using the CONSER approach.

C 4.1

Background: "The choice of main entry is significant for serials ... because a change in the main entry heading requires the creation of a new record ... The main entry is also important for citations. The main entry is used to 'cite' the serial in another record ..."

Most serials will be entered under either corporate body or title. Personal main entries are rare for serials. Use A21.1B2 to see if a corporate main entry can be used. In case of doubt, enter under title.

C 4.2	**Is there a named corporate body given on the piece?** See the rule for details about: Definition and sources; Commercial publishers [never a main entry]; Programs and projects.
C 4.3	**Does the serial emanate from the corporate body?** Emanate: "Is the corporate body responsible for the existence of the serial?"
C 4.4	**Does the serial fall into one of the categories under AACR 21.1B2?** Category A: "Those of an administrative nature dealing with the corporate body itself" [watch out for newsletters] Category C: "Those that record the collective thought of the body" Category D: Conferences, exhibitions, and ad hoc events In case of doubt, enter under title. **If the answers to questions 4.2, 4.3, and 4.4 above are 'yes',** *give the corporate body as the main entry for the serial.*
C 4.5	See the rule for what to do when there is more than one corporate body involved.
C 4.6	**If the serial does not emanate from a corporate body, then is there a person solely responsible for the serial?** "In most cases, persons are considered to be editors, regardless of any introductory wording. Never give an editor or compiler as the main entry of a serial." The serial must be "unlikely to continue without [the] person" with no corporate body responsible for issuing it.
L 21.1A2	A person must be solely responsible for the entire serial to be a main entry, i.e., the person must be both the author and the publisher, (or the publisher must be a commercial firm); or the whole or part of the person's name must be in the title of the serial; or the serial must not emanate from a corporate body that might keep the serial going. **If there is a person solely responsible for the entire run of the serial,** *give the person as the main entry for the serial*.
C 4.7	**If the serial cannot be entered under corporate body or person,** *give the title as the main entry for the serial.*
Hint	Basically, you are going to give nearly every serial a title main entry, with a few exceptions that will have corporate main entries. Very few serials will have personal main entries.

MAIN ENTRIES—SINGLE PERSON OR CORPORATE BODY RESPONSIBLE

A work is considered to be of single responsibility, when only one person or body can be considered responsible for the intellectual and/or artistic content of a work, e.g., when only one author is listed on a title page.

A 21.4A	**Single person responsible:** • *the person is the main entry (100)*
A 21.4B L 21.4B	**Single corporate body responsible:** • *the corporate body is the main entry* (110), but see 21.1B2 above
A 21.4C	**Fictitious single person or body responsible**: • see the rule
A 21.4D	**Head of state or other official responsible:** • see the rule

All personal name headings should be under authority control. This means that they should be verified against an authority file (such as the Library of Congress Authority file or a local authority file) to ensure that the headings are given in a consistent, 'established' format.

If you cannot find a name in an authority file, then you will have to follow the rules below to establish the name yourself.

A 22 **PERSONAL NAME HEADINGS**

Remember to enter spaces between initials in a personal name heading:

```
$aFoster, B. G.
$aH. D.
```

A 22.1-3 **CHOICE OF PERSONAL NAME**

Our first step in establishing a heading for a person is to choose which name we will use for that person, especially if the person uses more than one name. In most cases we will use the common name (the name given on the resource being cataloged) as the established heading for a person. However, we must be sure that there is no 'problem' with a person's name, based on evidence we gathered when we looked in the authority files, or from other research, or just from general knowledge.

A 22.1
A-D
L 22.1
L 22.1B

Common name:

- *use the common name by which a person is known*, as found on the chief source of information of the resource being cataloged, unless you suspect that one of the problems below might apply
- see the rules and LCRIs for details on including titles of nobility, or words, phrases, diacritics, or hyphens that are associated with a name

L 22.1 See the LCRI for details on LC's use of AACR2 compatible headings.

L 22.1B
2006

See the LCRI for details on
Persons treated in the same manner as authors
Form of name—entering a personal name as a heading when it is: a surname only; an abbreviated name; a phrase or other appellation;
Sources for names treated as authors
Sources for names not treated as authors and persons who appear primariliy as subjects
Punctuation/spacing conventions:
Initials and letters
Names with portions abbreviated or missing
Surnames alone including prefixes/particlesNames in headings fields have different spacing and punctuation than in bibliographic description fields.

L 22.1C
2001

LC reminds us that we are now to omit British terms of honor from personal name headings entered under surnames, unless they are needed to resolve conflicts. These terms will be retained in already established headings that contain them, and we are to continue to add them in statements of responsibility.

Personal name main entry

A 22.2A
L 22.2A

Different names—Not a pseudonym or change of name:

- *use a person's most commonly known name, if he or she is known by more than one name*
- if none are most commonly known, use (in this order):
  1) the name most frequently found on works
  2) the name most frequently found in references
  3) the latest-used name (e.g., if an author only has two works, it is possible that he may have changed his mind about which name he will use on all of his succeeding works)

L 22.2

See the LCRI for details about different real names used concurrently by contemporaries, except for composers, performers and printers' widows.

L 22.2A

See the LCRI for details about names that include nicknames and married names that also include wives' forename(s).

A 22.2B

Different names—Pseudonyms—One pseudonym:

- *use the pseudonym given on the work*

A 22.2B2

Different names—Pseudonyms—Separate bibliographic identities:

- *use the identity given on the work*

A 22.2B3-4
L 22.2B

Different names—Pseudonyms—Choice among several:

- see the rules and LCRI for what to do with contemporary authors who have more than one pseudonym, or a real name plus pseudonym(s), or when different names for the same person appear in different editions of the same work

A 22.2C

Change of name:

- *use the person's latest name, unless the earlier is better known*

A 22.3A

Different form of the same name—Fullness:

- if a name varies in fullness, *use the most common form of name* (e.g., Sue vs. Susan, or T.E. vs Thomas Elliot)

L 22.3A

See the LCRI for further details on figuring out the most common form of a name.

A 22.3B
L 22.3B1

Different form of the same name—Language:

- see the rule and LCRI if a name varies because it appears in different languages

A 22.3C
L 22.3C

Different form of the same name—Non-roman script:

- see the rule and LCRI if a name varies because it appears in a non-Romanized form

A 22.3D
L 22.3D

Different form of the same name—Spelling:

- see the rule and LCRI if a name varies because of variations in spelling

A 22.5D2	**Surnames with separately written prefixes—Other prefixes**, e.g., Henry Edward Ap Rhys Price: • if a prefix is not an article or preposition, *the entry element is the prefix*: `$aAp Rhys Price, Henry Edward.`
A 22.5E	**Prefixes hyphenated or combined with surnames**, e.g., Otto McDaniel: • if a prefix is hyphenated or combined with a surname, *the entry element is the prefix:* `$aMcDaniel, Otto.`
A 22.5F	**Members of royal houses entered under surname, etc.**: • see the rule
A 22.6 L 22.6	**Entry under title of nobility**: • see the rule and LCRI
A 22.7	**Entry under Romanian patronymic**: • see the rule
A 22.8 A-C L 22.8 A-B	**Entry under given name, etc.**, e.g., John: • *the entry element is the given name; add words or phrases as per the rule:* `$aJohn,$cthe Baptist` • see the rules and LCRIs for details
A 22.9	**Entry under other names (Roman, Icelandic)**: • see the rule
A 22.10	**Entry under initials, letters or numerals**, e.g., H. D.: • *the entry element is the initials, letters or numerals in direct order:* `$aH. D.`
L 22.10	See the LCRI for further details on entry under initials, letters, or numerals.
A 22.11 L 22.11D	**Entry under phrase**, e.g., Poor Richard; Boy George: • see the rule and LCRI
A 22.12-20	**Additions to names** Sometimes more than one person uses the same name, so we may need to add something to a person's name to distinguish it from the same name used by a different person. The most common distinguishing term is a date (or dates). As of 2002, we no longer add the British terms 'Lady' or 'Sir' as distinguishing terms. Those terms are retained, however, if they appear in names that have already been established in an authority file.
A 22.1A	**Roman numerals with given names (such as popes or royalty)**, e.g., Ivan IV: • *treat roman numerals as part of a given name:* `$aIvan$bIV.`
A 22.12 L 22.12B	**Titles of nobility**: • see the rule and LCRI
A 22.13 L 22.13B	**Saints**: • see the rule and LCRI
A 22.14 L 22.14	**Spirits**, e.g., Elvis Presley: • *add (Spirit) to the new heading for a spirit communication:* `$aPresley, Elvis,$d1935-1977$c(Spirit)`

Personal name main entry

A 22.15 **Additions to names entered under surname—Surname only**, e.g., Dr. Seuss, Dr. Atkins:

- *add words or phrases associated with a name, or come up with your own word or phrase, if you need them to distinguish between names; otherwise omit them:*

```
$aSeuss,$cDr.
$aAtkins, Robert C.
```

L 22.15A See the LCRI for details on cross references in such situations.

A 22.15B
L 22.15B **Additions to names entered under surname—Married women**, e.g., Mrs. Humphry Ward, Mrs. Craik:

- *add a term of address to distinguish a married woman from her husband; otherwise omit the term:*

```
$aWard, Humphry,$cMrs.
$aCraik, Dinah Maria Mulock,$d1826-1887.
```

A 22.15C **Additions to names entered under surname**:

- *omit other titles or terms unless something is needed to distinguish between names and dates, or other additions listed below are not available*

A 22.16
L 22.16C
L 22.16D **Additions to names entered under given name, etc. (e.g., popes or royalty)**:

- see the rule and LCRIs

A 22.17 **Additions to distinguish identical names—Dates**, e.g., John G. Smith:

- *add a birth and/or death date at the end of a heading; if dates are known, you may add them even if there is no need to distinguish between names:*

```
$aSmith, John G.,$d1935-
```

L 22.17
2006 Due to popular pressure, LC will now add death dates to existing personal name authority headings with open dates whenever they happen to be working on a record using that name. In order to keep the names used in your catalog consistent with LC's established headings, you must update your headings whenever LC makes such a change.

Do not add dates to LC headings that have no dates.

See the LCRI for further details on adding dates to personal name headings.

L 22.17-20 See the LCRI for further details on additions other than dates to personal names.

A 22.18 **Fuller forms**, e.g., Russell E. Smith and Russell E. Smith:

- *add a fuller form of a person's name:*

```
$aSmith, Russell E.$q(Russell Edward)
$aSmith, Russell E.$q(Russell Eugene)
```

L 22.18A See the LCRI for further details on qualifiers for names that include initials.

A 24 **CORPORATE NAME HEADINGS**
Do not enter spaces between initials in a corporate name heading (because they given in direct order):
`$aJ.C. Penney.`

Enter a corporate name in direct order under its common name, unless it is a subordinate body (A24.12).

The rules for headings for corporate bodies cover government bodies as well as private sector organizations. In addition, some unlikely places and entities are considered to be corporate bodies for cataloging and coding purposes. For help in deciding on the kinds of things to be treated as corporate bodies, see Appendix X in the LC MARC manual, or the *"MARC 21 Format for Authority and Bibliographic Data—Alphabetical List of Ambiguous Headings"* at:
http://www.loc.gov/marc/ambiguous-headings.html

L 24.1A *2005* When a person's name is given with the name of a performing group and you cannot find proof that the name of the group includes the personal name, assume that the names are separate, e.g., J.D. Crow and the New South are to be given separately.

See the LCRI for further details on ambiguous entities that are treated as corporate bodies, and:
Special letter/Symbol
Punctuation/Spacing
Canadian headings
'AACR2 compatible' headings
Airports
Cemeteries
Concentration camps
Plans, programs, and projects
Printers
Forests, Parks, Preserves, etc.

A 24.1-3 **CHOICE OF CORPORATE NAME**
As with personal and geographic names, our first step in establishing a heading for a corporate name is to choose which name we will use for the body, especially if it has more than one name.

A 24.1A **Common name**, e.g., Association for Information Management:
- *use the common name by which a body is known, as found on works issued by the body in its language, or if this is not possible, as found in reference sources:*
`$aAslib.`

A 24.1B **Romanization**:
L 24.1B
- see the rule and LCRI

A 24.1C **Change of name**, e.g., Minnesota Mining and Manufacturing Company vs. 3M Company:
- *establish the new name for the body based on what is found on the resource being cataloged:*
`$aMinnesota Mining and Manufacturing Company.`
`$a3M Company.`

Corporate name main entry

A 24.2B L 24.2B	**Variant names**: • if a body uses different names on resources, *prefer the name found on the chief sources of those resources over other sources.*
L 24.2	See the LCRI for details on minor changes of names, proposed bodies, and university libraries named for persons.
A 24.2C L 24.2C	**Variant names—Due to spelling**: • see the rule and LCRI
A 24.2D L 24.2D	**Variant names—On chief sources**: • *use the name presented formally* • if none or all are formal, *use the predominant form* • if none are predominant, *use the brief form (including an initialism or acronym) as long as it is unique enough to identify the body.*
A 24.3A L 24.3A	**Variant names—Language**: • *use the name in the official language of the body* • if the body has more than one official language, and English is one of them, *use the English form* • if the body has more than one official language, and English is not one of them, see the rule and LCRI
A 24.3B	**Variant names—Languages—International bodies**: • if the body has given its name in English on any of the resources that it issues, *use the English form* • if the body never gives its name in English on the resources that it issues, see the rule under A23.3A
A 24.3C	**Variant names—Conventional name**: • if a body is commonly referred to in reference sources in its own language by a conventional name, *use the conventional name rather than its official name* • see the rules for entering names for: Ancient and international bodies; Autocephalous patriarchates, archidioceses, etc.
A 24.3D	**Religious orders and societies**: • see the rule
A 24.3E L 24.3E	**Governments**: • *use the conventional (geographic) name of a government, unless the official name is more commonly used*
A 24.3F	**Conferences, congresses, meetings, etc.**: • see under 111 below
A 24.3G L 24.3G	**Local churches, etc.**: • see the rule and LCRI

L 1.1F1 Record only statements of responsibility that are significant regarding intellectual and/or artistic content, including editors (but not all editors, see the LCRI for exceptions).

Do not include statements of technical credits, e.g., 'book design', 'consultant'.

When in doubt, give statements of responsibility if they are on the chief source, and do not give if they are not on the chief source.

A 1.1F2 Do not add any statement of responsibility that is not prominently stated on a resource. If a main or added entry is needed for a person or body responsible, give such a statement in a Statement of Responsibility Note instead.

A 1.1F3 If a statement of responsibility appears before a title, transpose it (i.e., give it after the title information) unless A1.1B2 applies (i.e., the statement of responsibility is an integral part of the title).

A 1.1F4 A single statement of responsibility may include more than one person or body performing the same or different functions:

```
245 00 $aThinking and reasoning :$bselected readings
       /$cedited by P.C. Wason and P.N. Johnson-
       Laird.
245 10 $aGrizzly bear /$cby Jason and Jody Stone.
245 14 $aThe mystery of the golden reindeer /$cby
       Elspeth Campbell Murphy ; illustrated by Joe
       Nordstrom.
245 14 $aThe KISS guide to the Internet /$cWillie
       Lubka, Nancy Holden.
```

L 1.1F4 Add '[and]' only if it clarifies multiple corporate bodies and/or subordinate units in a single statement of responsibility:

```
245 10 $aAnnual report and accounts /$cHorserace
       Betting Levy Board [and] Horserace
       Totalisator Board.
```

A 1.1F5 If more than 3 people or bodies perform the same function in a single statement of responsibility, give only the first person or body and '... [et al.]':

```
245 00 $aAmerica's radical right /$cRaymond Wolfinger
       ... [et al.].
```

A 1.1F6 If there is more than one statement of responsibility (e.g., for different functions such as a writer and an editor), enter them in the order in which they are given; if this is unclear, enter them in the order that makes the most sense, preceding punctuation for subsequent statements is space-semicolon-space:

```
245 12 $aA modern herbal /$cby Mrs. M. Grieve ; edited
       and introduced by Mrs. C.F. Leyel.
```

L 1.1F6 See also L1.1E under "245$b—Other title information" for details on entering other title information in a statement of responsibility.

A 1.1F7 Do not include titles, initials of societies, qualifications, etc., unless: they are needed grammatically, their absence would leave only a forename or surname, they are needed to identify a particular person, or a title is a noble one or a British term of honor:

```
245    .../$cBenjamin Spock
not
245    .../$cDr. Benjamin Spock, M.D.

245    .../$cM. Grieve
not:
245    .../$cMr. M. Grieve

245    .../$cDr. Seuss
not:
245    .../$cSeuss

245    .../$cMrs. M. Grieve
not:
245    .../$cM. Grieve

245    .../$cSir Walter Scott
not:
245    .../$cWalter Scott
```

MAX 1.1F7 However, include words indicating relationships (e.g., Jr., III).

L 1.1F7 Add a person's affiliation in parentheses after the statement of responsibility (or as a Statement of Responsibility Note as justification) if an added entry would be useful for the corporate body and it is not mentioned anywhere else in the record.

A 1.1F8 Add wording in brackets about the type of responsibility involved, if such wording would clarify the type of responsibility:

```
245 00 $aPiers Plowman /$c[edited by] Elizabeth Salter.
```

Hint For example, if no type of responsibility is indicated on the title page of a book, it is implied that the responsibility is one of authorship:

```
245 10 $aOliver Twist /$cCharles Dickens.
```

Therefore, if responsibility for a book is not authorship, you should add wording to clarify what type of responsibility it is.

A 1.1F9 Replace symbols, etc., that are given in statements of responsibility with descriptions in brackets.

A 1.1F10 If parallel titles each have their own parallel statements of responsibility, give the statements of responsibility following their related parallel titles:

```
245 10 $aWritings in the social philosophy and ethics
          /$cPaul Tillich ; edited by Erdmann Sturm =
          Sozialphilosophische und ethische Schriften /
          Paul Tillich ; herausgegeben von Erdmann
          Sturm.
```

A 12.7B6.2 *2002*

Changes: if important, make a note (246) about changes in other title information found on later issues, such as a subtitle that has changed (A12.1E2):

```
245 04 $aThe daily register$h[microform].
246 0  $iVol. 1, no. 231- has subtitle:$aOfficial
          journal of the city and county of New York
```

Enter general wording in a 500 Parallel and Other Title Information Note if changes are frequent:

```
245 00 $aGuide to career colleges :$ba comprehensive
          look at career-specific degree, diploma, and
          certificate programs.
500    $aSubtitle varies.
```

L 21.30J

Adding Title Added Entries

Omit initial articles in title added entries (246 and 740), unless those initial articles are part of a personal, geographic, or corporate name, or the meaning of the title would be obscured.

See the LCRI for details about:

- Added entries for title in the context of a machine-readable catalog
- Controlled/uncontrolled
- Data Constituting Title Added Entries/Means of Carrying Them in MARC Record:
  1) Title added entry derived from 245 field
  2) Title added entry derived from 246 field
  3) Title added entry recorded in 740
- Title Changes Related to Subsequent Editions of Monographs
- Title Change for Parts of a Multipart Item
- Minor Change in Title of a Serial
- Title Added Entries for Integrating Resources
- Title Added Entries for Electronic Serials That Don't Retain Earlier Titles

See L21.30J under 245 above for details about "Basic Guideline for Making Title Added Entries for Titles Proper".

Permutations Related to Titles Proper:

1. General: "Be liberal when making additional title added entries". However, when more than one of the instances outlined below applies to a title proper, limit the number of title added entries that you make, rather than making added entries for every possible permutation, e.g.:

```
245 10 $aXX centuries & Mt. St. Helens
246 3  $a20 centuries and Mount Saint Helens
246 3  $aTwenty centuries and Mount Saint Helens
```

2006

You could have many more combinations for the title in this example, but use your judgment. Do not add a 246 if it is unlikely that anyone will search by it.

2. Alternate forms:

2.a) If there is an abbreviation in one of the first 5 words of a title proper, spell it out in a title added entry (246 3#):

```
245 10 $aMt. St. Helens
246 3  $aMount Saint Helens
```

2006

2.b) If there is an ampersand in one of the first 5 words of a title proper that is useful for searching, change it to "and" (in the language of the title proper) in a title added entry (246 3#):

```
245 10 $aA & B roads & motorways atlas of Great Britain
246 3  $aA and B roads and motorways atlas of Great
          Britain
```

2.c) If there are letters or initialisms (including acronyms) in one of the first 5 words of a title with separating punctuation (including hyphens, periods, or slashes), add a title added entry (246 3#) without the separating punctuation:

```
245 14 $aThe A-B-C-D of successful college
246 3  $aABCD of successful college
```

If there are letters or initialisms (including acronyms) in one of the first 5 words of a title without spacing or separating punctuation, do not add a 246 with spaces or spacing punctuation:

```
245 10 $aABC rhymes
```

2.d) Numbers in one of the first 5 words of a title:

2006

2.d.1) If there are Arabic numbers (excluding dates) in one of the first 5 words of a title that could be useful for searching, spell out the number in the language of the title proper in a title added entry (246 3#) :

```
245 14 $aThe 1-2-3 guide to libraries
246 3  $aOne-two-three guide to libraries

245 10 $a101 dalmatians
246 3  $aOne hundred one dalmatians
246 3  $aOne hundred and one dalmatians
```

But see the LCRI for the correct way to spell out numbers:

```
245 10 $a425 birds
246 3  $aFour hundred twenty-five birds
```

2.d.2) If there are dates representing a single year or span of years in Arabic numbers in one of the first 5 words of a title proper (e.g., 1994), do not make a 246 for alternate forms:

```
245 10 $a1945-1975 Italia
```

If there are dates representing a single year or span of years in Roman numerals however (e.g., XIXVIII), add a title added entry (246 3#) for the Arabic numbers.

If there are other dates (not a single year or span of years) in Roman numerals in one of the first 5 words of a title proper (e.g., XXth century), add a title added entry (246 3#) for the Arabic form and another for the spelled out form in the language of the title proper (e.g., twentieth century):

```
245 14 $aThe XXth century citizen's atlas of the world
246 3  $a20th century citizen's atlas of the world
246 3  $aTwentieth century citizen's atlas of the world
```

2006

2.d.3) If there are Roman numerals (excluding dates) in one of the first 5 words of a title proper that could be useful for searching, add a title added entry (246 3#) with the Arabic numbers and another title added entry (246 3#) with the spelled out form in the language of the title proper if you think a patron might search by it:

```
245 10 $aWorld War II small arms
246 3  $aWorld War 2 small arms
246 3  $aWorld War two small arms
```

2.d.4) If there are spelled out forms of numbers in one of the first 5 words of a title proper, add a title added entry (246 3#) with the Arabic numbers, if you think a patron might search by them:

```
245 14 $aThe road of a thousand wonders
246 3  $aRoad of 1000 wonders
```

2.e) If there are signs and symbols (e.g., # $ % @) in one of the first 5 words of a title proper, add a title added entry (246 3#) with the spelled out form for the sign or symbol (e.g., for '#' enter 'number'), if you think a patron might search by the spelled out form:

```
245 10 $aTransforming #1
246 3  $aTransforming number one
```

2.f) If any word in one of the first 5 words of a title could have an alternative form, add a title added entry (246 3#) with the alternative form, if you think a patron might search by it:

```
245 10 $aActfive and other poems
246 3  $aAct five and other poems
```

[This rule could justify making a 246 for a variant spelling of a word; use your judgment]:

```
245 10 $aColour me beautiful
246 3  $aColor me beautiful
```

3. Alternative titles: See 7) Portion of title proper.

4. Corrected titles proper:
4.a) If a title proper is corrected by "[i.e. ...]" , "[sic]", or bracketed missing letters, add a title added entry (246 3#) for the corrected form.

```
245 14 $aThe Paul Anthony Buck [i.e. Brick] lectures
246 3  $aPaul Anthony Brick lectures
```

[If your system does not ignore bracketed information in searching, you may also want to add another title added entry (246 3#) for the title proper without the bracketed qualification]:

```
246 3  $aPaul Anthony Buck lectures
```

4.b) If a title proper is corrected by bracketing missing letters, add a title added entry (246 3#) for the title as it appears on the resource:

```
245 10 $aOne day's d[u]ty
246 3  $aOne day's dty
```

[Your system should ignore the brackets in an OPAC search.]

5. If a resource has a collective title, index the collective title proper.

6. See "Items Without Collective Titles", under 740.

7. Portion of title proper:
7.a) If a title proper includes an alternative title, index the title proper (245 1) and make a title added entry (246 30) for both the first and second parts of the title proper:

```
245 10 $aMoby Dick, or, The whale
246 30 $aMoby Dick
246 30 $aWhale

245 14 $aThe five myths of television power, or, Why
          the medium is not the message
246 30 $aFive myths of television power
246 30 $aWhy the medium is not the message
```

7.b) If a title includes a part ($p) or designation of part ($n), add a title added entry (246 30) for the part title or number if you think a patron might search by it:

```
245 04 $aThe sophisticated traveler.$pWinter, love it
          or leave it
246 30 $aWinter, love it or leave it
```

7.c) If a portion of a title is more prominently given than the beginning of the title, add a title added entry (246 30) for the portion of a title, if you think a patron might search by it:

```
245 04 $aThe New York times book of great chess
          victories and defeats
246 30 $aBook of great chess victories and defeats
246 30 $aGreat chess victories and defeats
```

Make a title added entry (246 30) if a title begins with a name:

```
245 10 $aPaul Jenkins, anatomy of a cloud
246 30 $aAnatomy of a cloud
```

7.d) If a title begins with a statement of responsibility, add a title added entry (246 30) without the separable statement of responsibility (e.g., a possessive):

```
240 10 $aMidsummer night's dream
245 10 $aShakespeare's A midsummer night's dream
246 30 $aMidsummer night's dream
```

[Do not add a 246 in your local record if the same title is given in a 240 and your library automation system indexes 240s, as most systems now do, including LC]

8. Introductory words to title proper
Make a title added entry (searchable) for a title with introductory wording that was omitted under rule A1.1B1:

```
245 00 $aStar wars
246 1  $iTitle appears on resource as: $aTwentieth
          Century Fox presents Star Wars
```

9. Uniform title
Do not make a title added entry for (i.e., do not index) a uniform title (240). [However, LC does in fact index uniform titles (240) in its OPAC]

Items without collective title:

1. Change in AACR2 content designation: see the LCRI for an explanation of the 1993 change in the order for GMD.

2. Title access to independent titles:
Sometimes a resource that is a collection lacks a collective title and just lists the independent titles in the collection. In this case LC makes a title added entry for the title that is in the title proper (an$p) using the first indicator of the 245. Then LC says it uses 740 (I2 = 2) to index the subsequent titles in the 245, if there are a total of 3 or less:

```
245 00 $aArthur's teacher trouble$h[videorecording]
       ;$bArthur's spelling trubble /$cWGBH and
       CINAR.
740 02 $aArthur's spelling trubble.
```

If there are more than 3 titles present, LC makes a title added entry for the 245 title only.

[Note, however, that the correct way to provide access to works in a collection is to make an analytical added entry; see A 21.30M]

Use 246 3# for variations of the first title in the 245$a, but use 740 02 for any variations of subsequent independent titles:

```
245 14 $aThe ecclesiastical history of the English
       people ;$bThe greater chronicle ; Bede's
       letter to Egbert /$cBede ; edited by ...
740 02 $aGreater chronicle.
740 02 $aBede's letter to Egbert.
740 02 $aLetter to Egbert.
```

3. See the LCRI for LC's current policy to no longer provide title access to the entire 245 string.

4. See the LCRI for various patterns of title access.

Other titles borne by an item:

1. 246 indicators:
See above for instructions on the use of the indicators for 246 fields. See the LCRI for additional examples for the instances described below.

2. Scope:
2.a) General guidelines:
Make a 246 for a cover title, a parallel title, or an added title page title if any of those differ from the title proper.

Make a 246 for a caption title (246 16), a half title (246 1# $iHalf title:), a running title (246 17), or for other-title information (246 10) only if:
a) the work was also published under that title
b) reference sources use that title
c) that title is very prominent

2.b) Source vs. type: see the LCRI for details about whether to stress the source of the variant title or the type of the variant title.

3. Alternate forms: use your judgment about making a 246 for a "variant of a variant"; when in doubt, don't.

4. Accompanying material: if you wish to give access to a title from accompanying material, treat that title as an analytic and use 740 02 for it. Also use 740 02 for any varying forms of that title:

```
245 00 $aOSHA plan writer$h[electronic resource].
300    $a1 computer disk ;$c5 1/4 in.
500    $aAccompanied by manual titled: Dr. Young's OSHA
         plan writer.
740 02 $aDr. Young's OSHA plan writer.
```

5. Added title page title: use 246 15

6. At head of title: use 246 1# if you simply wish to give access to introductory words that are not meant to be part of a title:

```
246 1  $iAt head of title:$aReport of the State
```

However, if wording at the head of a title is not part of the title, but could be searched as a part of the title, record the 'at head of title' data by itself in a 500 Variant Title Note, and then make a title added entry (246 3#):

```
245 10 $aHow to write and deliver an effective speech
         /$cJudith A. McManus.
246 3  $aArco how to write and deliver an effective
         speech
500    $aAt head of title: Arco.
```

[Alternatively, you could treat these examples as "introductory words to title proper", see L21.30J #8 under "Permutations Related to Titles Proper" above]:

```
245 10 $aHow to write and deliver an effective speech
         /$cJudith A. McManus.
246 1  $iTitle appears on resource as:$aArco how to
         write and deliver an effective speech
```

7. Binder's title: if the binding was not local, make a title added entry for a binder's title that is different (246 1#)

```
245 10 $aMixed Commission on British and American
         Claims, John I. Shaver vs. United States, no.
         51 :$bbrief for claim.
246 1  $iBinder's title:$aShaver vs. United States
```

8. Caption title: use 246 16.

9. Colophon title: use 246 1# and an appropriate $i.

10. Corrected titles other than title proper: use your judgment about when to give title added entries for incorrect titles that are not titles proper (e.g., corrected parallel titles, etc.)

11. Cover title: use 246 14.

12. Distinctive title: use 246 12; but LC does not use for monographs.

13. Half title: Use 246 1# and $iHalf title:

14. No title added entry derived from varying form of title data recorded: use 246 0# if you want to display a title note without indexing it.

15. Other title: 246 13, but LC does not use for monographs.

16. Other title information:
If it would be useful for patrons to be able to search other title information (e.g., a prominent subtitle) as a title, and:

- the other title information is already given in the 245 field, give it again in 246 30 (to turn off the display of the 246)
- the other title information is not already given in the 245 field, give it in 246 10 (to display the 246) and state the source of the information in $i:

```
246 10 $iSubtitle from container:$a...
```

17. Parallel titles:
If it would be useful for patrons to be able to search a parallel title as a title, and:

- the parallel title is already given in the 245 field, give it again in 246 31 (to turn off display of the 246).
- the parallel title is not already given in the 245 field, give it in 246 11 (to display the 246) and state the source of the information in $i:

```
246 11 $iParallel title from cover:$a...
```

18. Running title: use 246 17.

19. Spine title: use 246 18.

20. Other source: use 246 1# and subfield $i for titles from other sources, e.g., a container:

```
246 1  $iTitle on container:$aRecent developments in
          real property law practice
```

A 21.30J1 **SE**
2003

If you think it would be useful, make added entries for minor changes to titles proper of serials (as per A21.2C2).

L 21.30J1
2003

Use a 246 (Varying form of title) to produce the added entry and a note. Add an explanation and, if necessary, the dates or issue numbers to which the changed titles apply in $i (Display text):

```
245 10 $aBEEC bulletin
246 1  $iSome issues published with title:$aB.E.E.C
          bulletin
```

```
245 00 $aBasic education forecasts
246 1  $iTitle varies slightly for 2000- :$aBasic
          education forecast
```

C 7.2 See the CONSER rule for details about variant titles

Introduction—Variant titles

Types of variant titles

Variant titles that are a portion or variation of the title statement as already recorded in field 245

- Portions of the title proper
- Alternative titles
- Section titles
- At head of title
- Parallel titles
- Other title information
- Corrections to the title proper

Variant titles that appear on the piece in a prominent place other than the chief source

- Cover title
- Caption title
- Spine title
- Running title
- Added title page title
- Distinctive title
- Other title

Variant titles that provide access to different forms of words in titles given in field 245 or 246

- Abbreviations
- Ampersand (&)
- Compound and hyphenated words
- Letters and initialisms (including acronyms)
- Numbers and dates
- Signs and symbols
- "Commonly known as" titles

Variant titles that are minor title changes

Summary

- Give variant title added entries/notes for titles that differ significantly from the title proper when the differences will affect searching and retrieval.
- Avoid giving variant title access to titles that are general, unsearchable, or that are essentially the same as the title proper.
- Give an added entry for the title proper when entry is under a corporate or conference name, and when a uniform title is given for a translation or language edition.
- Use field 246 for variations of the title proper (245); use fields 730, 700, 710 or 711 for titles of sections within the serial or related works.

246 $i	*Display text*
Rule	A1.7B4 ; L21.30J
Source of information	(1.7A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No

Hint

246$i contains text to be displayed as a label rather than the label that would be produced by one of the display constant indicators. It precedes subfield $a:

```
245 10 $aIn the teeth of the evidence$h[sound
          recording] /$cby Dorothy L. Sayers.
246 1  $iContainer title:$aIn the teeth of the evidence
          and other mysteries
```

The $i will display as a note but will not be not indexed, while the $a will both display and be indexed.

246 $a	*Variant title*
Rule	A1.7B4 ; L21.30J
Source of information	(1.7A2) Any source
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint

246$a contains the variant title of a work:

```
245 04 $aThe insiders' guide to California's wine
          country.
246 30 $aGuide to California's wine country
```

Whenever you are entering a variant title (246$a), also think about whether you might need another 246 for a variation on it:

```
245 10 $aRay Charles genius & soul
246 3  $aRay Charles genius and soul
246 30 $aGenius & soul
246 3  $aGenius and soul
```

Omit initial articles from titles in 246$a.

246 .$n	*Number of part or section*
Rule	A1.7B4 ; L21.30J
Source of information	(1.7A2) Any source
Preceding punctuation	Period (.$n)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

246$n contains a part or section number or letter that qualifies a variant title:

```
245 00 $aRapanese.$nSeries 3$h[sound recording] :$bthe
       musical method of learning Spanish.
246 1  $iContainer title:$aMusical method of learning
       Spanish.$nSeries 3
```

A 'numbered' part can be either numeric or alphabetic, e.g., Part 1, or Supplement A.

---

246 .$p	*Name of part or section*
Rule	A1.7B4 ; L21.30J
Source of information	(1.7A2) Any source
Preceding punctuation	Period when following $a (.$p) Comma when following $n (,$p)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

246$p contains a part or section title that qualifies the variant title:

```
245 00 $aReady for school.$pToddler$h[electronic
       resource].
246 14 $aFisher-Price Ready for school.$pToddler
```

Omit initial articles from titles in 246$a.

---

246 :$b	*Remainder of title*
Rule	A1.7B4 ; L21.30J
Source of information	(1.7A2) Any source
Preceding punctuation	Space colon (#:$b other title information) Space equals sign (#=$b parallel title)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

246$b contains the remainder of the variant title, e.g., a subtitle, parallel title or other title information:

```
245 10 $aRowan Atkinson /$cBruce Dessau.
246 14 $aBean there done that :$bthe life and times of
       Rowan Atkinson
246 3  $aLife and times of Rowan Atkinson

245 00 $aBig deal on Madonna Street$h[videorecording].
246 1  $iContainer title:$aI Soliti ignoti=$bPersons
       unknown
```

---

250 $a	*Edition statement*
Rule	A1.2B
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available), other preliminaries [including title page verso and cover], colophon
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete info.
SR (6.0B2)	Physical carrier and label(s), accompanying textual material, container
VD (7.0B2)	Title screens, physical carrier and label(s), accompanying material, container (box)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available), other preliminaries [including title page verso and cover], colophon Non-print: See the appropriate type of material
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No
Related fields	500 Edition and History Note

Hint

250$a contains words and/or numbers that distinguish a particular edition/version/issue of a work from other editions/versions/issues:

```
250    $a1st ed.
250    $aLarge print ed.
250    $a1st St. Martin's Griffin ed.
250    $aRev. & updated American ed.
250    $aTeacher's ed.
250    $aPbk. ed. with corrections.
250    $aMacintosh version 10.0.
250    $aWidescreen/standard, limited issue.
```

A 1.2B1

Transcribe edition statements as found, but use abbreviations from AACR App. B (ed., issue, or version) and numbers from App. C (enter ordinals as 1st, 2nd, etc., change Roman or spelled out numbers to Arabic):

```
250    $a2nd ed.
```

A 1.2B2

See the rule for details about non-standard edition statements.

A 1.2B3

If a statement says "edition", "issue", or "version", then consider it an edition statement.

A 1.2B4

Optional: add an edition statement in brackets if there is none on the resource, but differences are obvious.

L 1.2B4

Add a provided edition statement only if the differences are obvious, but everything else in the bibliographic description of the records looks the same.

A 1.2B5

If edition statements are given in more than one language on a resource, give the one that is in the language of the title proper, or if that does not apply, give the one that appears first. Optional: transcribe all statements [use $b for parallel edition statements].

L 1.2B5		LC will not apply the option to transcribe all edition statements in various languages.
A 1.2B6		See the rule for details about entering edition statements that are associated with titles on a resource that lacks a collective title.

A 1.2D1		Transcribe a named revision statement after the edition statement in $a if no statement of responsibility is given:
		`250 $a3rd ed., 2nd (corr.) impression.`
		
		Transcribe a named revision statement after the edition statement of responsibility, if given:
		`250 $a4th ed. /$brevised by H.G. Le Mesurier and E. McIntosh, repr. with corrections.`

A 1.2D2		See the rule for details about entering statements relating to a revision if those statements are in more than one language.
A 1.2D3		Do not record statements relating to a revision of an edition if there are no real changes in the edition (except for archival collections).
A 2.2B1	**BK**	Transcribe edition statements as per A1.2B.
L 2.2		See the LCRI for general details about entering edition statements for multipart sets with volumes that have different edition statements.
L 2.2B1		See the LCRI for some examples of different types of edition statements.
A 2.2B2		If in doubt follow A1.2B3 and if it says "edition", "issue", or "version", in any language, then consider it an edition statement: `250 $aSomerset ed.`
A 2.2B3		Optional: add an edition statement in brackets if there is none on the resource, but differences are obvious: `250 $a[New ed.].`
L 2.2B3		Add a provided edition statement only if the differences are obvious, but everything else in the bibliographic description of the records looks the same. Do not make up edition statements; give such information in an Edition and History Note (500) if important.
A 2.2B4		If edition statements are given in more than one language on a resource, give the one that is in the language of the title proper, or if that won't work, give the one that appears first. Optional: transcribe all statements.
L 2.2B4		LC will not apply the option to give all edition statements in various languages.
A 2.2B5		See the rule for details about entering edition statements associated with titles on a resource that lacks a collective title.
A 2.2D1		Transcribe a named revision statement as per A1.2D, but not if there are no real changes in the edition as per A1.2D3.
A 9.2B1	**ER**	Transcribe edition statements as per A1.2B. If the edition statement does not come from the same source as the title proper, give the source of the edition in an Edition and History Note (500—A9.7B7).

250 /$b	*Statement of responsibility relating to the edition*
Rule	A1.2C
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available), other preliminaries [including title page verso and cover], colophon
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete info.
SR (6.0B2)	Physical carrier and label(s), accompanying textual material, container
VD (7.0B2)	Title screens, physical carrier and label(s), accompanying material, container (box)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available), other preliminaries [including title page verso and cover], colophon Non-print: See the appropriate type of material
Preceding punctuation	Space forward slash (#/$b) for statements of responsibility Space equals sign (#=$b) for parallel edition statements
Input standards—LC: Full	Required if applicable SE: Optional
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No
Related fields	7XX

Hint

250$b contains a statement about responsibility when that responsibility is for the particular edition being cataloged, not for the original edition of the work:

```
245 10 $aSnakes :$ba natural history /$cH.W. Parker.
250    $a2nd ed., rev. and enl. /$bby A.G.C. Grandison
          ; illustrator, B.C. Groombridge.
```

Consider making an added entry for a person or body responsible for a specific edition of a work.

250$b can also contain a parallel edition statement:

```
250    $aCanadian ed. = $bÉd. Canadienne
```

A 1.2C1

Add a statement of responsibility for a particular edition of a work following the edition statement for the work. Follow the rules for transcribing responsibility in a 245$c (A1.1F) when transcribing responsibility here:

```
250    $a5th ed. /$bby C. Ellis.
250    $aNew Wessex ed. /$bintroduction by J. Hillis
          Miller ; notes by Edward Mendelson.
```

A 1.2C2

If you are unsure whether a statement of responsibility belongs only to a particular edition rather than all editions, or if there is no edition statement (which means the work is the 1st ed.), assume that the responsibility is for all editions and give the statement of responsibility in 245$c.

A 1.2C3

See the rule for details about entering parallel edition statements when there is only one statement of responsibility. But remember that LC does not apply the option to transcribe all edition statements in various languages.

A 1.2C4

Optional: See the rule for details about entering parallel edition statements with parallel statements of responsibility.

L 1.2C4		LC does not apply the option to transcribe all edition statements in various languages.
A 1.2C5		See the rule for details about entering one edition statement with parallel statements of responsibility.
L 1.2C5		LC does not apply the option to transcribe all edition statements in various languages.

A 1.2D1		Transcribe a named revision statement after the edition statement of responsibility, if given:
		`250 $a4th ed. /$brevised by H.G. Le Mesurier and E. McIntosh, repr. with corrections.`
		
		Transcribe a named revision statement after the edition statement in $a if no statement of responsibility is given:
		`250 $a3rd ed., 2nd (corr.) impression.`

A 1.2E1		Transcribe a statement of responsibility for a named revision after the statement of revision: `250 $a2nd ed., 3rd revision /$bby N. Schmidt.`
Hint		Remember that $b is not repeatable in 250, so if the named revision is after the statement of responsibility for the edition, and that named revision also has a statement of responsibility, it is preceded by only space-slash-space: `250 $aRev. ed. /$bwith revisions, an introduction, and a chapter on writing by E.B. White, 2nd ed. / with the assistance of Eleanor Packard.`
A 1.2E2		See the rule for details about entering parallel revision statements with only one statement of responsibility.
Hint		LC does not apply the option to transcribe all edition statements in various languages.
A 1.2E3		Optional: see the rule for details about entering parallel statements of responsibility for named revisions.
Hint		LC does not apply the option to transcribe all edition statements in various languages.
A 2.2C1	**BK**	Transcribe a statement of responsibility for a particular edition of a work as per A1.2C1 and A2.1F.
A 9.2C1	**ER**	Transcribe a statement of responsibility for a particular edition of a work as per A1.2C1 and A9.1F.
A 6.2C1	**SR**	Transcribe a statement of responsibility for a particular edition of a work as per A1.2C1 and A6.1F.
A 7.2C1	**VD**	Add a statement of responsibility for a particular edition of a work as per A1.2C1 and A7.1F.
A 12.2C1	**SE**	Add a statement of responsibility for a particular edition of a work as per A1.2C1 and 12.1F. [Rarely needed for serials]

publisher in 260$b, but a place is given for the parent company, assume that the subsidiary is at the same place as the parent company.

A 1.4C1 — If a place name is in more than one language, give the name that is in the language of the title proper, or, if this does not apply, give the name that appears first, e.g., Genesi e struttura di un erbario = Genesis and structure of a herbarium; Firenze = Florence:

```
260   $aFirenze, Italy            {Ctry: it }
```

A 1.4C2 — Add another form of name in brackets if clarification is needed to identify a place:

```
260   $aChristiania [Oslo]              {Ctry: no }
```

A 1.4C3 — Add a qualifier to a place name, if you feel it is necessary, using AACR abbreviations from AACR App. B:

```
260   $aNew York, N.Y.                  {Ctry: nyu}
```

Put the qualifier in brackets if it does not appear in the source:

```
260   $aLondon [Ont.]                   {Ctry: onc}
```

See A23.4 (Additions to Geographic Headings) for guidance on choosing the correct qualifiers to add to a place of publication.

Hint — It is generally accepted that if a qualifier is given on the resource in an abbreviated form (e.g., postal code), we should enter it as it is given rather than using the AACR abbreviation:

```
260   $aOxford, OH                      {Ctry: ohu}
```

A 1.4C4 — If a place is given in an abbreviated form on a resource, add the full form in brackets:

```
260   $aRio [de Janeiro]                {Ctry: bl }
```

A 1.4C5 — If more than one place is given, enter the first named, and add the place that is in your country if it is different (preceding punctuation is a semicolon):

```
260   $aToronto, Ont. ;$aNew York, N.Y. {Ctry: onc}
```

A 1.4C6 — If a place is not provided, try to guess at a probable place. If you cannot even guess at a city, enter a larger place (e.g., a state or country, etc.) in brackets.

Add a question mark (?) if you are unsure of the probable place:

```
260   $a[Hamburg, Germany?]             {Ctry: gw }
```

If not even a probable place can be determined, enter [S.l.]:

```
260   $a[S.l.] :$bSangsters,$c1997.     {Ctry: xx}
```

Hint — If a city is not given on a resource, but a larger place is given, and you can guess at a city, enter the guessed city and qualify it as usual.

If you cannot guess at a city, enter the larger place that is given on the resource, without brackets. (ISBD (M) 4.1.14).

A 1.4C7 — Optional: enter the full address of the publisher, after the place of publication, in parentheses.

L 1.4C7 — LC will not usually add the full address, but see the rule for details.

A 1.4C8		Do not enter a place of publication for an unpublished resource, do not enter [S.l.], do not enter a subfield $a at all: `260 $c1977. {Ctry: xx }`
A 2.4C1	**BK**	Transcribe a place of publication as per A1.4C.
A 9.4C1	**ER**	Transcribe a place of publication as per A1.4C.
A 9.4C2		Do not enter a place of publication for an unpublished resource, do not enter [S.l.], do not enter a subfield $a at all.
A 6.4C1	**SR**	Transcribe a place of publication as per A1.4C.
A 6.4C2		Do not enter a place of publication for a non-commercial sound recording (usually only one copy existing), do not enter [S.l.], do not enter a subfield $a at all.
A 7.4C1	**VD**	Transcribe a place of publication as per A1.4C.
L 7.4C1		LC does not apply the option to add full addresses for video publishers.
A 7.4C2		Do not enter a place of publication for an unpublished resource, do not enter [S.l.], do not enter a subfield $a at all.
A 12.4C1	**SE**	Transcribe a place of publication as per A1.4C.
C 10.3		See the rule for details about place of publication Definition Selecting the place of publication Recording the place of publication
A 12.4C2 *2002*		Changes: if important, make a Publication Note (500 or repeated 260) about a place of publication that is changed on a later issue (A12.7B11.2).
OCLC Ctry		If you are updating a record to add a change of place in a note, update the 008 Ctry code to match the place of publication in the note instead of the 260$a.
C 10.6.1		Note a change in country or a change in place of publication that is also given as the qualifier in a uniform title. Otherwise it is up to you whether the change in place is important enough to note. Remember to change the Ctry code to match.
Hint		As of sometime in late 2003, we are supposed to use a repeated 260 to provide a note about a change in place or publisher. However, you may continue to use a 500 Publication Note for this information if your library automation system is not yet set up to handle a repeated 260 and display it with the correct label (e.g., 'Publisher', 'Intervening publisher', 'Current publisher', as per the first indicator). See 260$b for details on using a repeated 260.

260 :$b	*Name of publisher, distributor, etc.*
Rule	A1.4D
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available), other preliminaries [including title page verso and cover], colophon
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete info.
SR (6.0B2)	Physical carrier and label(s), accompanying textual material, container
VD (7.0B2)	Title screens, physical carrier and label(s), accompanying material, container (box)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available), other preliminaries [including title page verso and cover], colophon Non-print: See the appropriate type of material
Preceding punctuation	Space colon (#:$b)
Input standards—LC: Full	Required if applicable SE: Mandatory
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable SE: Mandatory / Required if applicable
Repeatable	Yes
Related fields	500 Publication Note
BK	008 GPub
ER	008 GPub
SR	028$b
VD	008 GPub ; 028$b
SE	008 GPub

Hint

260$b contains the name of a publisher and/or distributor of a resource.

Subfield $b is repeatable in 260, so if more than one publisher's name is to be provided, the succeeding names(s) are given in separate subfield $b, each preceded by a colon (:).

Code the 008 GPub code if the publisher is a government body (see the 008 tables on previous pages for the appropriate codes).

A 1.4D1

Give the name of the publisher as given, after its appropriate place. Remember to abbreviate names as per AACR App. B (A1.4B4):

```
260    $aToronto, Ont. :$bBantam
```

L 1.4D1

See the LCRI for very useful details about government printers and privately printed works.

A 1.4D2

Give the name in the shortest possible understandable and identifiable form, but see also A1.4D3.

Hint

Drop words like "and Company", or "Inc.", or "Ltd.", or "Publishing Co.", etc; but keep words that distinguish one publisher from another.

A 1.4D2

If a publisher's name is given in more than one language, give the name that is in the language of the title proper, or, if this does not apply, give the name that appears first, e.g., National income = Revenu national; published by Statistics

Canada = Statistique Canada:

```
260   $aOttawa, Ont. :$bStatistics Canada
```

Optional: give the names in each language:

```
260   $aOttawa, Ont. :$bStatistics Canada = Statistique
          Canada
```

L 1.4D2 LC does not apply this option. See the LCRI for details about form of name; retention of hierarchy; retention of terms of incorporation; omission of personal names.

A 1.4D3 Retain words or phrases that indicate a function other than publishing:

```
260  ... :$bDistributed by New York Graphic Society
```

[In other words, do not enter words or phrases that simply indicate publishing, e.g., "Published by"; but enter any wording that indicates other roles.]

L 1.4D3 However, retain words if they clarify functions:

```
260  ... :$bPublished for the Social Science Research
          Council by Heinemann
```

Hint Note that although A1.4D5 suggests that we consider adding information about distributors to our publication information, we are only supposed to bother mentioning printers (manufacturers) if no name of a publisher is known.

A 1.4D3 Retain parts of a name that are needed to distinguish between publishers or to identify subsidiaries:

```
260  ... :$bLongmans Educational
260  ... :$bLongmans, Green
260  ... :$bLongmans, Young
260  ... :$bLongmans of Malawi

260  ... :$bC. A. Holt
260  ... :$bHolt, Rinehart and Winston
260  ... :$bHolt, Rinehart
260  ... :$bHenry Holt
260  ... :$bH. Holt
```

Hint Be careful how much you shorten publisher's names as allowed by rule A1.4D2. The first six or so characters of the 260$b are often used during machine matching to try to detect duplicate records. If you shorten a publisher's name at the beginning of the subfield, and another cataloger does not do so, then a machine match will consider the names different, even though they are really the same. This will cause duplicate records to be loaded to a database.

So even though the rule does not specifically say that you should only shorten at the end of a name, you should not drop letters or words at the beginning of a name. For example, enter "W.H. Allen" as:

```
260  ... :$bW.H. Allen
```

For the same reason, you should enter "Alfred A. Knopf" as:

```
260  ... :$bAlfred A. Knopf
```

Also be careful to retain parts of names that indicate changes in publisher's

names or different subsidiaries. Since we are to make new records for different publishers or when the name of a publisher changes, we need to be able to distinguish different names.

Note that LC sometimes shortens "Alfred A. Knopf" as "Knopf". If you are copying an LC record with any publisher's name shortened in this way, accept it as is. Do not change it to the 'better' form, because that might interfere with a cross-check on a machine match on an LCCN. In fact, do not edit a form of publisher's name in a copied record from any sources, except when necessary to distinguish one publisher from another.

A 1.4D4
Deleted

No longer give a publisher's name "in the shortest possible form", e.g., The Dept., The Institution, The Museum, etc.

A 1.4D4

If more than one publisher is provided on a resource, enter the publisher named first, with its place.

Add subsequent publishers preceded by a space-colon (#$b) when:

- they are linked grammatically (e.g., Macmillan for the University ...);
- the first named is a distributor, and a publisher is also given;
- the subsequent publisher is prominent in layout or typography;
- the first publisher is not in the country of the cataloger, and the subsequent is.

Hint

If all publishers are in the same place, only one subfield $a is needed:

```
260    $aToronto, Ont. :$bBantam :$bWorld Crafts
          Council
```

If each publisher is in a separate place, precede each publisher by its place:

```
260    $aToronto :$bClarke, Irwin ;$aNew York :$bDutton
```

L 1.4D4

LC will record all unrelated publishers appearing on the chief source.

If the publisher on the chief source is not a U.S. publisher, LC will record a U.S. publisher if it appears anywhere on the resource. See the LCRI for further details about when and how to record multiple entities.

Hint

If multiple publisher names appear on a resource, be careful about which name you choose for the 260$b. The first six or so characters of the 260$b are often used during machine matching to try to detect duplicate records. If there are multiple choices of publishers' names for 260$b and you pick one name and another cataloger picks a different name, then a machine match will consider the records different, even though they are really the same. This may cause duplicate records to be loaded to a database. For this reason, when you are editing a record that you have decided is a match during copy cataloging, as long as the publisher is adequately identifiable, do not change the other cataloger's choice of publisher or the form of its name.

If a single publisher is named on a resource, then it is simple: enter the publisher after its place of publication (A1.4D1).

If more than one publisher is named on a resource, then you must do some

research into whether they are different publishers or simply a parent publisher and its imprint or subsidiary.

If multiple publisher names are given on a resource and are for different publishers, give the one that is given first, and then add the others as per A1.4D4.

However, be careful when names of different publishers are given on the title page (or verso) of a book and on its cover. Sometimes a 'remainder publisher' will purchase unsold copies of a book from the original publisher of the book and then replace the cover of the book putting its name on the new cover. If the remainder publisher has also put its name on the title page (using a stamp or a label), then we follow A1.4B5 and give the remainder publisher as the publisher of the resource.

However, if the remainder publisher has only put its name on a cover and not on a title page, then perhaps it would be best to treat the name on the cover as a distributor (see A1.4D4, L1.4D4 and L1.4D5 for entering distributors).

If multiple publisher names on a resource turn out to be for a parent publisher and its imprint/subsidiary, give only one of the names:

- if only one publisher name is given on the chief source and other names are given elsewhere, enter the name that is on the chief source in 260$b
- if more than one publisher name is given on the chief source, prefer the imprint name over the parent name for the 260$b, unless the parent is specifically mentioned first
- if no publisher names are given on the chief source and more than one name is given on one of the other sources of publication information, e.g., a t.p. verso, prefer the imprint name over the parent name for the 260$b, unless the parent is specifically mentioned first.

A phrase like ".Books" (e.g., "Signet Books") is usually taken to be the name of an imprint of a publishing firm. However, such a phrase is not always an imprint name, so you must investigate a phrase that is new to you to find out whether or not it is a name of an imprint. If such a phrase is not the name of a publisher's imprint, then you are to treat it as a 'series-like phrase'.

The section on "Series or phrases" under L1.6 indicates that if a phrase such as ".Books" (e.g., Ariel Books) is not the name of a publisher's imprint, then we are to give it as a quoted 500 Publication Note:

```
500    $a"Ariel books."
```

However, be aware that you might very well reverse such a decision for the next book that you receive, because of new information discovered in your research (e.g., at the current time there are 292 records in the LC OPAC with "Ariel Books" as a quoted note, and 196 records with the same phrase as the name of the publisher. Just make your choice as best you can for each record that you do.

A phrase such as "A .book" (e.g., A Borzoi book) is usually the name of an in-house editor or some other official of a firm. In which case we are not

resource was received in 2003:

```
260    ...,$cc2004.                          {s 2004,    }
```

The date (copyright date) in 260$c is copied to 008 Date 1. Since there is no date to copy to 008 Date 2, Date 1 is a single date, so 008 Date Type is 's' (single).

Hint

For a resource that gives a copyright date that is in a year following the year in which the publication was received, you could add a 500 Publication Note saying something like: "Resource received in …", if you wish to warn patrons that the publication was published earlier than its stated copyright date.

L 1.4F6

Sometimes a resource has multiple copyright dates. If a resource has more than one copyright date, with no indication of revision, and the first copyright date is before 1978, enter the earliest copyright date and ignore renewal dates:

© 1946, 1968

```
260    ...,$cc1946.                          {s 1946,    }
```

The date (copyright date) in 260$c is copied to 008 Date 1. Since there is no date to copy to 008 Date 2, Date 1 is a single date, so 008 Date Type is 's' (single).

If a resource has more than one copyright date, and the earliest copyright date is after 1977, enter the latest copyright date:

© 1986, 1999

```
260    ...,$cc1999.                          {s 1999,    }
```

The date (copyright date) in 260$c is copied to 008 Date 1. Since there is no date to copy to 008 Date 2, Date 1 is a single date, so 008 Date Type is 's' (single).

Hint

This LCRI is addressing the situation where multiple copyright dates are present on a publication and those multiple copyright dates apply to the whole publication and not to individual short stories or poems in a collection. In this case the presence of multiple copyright dates must mean that copyright has been renewed for the publication.

Before 1978 copyrights were sometimes renewed simply in order to be kept legal. So if a publication has more than one copyright date, but it does not state that it has been revised in any way, and it was first copyrighted before 1978, the important date to convey an idea of when the work was written is the initial copyright date.

After 1977 copyrights only have to be renewed if changes have been made to the work. So if a publication has more than one copyright date and the first copyright date is after 1977, we can assume that the work must have been revised, even if it does not state that it has been revised. Therefore the important date to convey an idea of when the work was revised is the latest copyright date.

Multiple copyright dates on a publication are not always renewal or revision dates however. Sometimes multiple copyright dates apply to individual stories, poems, etc., in a collection. In that case do not use the copyright dates at all. Be careful to only use copyright dates that apply to an entire work.

L 1.4F6 If a copyright date and a printing date are the same, enter the copyright date only; e.g., t.p. verso says "© 1977, 1977 printing":

```
260    ...,$cc1977.                        {s 1977,    }
```

The date (copyright date) in 260$c is copied to 008 Date 1. Since there is no date to copy to 008 Date 2, Date 1 is a single date, so 008 Date Type is 's' (single).

If a copyright and a printing date are different, enter the copyright date and add the printing date [if it is significantly different]; e.g., t.p. verso says "© 1958, 1986 printing":

```
260    ...,$cc1958$g(1986 printing)    {s 1958,    }
```

The date (copyright date) in 260$c is copied to 008 Date 1. Since there is no date to copy to 008 Date 2, Date 1 is a single date, so 008 Date Type is 's' (single).

Note that OCLC says we are not to copy added printing dates [from $g] to the 008 Dates.

LC CPSO However, if the copyright and printing dates are different and the printing date is a first printing date, enter the first printing date as an inferred publication date and add the © date; e.g., t.p. verso says "© 1990, First Plume Printing, May 1993":

```
260    ...,$c[1993], c1990.            {t 1993,1990}
```

The first date (publication date) in 260$c is copied to 008 Date 1. The copyright date is copied to 008 Date 2. Since Date 2 contains a copyright date, 008 Date Type is 't' (copyright).

"AACR2 rule 1.4F1 asks for the date of publication of the edition being cataloged. The statement 'First Plume Printing, May, 1993' suggests that the resource being cataloged is the Plume edition and that the resource being cataloged is the first publication of the Plume edition. The date of the first Plume edition can be inferred from the date of the first printing. Therefore, we would give a bracketed 1993 as the date of publication for the first Plume edition." (Email from CPSO to author, dated 13 June 1994).

A 1.4G4 Optional: If a publication and a printing date are different, add the printing date [if significantly different]; e.g., "t.p. says "1949", t.p. verso says "37th printing, March 1990":

```
260    ...,$c1949$g(1990 printing)     {s 1949,   }
```

The first date (publication date) in 260$c is copied to 008 Date 1. Since we don't copy printing dates from $g to the 008 Dates, there is no date to copy to 008 Date 2; Date 1 is a single date, so 008 Date Type is 's' (single).

L 1.4G4 Add a printing date to a publication date, if it is very different to the publication date.

If you are copying a record and your resource has a different added printing date, accept the record [printing doesn't matter].

If a republication note is present but does not include a date, enter 'uuuu' in 008 Date 2, and code Date Type 'r':

T.p.: Bantam 1990
Verso: © 1989
First published by Beacon Hill, Boston

```
DtSt: r Dates: 1990,uuuu
260    $aToronto :$bBantam,$c1990, c1989.
500    $aOriginally published: Boston : Beacon Hill.
```

MARC
OCLC

If more than one code could apply for 008 Date Type, then 'r' (republication/re-issue) takes precedence over 's' (single) and 't' (copyright).

Use 008 Date Type 'r' if 008 Date2 contains a date of original or previous release by a different publisher, as long as the content of the text has not been changed.

Use 008 Date Type 't' if you cannot code 'r' and 008 Date2 contains a copyright date for the text, as long as the content of the text has not been changed.

If the content of the text has been changed in any way, use 008 Date Type 's' and enter no date in 008 Date2.

DATE RULES SUMMARY—BOOKS

A 1.4F9 **BK** For unpublished text, enter a date of creation:

```
260    $c1909.                                  {s 1909,    }
```

A 1.4F1 For published text, enter the publication date of the edition:

```
260    ...,$c1968.                              {s 1968,    }
```

A 1.4F2
L 1.4F2 Add a corrected publication date if known [rare]. For example, if a first printing date is later than a publication date:

```
260    ...,$c1965 [i.e., 1966]                  {s 1966,    }
046    $ax$c1966$e1965
```

A 1.4F3 Enter the publication date of a revision:

```
250    $a2nd ed., updated.
260    ...,$c1968.                              {s 1968,    }
```

A 1.4F4 Add a distribution date if known [very rare]:

```
260    $aLondon :$bBlue Gates Press,$cc1992 ;$aMiami,
         Fla. :$bDistributed by Palm Beach
         Distributing,$c1993.                   {s 1992,    }
```

A 1.4F5
L 1.4F5 Add a copyright date if different [optional]:

```
260    ...,$c1966, c1965.                       {t 1966,1965}
```

Hint The copyright date must be for the entire resource. Remember that 008 Date Type 'r' takes precedence over 't'.

A 1.4F6 If no publication date is present, enter a copyright date, if it is for the entire resource:

```
260    ...,$cc1968.                             {s 1968,    }
```

L 1.4F6 If a text has more than one copyright date, and no indication of revision, and the earliest copyright date is:

- before 1978, use the earliest date:

© 1930, 1977

```
260    ...,$cc1930.                             {s 1930,    }
```

- after 1977, use the latest date:

© 1978, 1995

```
260    ...,$cc1995.                             {s 1995,    }
```

If a copyright date and a printing date are the same, give the copyright date:

© 1980, 1980 printing

```
260    ...,$cc1980.                             {s 1980,    }
```

Add a printing date to a copyright date if it is significantly different [optional]:

© 1938, 1998

```
260    ...,$cc1938$g(1998 printing)             {s 1938,    }
```

If no publication date is present, enter a 1st printing date as an inferred publication date:

© 1978, 1st printing, March 1980

```
260    ...,$c[1980], c1978.                     {t 1980,1978}
```

A 1.4F6
L 1.4F6 If no publication date or copyright date is present, enter a printing date.

If only a printing date is present, and it is "1st printing", use it as an inferred publication date instead of a printing date:

LC will apply the second option to add an SMD term to provide details for a particular type of electronic resource on a case-by-case basis.

Hint

If you are not going to use the AACR terms, then try to be consistent and use only the absolutely most commonly known terms, e.g., CD-ROM', DVD-ROM' .

A 9.5B2

See the rule for details about using separate records for separately titled parts of a resource that lacks a collective title.

Hint

Do not do this if your system does not allow you to make separate records for the same physical item.

A 9.5B3
2004

Optional: Add extent of item information for remote access electronic resources using the appropriate SMD term or commonly used term to describe the particular type of electronic resource involved:

```
300    $a1 photograph
          {007/01/$b: r (remote access) }
300    $a138 p.
          {007/01/$b: r (remote access) }
300    $a1 electronic text.
          {007/01/$b: r (remote access) }
```

L 9.5B3
2004

LC will apply the option to add extent of item information for remote access electronic resources on a case-by-case basis.

A 9.5B4
2004

If size information is readily available and important, we are now to enter it after the SMD in the Extent of item (300$a)

- the number of files
- the number of records (for data files)
- the number of statements (for program files)
- the number of bytes

```
300    $a1 CD-ROM (1 file : 240,000 bytes)
          {007/01/$b: o (optical disc/CD-ROM/DVD-ROM) }
300    $a1 photograph (14,995 bytes)
          {007/01/$b: r (remote access) }
```

If the types of numbering above cannot be given succinctly, we can give them in a Type and Extent of Resource Note (500—A9.7B8) instead

Hint

This information used to be recorded in a 256 (Computer file characteristics field). As of the 2004 amendments, it can be recorded in the extent of item area or a note.

---

300 :$b	*Other physical details (ER)*
Rule	A 9.5C
Sources of information	
ER (9.0B2)	Any source
Preceding punctuation	Space colon (# $b)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No
Related fields	007/03 ($d); 007/05($f)

Hint **ER** 300$b contains information about sound and/or color, the number of sides used, recording density, and sectoring of the electronic resource.

Remember to code the related 007 elements, since machine matching uses 007 codes rather than the 300 field.

A 9.5C1 Give details about the presence of sound (sd.) and more than one color (col.) if they are specified on the resource. [Do not mention these details if they do not apply, but code the 007 either way.]:

```
300    $a1 computer disk :$bcol.
          {007/05/$f: # (silent) }
          {007/03/$d: c (multi-colored) }
300    $a1 computer optical disc :$bsd.
          {007/05/$f: a (sound on medium)  }
          {007/03/$d: a (one color) }
```

Use a 538 System Requirements Note to provide the requirements for the production of the sound or color (A 9.7B1b).

A 9.5C2 Optional: also give these physical characteristics below, if they are readily available on the resource and are important:

- number of sides used
- recording density (e.g., bpi, single, double)
- sectoring

[There are no 007 codes for these characteristics]:

```
300    $a1 computer disk :$bsd., col., single sided,
          single density, soft sectored
          {007/05/$f: a (sound on medium) }
          {007/03/$d: c (multi-colored) }

300    $a2 computer tape reels :$b6,250 bpi
          {007/05/$f: # (silent) }
          {007/03/$d: u (color unknown) }
```

If it is too complicated to explain in 300$b, use a 500 Physical Description Note instead (A 9.7B10).

L 9.5C2 LC will add the physical characteristics above on a case-by-case basis.

Hint This type of information is rarely added here for CDs and DVDs.

362$a	*Dates of publication and/or sequential designation*
Rule	A 12.3B-C
Sources of information	
SE (A12.0B2)	First issue or first available issue: Print: whole publication Non-print: see the applicable type of material
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint

362$a contains the sequential designation and/or dates of publication of a serial.

A 12.3B1

Give the numeric and/or alphabetic designation as given (except punctuation):

- give the designation given in the first and/or last issue
- use abbreviations from AACR App. B and numerals from AACR App. C
- if a facsimile/reprint, give the designation for the original

```
362 0  $a1-                              {DtSt: c}
362 0  $aNo. 1-                          {DtSt: c}
362 0  $aVol. 1, no. 1-                  {DtSt: c}
362 0  $aIssue no. 1-                    {DtSt: c}
362 0  $aPt. 1-                          {DtSt: c}
362 0  $a-no. 10                         {DtSt: d}
```

2002

If a serial has a new title, so a new record is needed, but the numbering is continued, then give the numbering of the first issue of the new title:

```
362 0  $aVol. 1, no. 6-                  {DtSt: c}
```

L 12.3B1

See the LCRI for details on recording numeric and/or alphabetic designation: Punctuation; Premier issues; Sources.

Hint

Use 'Vol.' as the abbreviation at the beginning of a statement and before a Roman numeral. Use 'v.' as the abbreviation elsewhere (as per AACR App. B)

In a series of numbers meant to indicate a range of coverage, change a hyphen to a slash, e.g., Numbers 23-24 (issue covers number 23 and number 24):

```
362 0  $aNo. 23/24-                      {DtSt: c}
```

A 12.3B2

See the rule for details about more than one language or script.

A 12.3C1

Give the chronological designation as given (except punctuation):

- give the designation given in the first and/or last issue
- use abbreviations from AACR App. B and numerals from AACR App. C:

```
362 0  $a1975-              {DtSt: c Dates: 1975,9999}
362 0  $aJan./Feb. 1964-    {DtSt: c Dates: 1964,9999}
362 0  $a1961/1962-         {DtSt: c Dates: 1962,9999}
362 0  $a1999/2000-         {DtSt: c Dates: 2000,9999}
362 0  $a-Dec. 31, 1999.    {DtSt: d Dates: uuuu,1999}
362 0  $a2002 ed.-          {DtSt: c Dates: 2002,9999}
```

L 12.C1 — See the LCRI for details on recording chronological designation: Punctuation; Choosing the chronological designation; Mulitple dates.

Hint — In a series of dates meant to indicate a range of coverage, change a hyphen to a slash, e.g., 1961-1962:

```
362 0  $a1961/2-            {DtSt: c Dates: 1962,9999}
```

A 12.3C2 — See the rule for details about non-standard dates.

A 12.3C3 — See the rule for details about more than one language.

A 12.3C4 — If the first issue of a serial has both numbering, etc., and dates, give the numbering before the dates. Enclose dates in parentheses ( ):

```
362 0  $aVol. 1, no. 1 (Jan./Mar. 1974)-
        {DtSt: c Dates: 1974,9999}
```

2002 — However, if the numbering is a division of the year, give the year first, e.g., on the issue it says '1-97':

```
362 0  $a97/1               {DtSt: c Dates: 1997,9999}
```

L 12.3C4 — Add date information only if it adds information.

C8.4.2f — Add words associated with numbering if they clarify the numbering:

```
362 0  $aAssessment year 1990/91-
```

A 12.3D1
2002 — If the 1st issue of a serial has no numbering, but later issues do, supply one, based on the later issues:

```
362 0  $a[No. 1]-           {DtSt: c}
```

If there is no designation on the 1st issue of a serial, and no information is available about later issues, supply [No. 1]- (or the equivalent in appropriate language), e.g., subsequent issues numbered: Part 2, Part 3, etc.:

```
362 0  $a[Pt. 1]-           {DtSt: c}
```

Supply a date instead of a designation if that would be more appropriate, e.g., for an annual report with a publication or copyright date of 1998:

```
362 0  $a[1998]-            {DtSt: c Dates: 1998,9999}
```

L 12.3D1
2002 — If a date will be more useful to identify an issue, supply one from the publication date instead of a number:

```
260     … $cc2000-
362 0  $a[2000]-            {DtSt: c Dates: 2000,9999}
```

A 12.3E1 — If more than one system of designation is given on an issue of a serial, add the alternative numbering in the order in which it is given:

```
362 0  $aVol. 3, no. 7-   = no. 31-          {DtSt: c}
```

L 12.3E1 — See the rule for details about recording alternative numbering.

A 12.3F1

If a serial has ceased publication, give the designation of the first and last issue:

```
362 0  $aVol. 3, no. 6 (Aug./Sept. 1970)-v. 5, no. 3
          (Mar. 1972)       {DtSt: d Dates: 1970,1972}
```

2002

If information about the first issue is not available, give the designation of the last issue:

```
362 0  $a-v. 10, no 12 (Dec. 1995)
                                {DtSt: d Dates: uuuu,1995}
```

A 12.3G1
2002

Changes: If a title of a serial has not changed, but the numbering has, give the designation of the first and last issues using the old numbering, then the designation of the first issue using the new system:

```
 362 0  $aVol. 1, no. 1 (Nov. 1943)-v. 10, no. 12
          (June 1953) ; no. 1 (July 1974)-
          {DtSt: c Dates: 1943,9999}
```

If wording such as "new series" accompanies the new numbering, include the wording:

```
362 0  $aVol. 1, no. 1 (June 1986)-v. 8, no. 12 (Dec.
          1992) ; new ser., v. 1, no. 1 (Jan. 1994)-
          {DtSt: c Dates: 1986,9999}
```

If numbering begins again even though the title of the serial has not changed, add a term like "new series" to explain the renumbering:

```
362 0  $aVol. 1, no. 1 (Jan. 1992)-v. 4, no. 3 (Mar.
          1995) ; [new ser.], v.1, no. 1 (Jan. 1996)-
          {DtSt: c Dates: 1992,9999}
```

L 12.3G1

See the LCRI for details about minor changes in numbering that require a note instead of recording a new numbering system.

A 12.7B11.1

If you do not have a first or last issue, but have information about beginning and/or ending dates, do not put such information as inferred dates in 260$c. Instead, use an unformatted 362 for notes about beginning and/or ending dates not provided in 260$c:

```
362 1  $aCeased in 1991.
362 1  $aCompleted publication in 2000?
362 1  $aNo more published after 1993.
```

L 12.7B8

If the appropriate issues are not in hand but beginning and/or ending data is known, use an unformatted 362:

```
362 1  $aBegan in 1972.
```

See the rule for details about using an unformatted 362 for coverage of "an electronic serial issued remotely that is a reproduction or version for which not all existing issues have been digitized".

362.$z	*Source of information*
Rule	None
Sources of information	
SE (A12.0B2)	First issue or first available issue: Print: whole publication Non-print: see the applicable type of material
Preceding punctuation	Period (.$z)
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No

Hint

362$z contains the source of data if it is other than the first issue published. Use ONLY with unformatted 362 (I1 =1).

LC does not use $z.

C12.1.4 says that a series added entry and series statement will be different when "the form of the series title or the form of numbering differs; when the series is entered under a corporate body, person, conference, or uniform title; or when additional information, such as a statement of responsibility or a date is given in the series statement."

For more information on how to establish a series added entry field (8XX) see examples under 440, 490, and 8XX below.

Remember that 440 and 8XX fields are indexed. 490 fields are not indexed. If a 490 and an 8XX field are present, then the 8XX field is indexed instead of the 490.

Be consistent about providing added entries for series in your database; either always index a series or always don't index it.

Sometimes it is hard to tell if a phrase is a series, a publisher, or a note (L 1.6). Check the LC authority file with a title search first, but if instructions for a term are not provided there, then as a rule of thumb:

- wording such as: "Signet Books", is usually the name of publisher or a publisher's imprint/subsidiary
- wording such as: "An Evangelical Theological Society publication" or "A .Book" is usually a series-like phrase , in which case:
  - if the same name is not given as the publisher (and so is not mentioned anywhere else), then you should give this statement as a quoted note, in a 500 Publication Note.
  - if the same name is given as a publisher (and so is already given in the 260$b), then you can ignore this statement completely

L 1.6 See the LCRI for further details about series

- Series statement present only in cataloging data/bibliography
- Series or phrases
  - Unnumbered statement of the name of the body from which the publication emanated--not a series
  - Numbered statement of the name of the body from which the publication emanated--series, if not commercial publisher
  - Statement of in-house editor, etc.--not a series
  - Lecture series--series, if appears on item
  - Combination of letters or letters and numbers--not a series
  - Slogan, motto, etc.--not a series
  - Unnumbered genre/characterizing word in singular form--not a series
  - Unnumbered phrase indicating a broad subject or category--not a series
  - Captions in publishers listings--not a series
- Republications
- Selected issues of periodicals published separately
- Supplements and special numbers to serials
- Series title grammatically connected to title of item
- Motion pictures, television programs, and videorecordings
- One or several series headings
  - Language editions
  - Changes in numbering (addition, omission, etc.)

		Different physical media
L 1.6A1		See the LCRI for details about punctuation for numbering for a series.
L 1.6A2		See the LCRI for details about sources of information for a series.
A 1.6B1		Transcribe the title proper of a series as per 1.1B.
Hint		This rule means we are to transcribe a series title exactly in wording, order, and spelling, but follow standard rules (Chicago Manual of Style) for punctuation, and AACR App. A for capitalization (think of the field as a sentence, e.g., capitalize the first word, proper names, and other titles): `$aAmerica's resources series` See A1.6B1 under 490$a for how to include numbering with the title of the series if that numbering is a part of the title.
A 1.6B2		See the rule for details about choosing between different forms of the title of a series, other than parallel titles.
L 1.6B *2003*		Follow A1.0F1 to transcribe inaccuracies in the title proper of a series, and decide for yourself whether to give the full form or an acronym or initialism as the title if both forms are given (it might be wise to choose the form that matches the authority file heading if that is an option). See the LCRI for further details about the title proper of a series: Inaccuracy in title proper of a series Only some parts in a series Numbering grammatically integrated with series title Embedded series title Series title in two or more languages or scripts Single letter or group of letters at end of title proper Recording section title without the title common to all sections
A 1.6C		See 490$a below for entering parallel titles of series.
A 1.6D		See 490$a below for entering other title information of series.
A 1.6E		See 490$a below for entering statements of responsibility relating to series.
A 1.6F		See 440$x below for entering ISSN of series.
A 1.6G		See 440$v below for entering numbering within series.
A 1.6H		See 440$n and $p below for entering subseries data.
A 1.6J		If more than one series statement is given on a resource, enter each separate series statement as appropriate.If what appears to be separate series statements are actually a series and subseries, see 440$p for entering subseries data.
A 2.6B1	**BK**	Record series statements as per 1.6.
A 9.6B1	**ER**	Record series statements as per 1.6.
A 6.6B1	**SR**	Record series statements as per 1.6.
A 7.6B1	**VD**	Record series statements as per 1.6.
A 12.6B1	**SE**	Record series statements as per 1.6. Omit series numbering found on issues of serials unless the same numbering is

on every issue of the serial. (See C12.4.6 for how to handle consecutive numbering of a limited run of issues.)

L 12.6B1 — See the LCRI for further details about numbered series statements found on serial resources.

A 12.6B2 *2002* — Changes: Series statements sometimes change between issues of a serial. These changes might be minor changes to the series title, or a completely different series. If a change in series occurs between issues, indicate the issues to which each series statement applies in a 490 and add an 8XX for each of the established series added entries. Use a date to indicate the appropriate issues to which each series statement applies, unless numbering is more suitable:

```
490 1  $a1990/1991-1998/1999: Federal aid in wildlife
          restoration research progress report
490 1  $a1999/2000- : Federal aid in wildlife
          restoration research performance report
830  0 $aFederal aid in wildlife restoration research
          progress report.
830  0 $aFederal aid in wildlife restoration research
          performance report.
```

If it is too complicated to explain these changes using 490 fields, make a Series note instead (A12.7B14.2).

L 12.6B2 — See L 1.6J for details about how to handle more than one series statement.

L 1.6J — If different series statements appear on different issues of a serial or parts of a multipart item, record them in separate 490 fields with designations to indicate to which issues the statements apply:

```
490 1  $a1972-1976: DHEW publication
490 1  $a1977-1994: HHS publication
490 1  $a1995- : DHHS publication
830  0 $aDHEW publication.
830  0 $aHHS publication.
830  0 $aDHHS publication.
```

C 12 — See the CONSER rule for details about series statement and added entries (Fields 440, 490, 8XX)

- Introduction to series
  - What are series and why are they important?
  - Series treatment
  - Interpreting the series authority record (SAR)
  - Relationship between the series statement, the series tracing, and the series authority record (SAR)
  - Decision process
- Is it a series?
  - Is the word or phrase in the authority file
  - Series or series-like phrase
  - Handling a series-like phrase
- Determining the series entry
  - Sources
  - Series statement
  - Choice of entry
  - Changes

Recording the series statement (440, 490)
- Title proper
- Parallel titles
- Other title information
- Statement of responsibility
- ISSN
- Numbering

Main series and subseries

Changes and other problems
- Changes
- Multiple series
- Some issues in series are unanalyzable
- Common title/section title or unnumbered series and serial?

LC practices regarding changes in treatment
- Changes in treatment decisions
- Split treatment decisions
- LC call number used in series statement (subfield $l)

C 12

Summary:
- "To be considered as a series, a word or phrase must appear with other titles that could be separately cataloged.
- Record the series as it appears on the piece in the series statement (440, 490); record the series as it is established on the [series authority record] in the series [added entry field] (440, 8XX).
- If the series statement and the series [added entry] would be the same, record only one in field 440. If different, record the statement in field 490 and the series [added entry] in field 8XX."

	7.7B19	Numbers	500
	7.7B20	Restrictions on access	506
		Terms governing use	540

A 12.7A2 **SE** Follow general note instructions under A1.7A. See A12.7A2 for details about when to use a title or a name/title when referring to another serial. Add designations of issues (numbers or dates) if notes apply only to certain issues.

L 12.7A2 See the LCRI for details about:
- Serials—Designations in notes
- Integrating resources—Identification of iterations in notes
- Language of notes
- Loose-leaf services
- Linking notes
- Electronic resources—Change in type and extent of resource area.

A 12.7B	12.7B1	Former frequency	321
		Current frequency	310
	12.7B2	Language	546
	12.7B3	Source of title proper	500
	12.7B4	Variant titles	246/500
	12.7B5-6	Parallel title and other title information	246/500
	12.7B7	Statement of responsibility:	
		General	500
		Issuing body	550
	12.7B8	Bibliographic history and relationships with other resources:	
		Complex linking entry	580/7XX
		Supplement	525
	12.7B9	Edition	500
	12.7B10	Numbering and issuing peculiarities	515
	12.7B11	Publication, distribution, etc.	500
	12.7B12	Physical description	500
	12.7B13	Accompanying material	500
	12.7B14	Series	500
	12.7B15	Target audience	521
	12.7B16	Additional physical form available	530
	12.7B17	Indexes, General	500
		Cumulative indexes	555
	12.7B18	Summary	520
	12.7B19	Contents:	
		Bibliography	504
		Unformatted contents	500
	12.7B20	Numbers	500
	12.7B21	Restrictions on access	506
		Terms governing use	540
	12.7B22	"Issued with"	777
	12.7B23	Item described:	
		Description based on	500
		Latest issue consulted	500

C 13	See the CONSER rule for details about the purpose and philosophy of notes used in serial records: Why notes are given in serial records General aspects and philosophy of notes Constructing notes for serial records Sources Form and style Combining notes Use of designations in notes Order of notes [TAG ORDER] Other CONSER conventions

Add a note about how the sound was originally recorded, if known:

```
500    $aDigital recording.                {007/13/$n: d}
                [for an analog tape]
500    $aCompact disc; analog recording. {007/13/$n: e}
```

Also use this note for durations of each part if a resource has no collective title:

```
500    $aDurations: 25:32 ; 31:16 respectively.
```

L 6.7B10
2005

If individual works are given in a Contents Note (505), enter durations there.
When durations are given here:

- if there are more than 6 durations, you do not have to give any
- enter durations as hr : min : sec, e.g., : 48 (48 sec), 45 : 00 (45 min), 1 : 25 : 00 (1 hr, 25 min)
- if durations are for parts of a single work, you may add them together and give the total in minutes, rounding up to the next minute
- use "ca." only if approximate durations are stated on the resource
- if no durations or only some durations are given, do not try to work out approximate durations

LC will no longer add a note for "Analog recording" or "Digital recording".

Hint

Enter the terms: "Analog recording" or "Digital recording" in a 500 Physical Description Note to explain how the work was originally recorded. This is called the 'Capture and storage technique' in the 007 field.

Look for these three character symbols on CDs: 'AAD', 'ADD', 'DDD'. The first character identifies the capture technique, the last character identifies the playback method needed, and the middle character refers to mastering. We do not (apparently) care about mastering.

These symbols are translated in our records as:
AAD or ADD—analog capture (500), digital playback (300$b):

```
007/12/$m: e (digital recording [playback])
007/13/$n: e (analog electrical storage)
300    ... :$bdigital
500    $aCompact disc, analog recording.
```

DDD—digital capture (500), digital playback (300$b)

```
007/12/$m: e (digital recording [playback])
007/13/$n: d (digital storage)
300    ... :$bdigital
500    $aCompact disc, digital recording.
```

Although some say it is not necessary to indicate that a digital tape or disc was digitally recorded, or an analog disc or tape was analog recorded, you should always indicate if a digital tape or disc was analog recorded, or an analog disc or tape was digitally recorded. In my opinion, it might be a good idea to add this note in either case, if it is known, as shown in the examples above.

It appears to be common practice to code 007/13 (Capture) as 'e' (analog) for all analog tapes unless they specifically say otherwise.

		If you are using a 538 System Details Note for the term "Compact disc", include this capture information with that note in the 538.

A 7.7B10	**VD**	Add a 500 Physical Description Note for the following physical details:
		• Sound characteristics
		`500 $aDolby stereo., mono. compatible.`
		• Color details
		`500 $aTechnicolor. {007/04/$d: c (color)}`
		`500 $aSepia print. {007/04/$d: z (other)}`

Hint		Remember to capitalize 'Hi-fi', 'Dolby', and other words that are trade names.

CDV		Combine information about sound with system requirement information in a 538 System Details Note or with language information in a 546 Language Note if either is present:
		`538 $aDVD; Dolby surround sound for English sound track.`
		`546 $aSoundtracks: English (stereo.) or French (mono.).`
		Combine any physical description information with system requirement information in a 538 System Details Note.
		If information about 'layers' appears on a DVD, give it as given, in 538.
		If aspect ratio information appears on a DVD, give it as given, in 538.
		If 'pan-and-scan' information appears on a DVD, give it as given, in 538.

A 12.7B12.2 *2002*	**SE**	Changes: change physical information provided in a 300$b to match later issues of a serial if new details are added to the serial. Do not change 300$b if physical information details are omitted or changed in later issues. If it seems important, then add a Physical Description Note about such changes (A 12.5C2). Use a general note if changes are frequent: `500 $aSome issues illustrated.`

A 7.7B10 **VD** Add a note about the system used for playing a videorecording:

```
538    $aVHS.
          {007/04/$e: b}
538    $aDVD.
          {007/04/$e: v}
```

CDV Add a 538 for additional physical information that might control the user's choice of playback equipment, including equipment needed for the computer portion of an enhanced or web-enabled DVD:

```
538    $aEnhanced DVD; for the 3 games a DVD-ROM drive
          with Windows 95 or higher is required. Will
          not work on a Mac or in a CD-ROM drive.
```

If the information that is provided is too confusing to interpret, take the description directly from the resource, and give it in quotations.

If you collect DVDs that originated outside of North America, note the regions from which those DVDs come. A globe with the number '1' tells us that the DVD can be played on DVD players designed for North America. Make a note of any other number found on a globe, indicating that the DVD will only play on a DVD player designed for the region so designated (Autocat experts suggest always adding region numbers, including for your own region):

```
538    $aDVD; region 4 encoding (Central and South
          America).
```

See "*Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9*" http://ublib.buffalo.edu/libraries/units/cts/olac/capc/dvd/dvdprimer2.html for many more examples.

Hint Look for symbols, such as:

This is a region symbol and needs a note, e.g., "DVD; produced for region 1."

This means the DVD is web-enabled (has links to the web built in) "DVD; web-enabled."

Add sound information here, unless it is better given in 546 with languages:

```
538    $aVHS; Hi-Fi.
538    $aDVD; digital surround.
```

Add 'layers' information if given on a DVD (as given):

```
538    $aDVD; Dual-layer format.
```

Add aspect ratio information if given on a DVD (as given):

```
538    $aDVD; Aspect ratio 1.85:1.
538    $aDVD; Single layer; aspect ratio 1.77:1;
          enhanced for 16 x 9 television.
```

Add 'pan-and-scan' information if given on a DVD (as given):

```
538    $aDVD; Original film in widescreen; reproduced
          using pan-and-scan technique.
```

This note is usually given as the first note for a video, as allowed by A1.7B.

540	*Terms governing use and reproduction note*
Rule	A 1.7B20
Source of information	(1.7A2) Any source
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -), but period after closing] or) and give all punctuation before $5
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes
Indicators	Blank—Undefined
Subfields	
$a	Terms governing use and reproduction (NR)
;$b	Jurisdiction (NR)
$c	Authorization (NR)
$d	Authorized users (NR)
$u	Uniform Resource Identifier (R)
$3	Materials specified (NR)
$5	Institution to which field applies (NR)
Related fields	506

Hint

A 540 Terms Governing Use and Reproduction Note contains terms that dictate the use and reproduction of a resource; for example, restrictions on the use of the resource after access has been provided (e.g., imposed by the library), or special permissions for the use of the resource.

If restrictions are imposed on all copies of the resource, use 506 instead of 540.

A 1.7B20		Note restrictions on the use of the resource: `540 $aRestricted to scholarly use.$5DLC`
A 2.7B20	**BK**	Add a note on restrictions as per 1.7B20.
A 9.7B20	**ER**	Add a note on restrictions as per 1.7B20.
A 6.7B20	**SR**	Add a note on restrictions as per 1.7B20.
A 7.7B20	**VD**	Add a note on restrictions as per 1.7B20: `540 $aPublic performance rights purchased.$5FMlbTMQ`
A 12.7B21 *2002*	**SE**	Add a note on restrictions as per 1.7B20: `540 $aRestricted to association members.$5FMlbTMQ`

540$a	*Terms governing use and reproduction*
Rule	A 1.7B20
Source of information	No prescribed source
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint

540$a contains the text of a legal or official statement about restrictions or permission for the use or reproduction of a resource:

```
540    $aRestricted: Copying allowed only for non-
         profit organizations.
```

Hints

Use the following wording for a note about closed captioning [There is no MARC21 language code for closed captioning]:

```
546    $aClosed-captioned.
655  0 $aVideo recordings for the hearing impaired.
```

Look for the following symbols for closed captioning:

OLAC

OLAC newsletter, Volume 17, Number 1, March 1997 suggests that we also give a language note for 'audio description' [There is no MARC21 language code for audio description]:

```
546    $aDescribed for the visually impaired.
655  0 $aVideo recordings for people with visual
         disabilities.
```

Hints

Look for the following symbol for audio description data:

CDV

Videos on DVDs often have soundtracks and/or subtitles (captions) in multiple languages, and/or include closed captioning. If a DVD provides a chart of languages, sound, and subtitle information, then be careful how you read it. The top row is a header listing possible languages—look for sound and subtitle information under each language to see whether that language is to be heard or read on the video:

```
546    $aSound tracks for the feature film in English,
         French, or Spanish, with optional subtitles
         in each language.
         {008 Lang: eng}
         {041 1  $aeng$afre$aspa$beng$bfre$bspa$heng}
546    $aClosed-captioned and described for the
         visually impaired (feature film only); sound
         tracks in English (5.1 surround) or French
         (Dolby surround); optional subtitles in
         French or Spanish.
         {008 Lang: eng}
         {041 1  $aeng$afre$bspa$bfre$heng}
```

See "*Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9*" http://ublib.buffalo.edu/libraries/units/cts/olac/capc/dvd/dvdprimer2.html for many more examples.

A 12.7B2 **SE**

Add a note for the language(s) of the spoken or written contents of a serial or the fact that the work is a translation or adaptation, unless this information is obvious from the rest of the description:

```
546   $aText in Chinese with English translation on
         facing page.
         {008 Lang: chi}
         {041 1  $achi$aeng$hchi}
```

C 13.6

Give this note when:

- "The language or languages of the item are not apparent from the title data
- the title appears in more than one language but the text is only in one language

- one or more languages cannot be transliterated or otherwise represented in the record because the language expertise is not available
- summaries and/or titles of contents are given in languages different from that of the text."

Give the predominant language first, or if none are predominant, give the languages in alphabetical order.

546$a	*Language note*
Rule	A 1.7B2
Source of information	No prescribed source
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint

546$a contains a note about the language(s) of the described resource if it is not already obvious from the rest of the record:

```
546   $aIn English with Spanish subtitles.
```

546;$b	*Information code or alphabet*
Rule	None
Source of information	No prescribed source
Preceding punctuation	Semicolon (;$b)
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

Hint

546$b contains the name of the alphabet, script, or information code that is used to record the language, including specialized codes, scripts or typefaces (e.g., ASCII, Braille, ciphers, Cyrillic, EBCDIC, Greek script, hieroglyphics, musical notation systems, pictograms, roman numerals, etc.):

```
546   $aIn English and Serbian$b(Cyrillic).
```

L 1.7B2

LC will give both the language and the script of the language when: the language involved uses more than one script, e.g., Serbian (Cyrillic) or Serbian (roman); or the script is not the one primarily used for the language:

```
546   $aNepali and English$b(Nepali in roman).
```

546$3	*Materials specified*
Rule	None
Source of information	No prescribed source
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No

Hint

546$3 indicates the particular part of a multipart item to which the note applies, e.g., a videocassette, when it is 'accompanying material' or is a part of a kit:

```
546    $3Videocassette$aIn English and French.
```

3.6

6XX	*Subject headings*
Rule	None
Sources of information	N/A
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -) or closing parenthesis ')'; if the final subfield is 2, 3, or 4, then the mark of punctuation or parenthesis precedes it.
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	Yes
Indicator 1	See individual 6XX fields
Indicator 2	Thesaurus—Source of subject heading
0	Library of Congress Subject Headings—LCSH
1	LC subject headings for children's literature—AC
2	Medical Subject Headings—MeSH
3	National Agricultural Library subject authority file—NAL
4	Source not specified (including local headings)
5	Canadian Subject Headings (in English)
6	Répertoire de vedettes-matière (Canadian S.H.—in French)
7	Source specified in subfield $2
Subfields	
Name/Topic Subfields	(see individual 6XX fields, except e4 below)
Title Subfields	(see individual 6XX fields)
Subject subdivision subfields	
$v	Form subdivision (R)
$x	General subdivision (R)
$y	Chronological subdivision (R)
$z	Geographical subdivision (R)
Control subfields	
$2	Source of heading or term (NR)
$3	Materials specified (NR)

Hint

6XX fields contain subject headings, with or without additional Subject subdivision subfields to narrow the scope of the headings.

All headings that are given in 6XX headings fields are 'established' and under authority control. This means that they must be verified against a thesaurus or an authority file (such as the Library of Congress Authority file or a local authority file) to ensure that the headings are given in a consistent format.

The meaning of the first indicator varies in each 6XX field. See the appropriate 6XX field for further details.

The second indicator has the same meaning in all 6XX fields—the source of the subject heading, i.e., where does the subject heading come from (and which authority file should be used to verify the heading).

Every library must decide for itself which source of subject headings it will use in its library automation system, i.e., which subject headings will be indexed and will therefore be searchable in the library catalog.

Be aware that if you index more than one type of subject heading in your

system, and you provide cross references for those headings, you will inevitably introduce conflicting cross references into your OPAC. For example, if you index both LCSH headings and AC headings together in one index, you will find that some AC headings conflict with LCSH. In the well-known case of 'Pigs' vs. 'Swine', AC uses Pigs with a cross reference from Swine, whereas LC uses Swine with a cross reference from Pigs. If you wish to index both types of headings, then you should ideally make them available in separate indexes to prevent conflicting cross references. The same sort of problem occurs if you index LCSH and Canadian headings together, or LCSH and MeSH headings together, etc.

LCSH (6XX I2 = 0)—The Library of Congress Subject Headings are the most commonly used subject headings in most libraries. Even libraries that used to use Sears headings or Hennepin headings are switching to LCSH for a number of reasons, including:

- authority control is more readily available for LCSH, making it easier to be consistent in the use of headings, and providing useful cross references for patrons
- virtual union catalogs function more efficiently when the same subject headings are used in all records in the linked databases
- most copy cataloging records will contain LCSH headings, so using those headings saves the time it would otherwise take to assign other types of headings.

Children's headings (6XX I2 = 1)—LC subject headings for children's literature (aka AC—Annotated Card Program headings) are popular in school libraries and children's departments of public libraries. There are problems with using these headings, however:

- it requires another step to get AC authority records
- AC headings are not available in all records for children's material, so if these headings are used by a library, and they are missing from copied records, they must be added
- LC headings are not available in all records for children's material, so if these headings are also used by a library, they, too, must be added if they are missing from copied records

MeSH (I2 = 2)—Medical Subject Headings are used by hospital libraries and any library with an extensive medical collection. Issues involved in using MeSH headings are:

- it requires another step to get MeSH authority records
- MeSH headings are not available in all records for medical material, so if these headings are used by a library, and they are missing from copied records, they must be added
- LC headings are not available in all records for medical material, so if these headings are also used by a library, they, too, must be added if they are missing from copied records

Similar issues arise regarding the use of NAL subject headings (I2 = 3)—from the National Agricultural Library subject authority file—and Canadian subject headings in English (I2 = 5) and French (I2 = 6).

If more detailed or more appropriate subject access is needed than LCSH can supply, then subject headings can also come from other controlled vocabularies (thesauri).

If a subject heading is from a source other than one listed under the values given for the 6XX second indicator, then the code for that source is given in subfield $2 of the field. Codes for subfield $2 are taken from: *"MARC Code Lists for Relators, Sources, Description Conventions"*. A few examples follow:

- Aquatic sciences and fisheries thesaurus (code $2 'asft')
- International energy: subject thesaurus (code $2 'est')
- Guidelines on subject access to individual works of fiction, drama, etc. (code $2 'gsafd')

Locally assigned subject headings (6XX I2 = 4) should be used with caution. If an LCSH is available for a subject, but you would like to offer an alternate term for that subject, you should use the LCSH and add the alternate term as a cross reference in the LC authority record pointing to the LCSH term. However, if there is no acceptable LCSH term, e.g., for a local topic, you may provide a local subject heading as long as you clearly indicate that the subject heading is local (I2 = 4). .

Some libraries use 690 for Local Topical Subject Headings and 691 for Local Geographic Subject Headings. The difference between these local headings and 6XX local headings with I2 = 4 is that if you are cataloging on the OCLC system, 6XX local headings with I2 = 4 remain in the master record that you make, whereas 69X do not. Therefore 69X headings are not shared with other libraries, but 6XX with I2 = 4 might be.

You must find out which source of subject headings are indexed in your particular library automation system. When you are copying a record, it is not enough to see that a 6XX field is present, you must be sure that the second indicator of at least one of those 6XX is for a source indexed in your system. If none of the 6XXs contain an indicator value indexed in your system, then you must add an appropriate 6XX with an indicator value that is indexed in your system, or the record will not have any subject headings as far as your system is concerned.

Explanations for the Subject subdivision subfields ($v, $x, $y, $z) and Control subfields ($2 and $3) that are common to all 6XX fields follow, as do details on 650, 651 and 655. However, details about names or titles as subject headings are given under 1XX, along with instructions on coding names or titles, whether they are main entries, added entries, subject headings, or series added entries. This is because the name and/or title portions of all of these fields will be given in an established form and coded in exactly the same way wherever they are found.

For details about establishing and coding a personal name to be used in a 600, see under 100 (Personal name main entry), beginning on p. 3.1-21.

For details about establishing and coding a corporate name to be used in a

610, see under 110 (Corporate name main entry), beginning on p. 3.1-30.

For details about establishing and coding a conference name to be used in a 611, see under 111 (Conference name main entry), beginning on p. 3.1-42.

For details about establishing and coding a uniform title to be used in a 630, see under 130 (Uniform title main entry), beginning on p. 3.1-46.

For details about establishing and coding the title portion of a name/title heading, also see under 130 (Uniform title main entry), beginning on p. 3.1-46. For details about name/title headings, see under 7XX on p. 3.7-2.

For details about coding a topical subject heading (650), see below under 650, beginning on p. 6.1-15.

For details about establishing a place name to be used in a 651, see under 110 (Meeting name entry), beginning on p. 3.1-31, but for details about coding such a heading, see below under 651, beginning on p. 6.1-16.

For details about coding a Genre/Form index term (655), see below under 655, beginning on p. 6.1-18.

Hint

The general rules for assigning subject headings are not covered in this book. However, note that if you are creating a subject heading for a person, corporate body, conference, uniform title, or place, as long as you format that heading according to AACR and follow the appropriate LCSH pattern headings for assigning subdivisions, you have made an LCSH subject heading (I2 = 0).

Hint **SR**

Subject analysis for music sound recordings consists of two ideas:

1. Form of composition (e.g., Symphonies, sonatas, concertos, etc.)
2. Medium of performance (e.g., instruments or voices)

You may also use topical headings, such as 'Sea songs', 'Christmas music', etc.

The topical headings: 'Jazz', 'Popular music', and 'Rock music' can be subdivided chronologically to cover the date of performance (found in the 518), e.g.,

```
518    $aRecorded in Oct. 1964.
650  0 $aJazz$y1961-1970.
```

The headings 'Popular music', 'Jazz', and 'Rock music' should not be subdivided geographically, unless the country of origin is emphasized.

6XX $v	***Form subdivision***
Rule	None
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

6XX$v contains a term that describes the kind of material or genre that the resource is, e.g., "$aHorses$vPeriodicals" means the resource is a periodical about horses:

```
650  0 $aScuba diving$vPeriodicals.
651  0 $aSalem (Mass.)$vFiction.
655  7 $aFairy tales$vMaps.$2gsafd
```

Older records used subfield $x for this purpose. Technically, every subfield $x that contains a subdivision that represents the form of the item should be changed to subfield $v.

6XX $x	***General subdivision***
Rule	None
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

6XX$x contains a general topical subdivision that narrows the scope of the subject heading in subfield $a; subfield $x further explains what the resource is about:

```
650  0 $aAnimals$xFood habits.
651  0 $aTexas$xGovernors$xStaff.
655  7 $aDictionaries$xFrench.$2rbgenr
```

Older records also used subfield $x for form subdivisions. Technically, every subfield $x that contains a subdivision that represents the form of the item should be changed to subfield $v.

6XX $y	***Chronological subdivision***
Rule	None
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

6XX$y contains a chronological subdivision that represents a period of time and is intended to narrow the scope of the subject heading in subfield $a:

```
650  0 $aReligious thought$yModern period, 1500-
651  0 $aUruguay$xHistory$yGreat War, 1843-1852.
655  7 $aCompetition drawings$y1984.$2gmgpc
```

6XX $z	***Geographical subdivision***
Rule	None
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

6XX$z contains a geographic subdivision that represents a place and is intended to narrow the scope of the subject heading in subfield $a:

```
650  0 $aTobacco$xToxicology$zGreat Britain.
```

```
651   0 $aInterstate 70$zColorado$zVail Pass.
655   7 $aHymnals$zMassachusetts$y18th century.$2rbgner
```

6XX ,$e	*Relator term (relationship between a subject and the work)*
Rule	none
Preceding punctuation	Comma (,$e)
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

Hint

X00$e contains a designation of function that describes the relationship of the subject to the material being described (e.g., depicted):

```
$aDoomesday book,$edepicted.
```

6XX $4	*Relator code (relationship between a subject and the work)*
Rule	none
Preceding punctuation	The end of field punctuation
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

Hint

X00$4 contains a three-character code that indicates the relationship of the subject to the material being described (e.g., depicted). See *"MARC Code Lists for Relators, Sources, Descriptive Conventions"*:

```
$aDoomesday book.$edpc.
```

Be sure that your system displays the spelled out terms rather than the codes.

6XX $2	*Source of heading or term*
Rule	None
Preceding punctuation	The end of field punctuation for the field
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

6XX$2 contains a code that represents the thesaurus from which the subject heading in subfield $a was taken. These codes come from: *MARC Code Lists for Relators, Sources, Description Conventions*:

```
650   7 $aCake decorating.$2sears
```

6XX $3	*Materials specified*
Rule	None
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No

Hint

6XX$3 indicates the particular part of a multipart item to which the subject heading applies, e.g., a videocassette when it is accompanying material or is a part of a kit:

```
650   0 $3Videocassette$aHistory, Modern$y1945-
```

630	*Uniform title subject heading*
Rule	None
Sources of information	Not applicable
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -) or closing parenthesis ')'; if the final subfield is 2, 3, or 4, then the mark of punctuation or parenthesis precedes it.
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	Yes
Indicator 1	Nonfiling characters (0-9)—but omit initial articles from ALL uniform titles (unless a title is to be indexed under an article)
Indicator 2	Thesaurus—Source of subject heading
0	Library of Congress Subject Headings—LCSH
1	LC subject headings for children's literature—AC
2	Medical Subject Headings—MeSH
3	National Agricultural Library subject authority file—NAL
4	Source not specified (including local headings)
5	Canadian Subject Headings (English)
6	Répertoire de vedettes-matière (Canadian Subj. Headings—French)
7	Source specified in subfield $2
Subfields	
Title subfields	(see 130 for full descriptions)
$a	Uniform title (NR)
.$n	Number of part/section of a work (R)
,$n	Opus, serial or thematic index no., or a date used as a no. (R)
.$p	Name of part/section of a work (R)
,$p	Name of part/section of a work preceded by $n (R)
.$l	Language of a work (NR)
.$f	Date of a work (NR)
.$k	Form subheading in title (R)
.$s	Version or edition of a work (NR)
$d( )	Date of treaty signing (R)
,$m	Medium of performance for music (R)
;$o	Arranged statement for music—contains the abbreviation 'arr.' (NR)
,$r	Key for music (NR)
,$e	Relator term (R)
$4	Relator code (R)
Subject subdivision subfields	(see 6XX above for full descriptions)
$v	Form subdivision (R)
$x	General subdivision (R)
$y	Chronological subdivision (R)
$z	Geographical subdivision (R)
Control subfields	(see 6XX above for full descriptions)
$2	Source of heading or term (NR)
$3	Materials specified (NR)

Hint

A 630 contains a uniform title as a subject heading, used when a work is about the work given in the field:

```
630 00 $aBible$xProphecies.
```

The first indicator for the 630 field is a filing indicator. An explanation of this is given under tag 245 beginning on p. 3.2-6. However we are currently to omit initial articles from all uniform titles, so I1 in 630 should always be '0'.

The second indicator for the 630 field specifies the source of the subject

heading in the field. A more detailed explanation is given under 6XX beginning on p. 3.6-1.

Rules and coding instructions for the Title subfields of a 630 are given under 130 beginning on p. 3.1-51, except for $e and $4 which are explained under 6XX on p. 3.6-6.

Coding instructions for the Subject subdivision subfields ($v, $x, $y, $z) and Control subfields ($2, $3) of a 630 are given under 6XX beginning on p. 3.6-5.

Remember that all headings must be verified against an authority file (such as the Library of Congress Authority file or a local authority file) to ensure that they are given in a consistent format.

650	*Topical subject heading*
Rule	None
Sources of information	N/A
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -) or closing parenthesis ')'; if the final subfield is 2, 3, or 4, then the mark of punctuation or parenthesis precedes it.
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Indicator 1	Level of subject term
#	No information provided
0	No level specified (technical reports only)
1	Primary term (technical reports only)
2	Secondary term (technical reports only)
Indicator 2	Thesaurus—Source of subject heading
0	Library of Congress Subject Headings—LCSH
1	LC subject headings for children's literature—AC
2	Medical Subject Headings—MeSH
3	National Agricultural Library subject authority file—NAL
4	Source not specified (including local headings)
5	Canadian Subject Headings (English)
6	Répertoire de vedettes-matière (Canadian Subj. Headings—French)
7	Source specified in subfield $2
Subfields	
$a	Topical term (NR)
,$e	Relator term (R)
$4	Relator code (R)
Subject subdivision subfields	(see 6XX above for full descriptions)
$v	Form subdivision (R)
$x	General subdivision (R)
$y	Chronological subdivision (R)
$z	Geographical subdivision (R)
Control subfields	(see 6XX above for full descriptions)
$2	Source of heading or term (NR)
$3	Materials specified (NR)

Hint

A 650 contains a topical subject heading (what a resource is about) and any parenthetical qualifying information for that heading:

```
650  0 $aGroundhog day.
650  0 $aCookery (Chicken)
```

The second indicator for the 650 field specifies the source of the subject heading in the field. A more detailed explanation is given under 6XX beginning on p. 3.6-1.

Coding instructions for the Subject subdivision subfields ($v, $x, $y, $z) and Control subfields ($2, $3) of a 650 are given under 6XX beginning on p. 3.6-5.

Remember that all headings must be verified against an authority file (such as the Library of Congress Authority file or a local authority file) to ensure that they are given in a consistent format.

651	*Geographic subject heading*
Rule	None
Sources of information	N/A
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -) or closing parenthesis ')'; if the final subfield is 2, 3, or 4, then the mark of punctuation or parenthesis precedes it.
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	Yes
Indicator 1	Blank—Undefined
Indicator 2	Thesaurus—Source of subject heading
0	Library of Congress Subject Headings—LCSH
1	LC subject headings for children's literature—AC
2	Medical Subject Headings—MeSH
3	National Agricultural Library subject authority file—NAL
4	Source not specified (including local headings)
5	Canadian Subject Headings (English)
6	Répertoire de vedettes-matière (Canadian Subj. Headings—French)
7	Source specified in subfield $2
Subfields	
$a	Geographic name (NR)
,$e	Relator term (R)
$4	Relator code (R)
Subject subdivision subfields	(see 6XX above for full descriptions)
$v	Form subdivision (R)
$x	General subdivision (R)
$y	Chronological subdivision (R)
$z	Geographical subdivision (R)
Control subfields	(see 6XX above for full descriptions)
$2	Source of heading or term (NR)
$3	Materials specified (NR)

Hint

A 651 contains a geographic name used as a subject heading, e.g., a political jurisdiction, a geographic region, a natural feature, etc.:

```
651  0 $aAntarctic Regions.
651  0 $aSicily (Italy)$xHistory$y1815-1870.
651  0 $aChicago (Ill.)$vStatistics.
651  0 $aIllinois$vCensus, 1970.
```

76X-78X$i	*Display text*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	No

Hint

76X-78X $i contains a label that you would prefer to be displayed instead of the one produced by the display constant for the field:

```
$iCD-ROM of:$tEncyclopedia of associations$x0071-
  0202$w(DLC)   76046129 $w(OCoLC)1223579
```

76X-78X$a	*Main entry heading*
Rule	12.7B8
Source of information	(1.7A2) Any source
Preceding punctuation	None, if not preceded by $i Colon, if preceded by $i (:$a)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

76X-78X $a contains the main entry heading (1XX) from the related record. Include the separating punctuation, but not the subfield codes, from the related 1XX:

```
$aSpecial Libraries Association. New York
  Chapter.$tSpecial libraries of Greater New York
```

76X-78X$t	*Title*
Rule	None
Source of information	Not applicable
Preceding punctuation	None, if not preceded by any subfield Period, if preceded by $a (.$t) Colon, if preceded by $i (:$t)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

76X-78X $t contains the title from the 245 (an$p) or the 130 of the related record. Omit initial articles. Include separating punctuation but not the subfield codes from the related 245 or 130:

```
$tArmy, Navy, Air Force journal
```

76X-78X$x	***ISSN***
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint

76X-78X $x contains the ISSN from the 022 of the related serial record:

```
$tUniversity of Western Australia law
  review$x0042-0328$w(OCoLC)1587621
```

76X-78X$w	*Record control number*
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint

76X-78X $w contains the control number from the 001 of the related record, preceded, in parentheses, by the MARC code that identifies the source of the control number—use '(DLC)' for an LCCN; use '(OCoLC)' for an OCLC control number:

```
$tJournal of neurosurgery$w(DLC)med47001541
```

Give the name of a succeeding resource (780 I2 = 0):

```
785 00 $tTEIC quarterly seismological bulletin$x0741-
          1898$w(OCoLC)8978559
```

Displays as a note as:

Continued by: TEIC quarterly seismological bulletin

Optionally, add the date of the change.

L 12.7B8a — LC will not apply the option to add the date of the change.

A 12.7B8b **Merger**

In the record for a resource that is the result of the merging of other resources, give the names of the resources that were merged (780 I2 = 4):

```
245 00 $aAnnales geophysicae
580    $aFormed by the union of: Annales de
          géophysique and Annali de geofisica.
780 14 $tAnnales de géophysique
780 14 $tAnnali de geofisica
```

Displays as a note as:

Formed by the union of: Annales de géophysique and Annali de geofisica.

In the record for a resource that has been merged with another resource, give the name of the resource with which it has merged, and the name of the new resource (785 I2 = 7):

```
245 00 $aAnnales de géophysique
580    $aMerged with: Annali di geofisica to form
          Annales geophysicae.
785 17 $tAnnali di geofisica
785 17 $tAnnales geophysicae
```

Displays as a note as:

Merged with: Annali di geofisica to form Annales geophysicae.

[Since more than one title is involved, use separate 780 or 785 fields for each title and give details in a 580 Linking Entry Complexity Note.]

A 12.7B8c **Split**

If a resource is split into two or more parts, give the names of all resulting resources in the record for the resource that has split. In this example, the original resource is no longer being issued (785 I2 = 6):

```
580    $aSplit into: Hospital practice (Hospital ed.)
          and Hospital practice (Office ed.)
785 16 $tHospital practice (Hospital ed.)$w(DLC)sn
          84001694
785 16 $tHospital practice (Office
          ed.)$w(OCoLC)10716242
```

Displays as a note as:

Split into: Hospital practice (Hospital ed.) and Hospital practice (Office ed.)

[If more than one title is involved, use separate 785 fields for each title and create your own 580 Linking Entry Complexity Note.]

In this example, the original resource continues to be issued (785 I2 =1):

```
785 01 $aAmerican Nurses' Association.$tProceedings of
          the convention of the American Nurses'
          Association
```

Displays as a note as:

Continued in part by: American Nurses' Association. Proceedings of the convention of the American Nurses' Association

In the record for the result of a split, give the name of the original resource. In this example, the original resource is no longer being issued (780 I2 = 1):

```
780 01 $tAnnales scientifiques de l'Université de
          BesanÇon$w(OCoLC)6179013
```

Displays as a note as:

Continues in part: Annales scientifiques de l'Université de Besançon

Optionally, in the record for the result of a split, give the name(s) of the other resources resulting from the split.

L 12.7B8c — LC will not apply the option to give the names of all of the other serials resulting from a split.

In this example, the original resource continues to be issued (780 I2 = 7):

```
780 07 $aBritish Columbia. Ministry of Provincial
          Secretary and Government Services.$tAnnual
          report$x0226-0883$w(OCoLC)6270433$w(DLC)
          80649039
```

Displays as a note as:

Separated from: British Columbia. Ministry of Provincial Secretary and Government Services. Annual report

---

A 12.7B8d — In the record for the result of an absorption, give the name of the resource that was absorbed (780 I2 = 5):

```
780 05 $aAmerican Society of International
          Law.$tProceedings$g1971
```

Displays as a note as:

Absorbed: American Society of International Law. Proceedings 1971

In the record for a resource that was absorbed, give the name of the absorbing resource (785 I2 = 5):

```
785 05 $tSheet metal worker$x0096-9249$w2054610
```

Displays as a note as:

Absorbed in part by: Sheet metal worker.

Optionally, give the date of absorption.

L 12.7B8d — LC will apply the option to give the date of absorption whenever the information is readily available.

Field	Criteria
500 Edition note	Not OK: if there is a difference in an edition note, e.g., condensed, updated, corrected, or if such a note is needed and not present, or present and not applicable.
250 $b Edition responsibility *(t.p., etc.)*	Not OK: if there is a difference in responsibility for an edition, or if responsibility for the edition that is given in the record cannot be found on the resource. OK: if edition responsibility that is given on the resource is not mentioned in the record if it is possible that the other cataloger might have missed it.
260 $b Publisher *(t.p., etc.)*	Not OK: if there is a true difference in publisher, including a change of name. OK: if there are multiple publishers on the resource and one matches in the record, or if the same publishers' name is given in either place in a different form.
260 $a Place *(t.p., etc.)*	Not OK: if there is a difference in country of publication. OK: if place is in the same country, or there are multiple places on the resource and one matches in the record.
260 $c Date *(t.p., etc.)*	Not OK: if there is a difference in publication date or if there is a different copyright date when it is used as a publication date, or if there is a different printing date and a difference in content. OK: if the difference is due to cataloging interpretation.
300 $a Extent *(whole)*	Not OK: if there is a difference in SMD (e.g., 1 vol. vs. multiple vol., or 1 sheet vs. 2; etc.), or large print or tactile vs. regular print, or a significant difference in paging. OK if the difference is due to cataloging interpretation or errors (e.g., missing preliminary paging).
300 $b Illustrations *(whole)*	Not OK: if there is a true difference in illustrations vs. no illustrations. OK if the difference is due to cataloging interpretation (e.g., considering minor illustrations to be 'ill.')
300 $c Size *(whole)*	Not OK: if there is a difference of more than 2 cm. other than local binding (other elements will usually also be different).
300 $e Accompanying material *(whole)*	Not OK: if there is accompanying material in the record and none or different accompanying material with the resource or vv. (also check for a note) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
500 Accompanying material note	Not OK: if there is a note about accompanying material in the record and none or different accompanying material with the resource or vv. (also check 300$e) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
4XX Series *(whole)*	Not OK: if there is a difference in series statement or series number; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing) OK if parallel title, other title info, statement of responsibility, or ISSN are given on the resource and are not in the record, if the other cataloger might have missed them.
546/500 Language note	Not OK: if there is a difference in the language of the resource and the language given in a note in the record.
500 Physical desc. note	Not OK: if there is a difference in a physical description note that affects use or if such a note is needed and not present, or present and not applicable, e.g., cloth vs. plastic pages.
505 Contents note	Not OK: if there is an actual difference in the contents of a resource.
533 Reproduction note	Not OK: if there is a difference in a reproduction note, or if such a note is needed and not present, or present and not applicable.
008/23 Form	Watch out for 008 Form of resource codes: 'a', 'b', 'c' (Microform), 'd' (Large print), 'r' (Photocopy), 's' (Electronic); look for confirming indications.
010 LCCN	OK: if there is a difference in LCCN, or if one is present on the resource and absent from the record, or one is absent from the resource and present in the record.
020 ISBN	OK: if there is a difference in ISBN, or if one is present on the resource and absent from the record, or one is absent from the resource and present in the record.

EDITING/CLONING/CREATING RECORDS CHEATSHEET

EXPLANATION OF TABLE HEADINGS:

Field	The tag number of each field, and its name (often abbrev. considerably); also the names of subfields, if applicable
R	Whether or not the field/subfield is repeatable; N = not repeatable (you may have only one of these fields in a record or subfields in a field); R = repeatable (you may have more than one of these fields in a record or subfields in a field)
I1 I2	Indicator one and indicator two, when applicable (• = blank; _ = enter a value); explanations for some indicators are given in the Hints column
SubF	Subfield codes and their preceding punctuation, if any; explanations for some subfields are given in the Hints column
Src	The prescribed source of information for data, as per AACR
EOF	The appropriate end of field punctuation for the field. MARC21 Introduction says: "In the discussion of punctuation practices, a mark of punctuation is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-). The MARC21 print manual lists ending punctuation under 'input conventions' at the end of each MARC field.
Hints	The author's suggestions
Page no.	The page number in this book where you can find further information about the field
A: AACR	The associated AACR (Anglo American Cataloguing Rules) rule, if appropriate
{Related}	Related MARC elements; i.e., when entering information in a field / indicator / subfield, think about entering corresponding information in the related field, etc.

EXPLANATION OF TERMS:

EDIT: Special hints for when you are editing a record you have copied
ORIG: Special hints for when you are creating an original record from scratch
DE: Special hints for when you are copying a record that does not quite match, and changing it so that it is a new record that completely matches, i.e., a 'different edition', aka 'cloning'
M21: Cataloging software based on MARC21, not OCLC
OCLC: Specific differences in the OCLC cataloging requirements
#: Means a blank space

Note: Only the most commonly used fields, subfields, and indicator values for this particular type of material are given in this cheatsheet;. See the Tags chapter or an official MARC manual for descriptions of other available fields, subfields, and indicator values. If necessary, you may add fields commonly associated with other types of materials to records for this type of material. This is a highly compressed cheatsheet, so also see the Tags chapter for detailed instructions to explain some of the more cryptic messages that you might find here.

Remember that if you are upgrading punctuation to ISBD, then you must upgrade the entire record to AACR, and change Leader/18 Desc to 'a'.

When you are making a different edition record, remember to check each field very carefully and delete/change anything that does not apply to the new resource that you have. You may be saving some typing by 'cloning' a near-matching record, but you are making a NEW record and must base the description for your new record on the issue that you have in-hand. If the record that you are cloning contains MARC elements that you do not understand, either look them up to be sure that they still apply to your new record, or delete them. Remember this for cloned records: *if in doubt, take it out!*

A new record must be assigned a new control number, but assigning a new control number does not necessary mean that you are making a new record—some systems assign new control numbers to all records added to the database.

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
000 Leader	N		**Src:** n/a **EOF:** none Coded information about the record; 06/Type code must match 300$a **EDIT:** change 05/Rec stat to "**c**"; upgrade 17/ELvl to "#" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **CIP:** change 05/Rec stat to "**p**"; upgrade 17/ELvl from "8" to "#" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **ORIG/DE:** make 05/Rec stat "**n**"; 06/Type "**a**"; 07/BLvl "**m**"; 17/ELvl "#" (LC-Full) "**I**" (OCLC-Full); 18/Desc "**a**" (AACR)	p. 3.0-1
001 Control No.	N		**Src:** n/a **EOF:** none Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm") or your system's unique record no. **EDIT—M21:** do not change LCCN or OCLC 001; change others to your own system number and prefix; **OCLC:** ignore **ORIG/DE—M21:** enter <u>your</u> unique system number & prefix; **OCLC:** supplies unique OCLC number (& prefix) upon export	p. 3.0-6 {003}
003 Control No. Identifier	N		**Src:** n/a **EOF:** none Identifies whose number is in 001; if 001 is LC's or OCLC's or yours, 003 must be LC's (DLC) or OCLC's (OCoLC) or your code to correspond **EDIT—M21:** if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; **OCLC:** ignore, "OCoLC" inserted upon export **ORIG/DE—M21:** enter <u>your</u> MARC21 code to correspond to the new 001; **OCLC:** ignore, "OCoLC" inserted upon export	p. 3.0-9 {001}
010 LCCN	N	• •	**Src:** any **EOF:** none Supposed to identify one specific LC record, so the same number should not be valid ($a) in different records	p. 3.0-71 A: 2.7B19
Valid LCCN	N	$a	For LCCN on resources that exactly match records in the LC database	
Invalid LCCN	R	$z	For LCCN on resources that do not exactly match records in the LC database **EDIT/DE/ORIG**: add if on resource; use $z if the LCCN on a resource brings up an LC record that does not exactly match the resource; ignore suffixes **M21:** normalize LCCN, see 010 for details: pre-2001 (3,2,6): `$a 99123456` 2001 on (2,4,6): `$a 2001123456` **OCLC:** do not normalize, OCLC does it for you **EDIT**: do <u>not</u> delete 010 if the LCCN is not on a resource **DE:** <u>delete</u> 010 if the LCCN is not on a resource; if an LCCN on a resource is already in the record used for cloning, check LC re using 010$z for LCCN	
020 ISBN	R	• •	**Src:** any **EOF:** none Should identify an individual publication of a work, so the same number cannot be valid ($a) in different records	p. 3.0-77 A: 2.8
Valid ISBN	N	$a	For ISBN that are unique (can be found in $a in only one record)	
Invalid ISBN	R	$z	For ISBN that are not unique (can be found in $a in more than one record), or that have a check digit that does not compute **EDIT/DE/ORIG**: <u>add</u> if on resource; normalize (no hyphens, no spaces); use $z if the same ISBN is in $a in multiple records; ok to have two valid ISBN ($a) in one record, but it is <u>not</u> ok to have one ISBN valid in two records **EDIT**: do <u>not</u> delete 020 if the ISBN is not on a resource **DE:** <u>delete</u> 020 if the ISBN is not on a resource; if it is, change it to $z	
024 Other standard identifier	R	_ _	**Src:** any **EOF:** none I1=1 (UPC—10-12 digits below a publisher's barcode) I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN) I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)	p. 3.0-86 A: 2.7B19
Valid no.	N	$a	Enter all digits below the barcode; normalize (no hyphens, no spaces)	
Added no.	N	$d	Sometimes contains price, etc., but seldom added	
Invalid no.	R	$z	Used for cancelled codes **EDIT/DE/ORIG**: <u>add</u> if on resource **DE:** delete 024 if the UPC/EAN is not on your resource	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
035 Old Ctrl No. Number	R N	• • $a	**Src:** n/a **EOF:** none Contains the previous 001 for a copied record (MARC21 code) + number, e.g., `035$a(OCoLC)12345678` **EDIT:** keep 035, esp. OCLC numbers—beginning with "(OCoLC)" or "ocm" **DE:** delete 035 since it applies to the other record	p. 3.0-91 {001}
040 Cat'g source Cat'g agency Input agncy Modif agncy	N N N R	• • $a $c $d	**Src:** n/a **EOF:** none MARC21 Organization codes or names of agencies (DLC = LC) Agency that did the cataloging Agency that input the record into MARC (usually the same as $a) Agency that has changed a record **EDIT—M21:** add your code in $d; **OCLC:** enters your OCLC code **DE—M21:** change codes in ac to yours; **OCLC:** enters your OCLC code **ORIG—M21:** enter your code in ac; **OCLC:** enters your OCLC code	p. 3.0-94 {008Srce} {000RecSt}
049/852/etc. Holdings	R	• •	**Src:** n/a **EOF:** none Enter holdings information in whatever field your local system requires	p. 3.0-103
050 / 082 Classification number	R	_ _	**Src:** n/a **EOF:** none Contains an LC (050) or DDC (082) classification number **EDIT:** retain all class numbers, even if you do not use any of the schemes **DE:** retain all class numbers, even if you do not use any of the schemes; change I2 to 4 (not assigned by LC); adjust date in 050 $b; delete if unsure **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-104
090 / 092 Local class. number	R	• •	**Src:** n/a **EOF:** none Add a local call number in an appropriate field **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-106
245 Title area Title proper Numb. part Name part GMD Parallel title Other title Next title Statement of resp.	N N R R N N N N N	_ _ $a .$n *$p $h[ ] =$b :$b ;$b /$c	**Src:** title page or title page substitute **EOF:** period, even if other punc is present, unless last word has its own period I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0 I2=0-9 (non-filing characters to skip, e.g., for initial articles) The title from the title page or substitute A numbered part when multiple works have the same common title A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n What the material IS; for print mat.: [text (large print)] or [microform] The same title in another language, from the title page Usually a subtitle (clarifies/narrows a title), from the title page Subsequent title(s) by the same author, from the title page A statement from the title page saying who is responsible for the intellectual /artistic content of the work; for books, e.g.: writers, artists, editors, revisers, translators, illustrators, adapters, etc.; separate statements for different functions with space-semicolon-space **EDIT/DE/ORIG**: check inds; field contents must match resource exactly	p. 3.2-5 A: 2.1 {500 Srce} {246} {246} {008Form} {246} {246} {740} {1XX; 500; 7XX}
1XX Main entry (100, 110, 111, 130) Heading	N N	_ • $a	**Src:** title page or title page substitute **EOF:** period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes $4 The established heading for a person or corporate body solely or primarily responsible for a work, or the first named person or body in a list of 3 or less, or if none of these, then a uniform title I1= type of name or non-filing; I2 = blank The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: main vs. added entries—main entries for books: writers, artists, photographers, compilers of bibliographies; establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.1-1 A: 21-25 {245 I1, $c}
240 Uniform title Title	N N	_ 0 $a	**Src:** any **EOF:** none I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial articles—always 0 and omit initial articles) The uniform title, when a personal, corporate or conference main entry (1XX) is present; additional subfields may be added to differentiate between titles **EDIT/DE/ORIG**: add if needed; **verify against authority files**	p. 3.2-1 A: 25

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
500 Accomp. material	R	• •	Make a note instead of 300$e to provide more details about accompanying material, e.g., its location, different titles, etc., "Accompanied by toothbrush in back pocket."	p. 3.5-7 A: 2.7B11 {006; 300$e}
500 Series	R	• •	Make a note about series details that could not be given in 4XX, e.g., "Also issued without a series statement."	p. 3.5-27 A: 2.7B12 {4XX}
502 Dissertation	R	• •	For a formal thesis statement, enter "Thesis", the abbreviation for the degree sought, a dash, the institution, and finally the date the degree was granted, e.g., "Thesis (Ph.D)--University of Toronto, 1974."	p. 3.5-37 A: 2.7B13
521 Target audience	R	_ •	Make a note for brief information about the intended audience for a work; this note should only be added if the information is stated on the item I1=# (Audience), 0-4 (other display constants), 8 (no display constant)	p. 3.5-57 A: 2.7B14 {008Audn}
Note	N	$a	E.g., "For nurses and health care practitioners."	
Source	N	$b	Name or abbreviation of the source of the note if it is not from item	
530 Add. forms	R	• •	Make a note, if desired, for additional physical forms in which the work has been issued	p. 3.5-61 A: 2.7B16
Note	N	$a	The other format of the resource, e.g., "Issued also on microfiche."	
Source	N	;$b	Where the other format is available from	
Conditions	N	;$c	Cost, etc. of the other format	
Order #	N	;$d	Stock no., etc. of the other format	
URI	R	$u	Link to an Internet site	{856}
520 Summary	R	_ •	Make a note for a brief objective summary of the content of the work, preferably with good keywords (for indexing to provide additional access) I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant)	p. 3.5-54 A: 2.7B17
Note	N	$a	Brief summary note	
Expansion	N	$b	Longer summary note, if necessary	
URI	R	$u	Link to an Internet site **EDIT/DE/ORIG**: check for typos	
504 Bibliography	R	• •	Make this note in the standard LC format: "Includes bibliographical references"—if references are scattered "Includes bibliographical references (p.)"— if references are grouped	p. 3.5-38 A: 2.7B18 {008Cont: b}
500 Index	R	• •	Combine this note with 504 if one is present Either "Includes index." or "Includes indexes."	p. 3.5-13 A: 2.7B18
500 Unformatted contents	R	• •	Use this note for a vague note on contents, e.g., "Contains excerpts of the performer's song lyrics."	p. 3.5-32 A: 2.7B18
505 Formatted contents	R	_ _	List the contents of an item, e.g., titles of chapters, stories, poems or songs, either fully or in part; keyword indexed, so check spelling and coding I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in $a), 0 ($rtg present)	p. 3.5-39 A: 2.7B18
Note	N	$a	Data indexed in Title Keyword; a basic 505 ($a only) contains all of the note when no names are present in the field and when a system does not index 505$t in the Title Browse index; an enhanced 505 ($t $r $g) is used when the field contains names and/or when a system indexes 505$t in the Title Browse index	
Misc. info.	R	$g	Data that is not to be indexed	
Resp.	R	/$r	Names, indexed in Name Keyword	
Title	R	--$t	Titles, indexed in Title Keyword and, in some systems, Title Browse	
URI	R	$u	Link to an Internet site **EDIT**: Change from basic ($a) to enhanced ($trg) if names are included	
500 Numbers	R	• •	Use this note for numbers you don't know what else to do with E.g., "10003."	p. 3.5-19 A: 2.7B19 {010/020/…}
590 Copy describ.	R	• •	Contains details about a particular copy of a resource; do NOT use in a shared system, use an item record note instead **EDIT/DE**: delete 590 found in a record	p. 3.5-83 A: 2.7B20
506 Restrictions	R	• •	Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource	p. 3.5-44 A: 2.7B20
Note	N	$a	The restrictions imposed, e.g., "Classified."	{540}
Jurisdiction	R	;$b	The agent imposing the restrictions, e.g., "Secretary of the Treasury."	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
540 Terms govern. use/reprod.	R	• •	Special local restrictions or permissions applied to specific copies of a resource, sometimes assigned by the publisher, or a library, etc.	p. 3.5-68 A: 2.7B20 {506}
Note	N	$a	The local restriction or permission, e.g., "Public performance permitted."	
Jurisdiction	R	;$b	The agent imposing the restriction or granting permission, e.g., "[Publisher]"	
Institution	N	$5	Code for the institution to which the special restrictions or permissions apply	
586 Awards	R	_ •	**EOF:** none Names of award(s) won by the resource, e.g., Caldecott, Dove, Grammy, Emmy, etc.; for consistency either always add or always not add I1=# ("Awards:"), 8 (no display constant)	p. 3.5-82
6XX Subject headings (600, 610, 611, 630, 650, 651, 655)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes $2, $3, $4 I1= type of name, or non-filing, or blank; I2 = heading source; most common: 0=Library of Congress SH (preferred) 1=LC Annotated Children's SH (Juv. material should have both 0 and 1) 4=Local subject headings 7=Source is provided in $2 Consider adding new 655 (genre/form headings)—patrons like them	p. 3.6-1 A: 22-25
Heading	N	$a	The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects **EDIT/DE/ORIG**: add useful subject headings; establish names—choice of name/form of name/coding; **verify against authority files** **DE**: delete subject headings that do not apply to the new edition	
7XX Added entries (700, 710, 711, 730)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $3, $4, $5 I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic) Establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.7-7 A: 21-25 {245$c; 500 Resp}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245$c—joint authors, writers, collaborators, editors, compilers, sometimes translators, illustrators, etc.; other people or bodies if needed **DE**: delete added entries that do not apply to the new edition	
8XX Series added entries (800, 810, 811, 830)	R	_ •	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $4 I1= type of name or non-filing; I2 = blank or non-filing The series added entry for the series statement provided in 490 when it is to be indexed differently; establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.8-1 A: 21.30L
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **DE**: delete series added entries that do not apply to the new edition	
006 Add. material char.	R		**Src:** n/a **EOF:** none It is useful to add codes for accompanying material	p. 3.0-10 {300$e; 500 AccM}
007 Phys. desc. fixed field	R		**Src:** n/a **EOF:** none Code for the physical form of non-print accompanying material; it is not necessary to code for print materials	p. 3.0-22 {245$h; 300$a$e; 500 AccM}
008 Fixed field	N		**Src:** n/a **EOF:** none Add codes for all 008 positions from the 008 Books codes list	p. 3.0-40

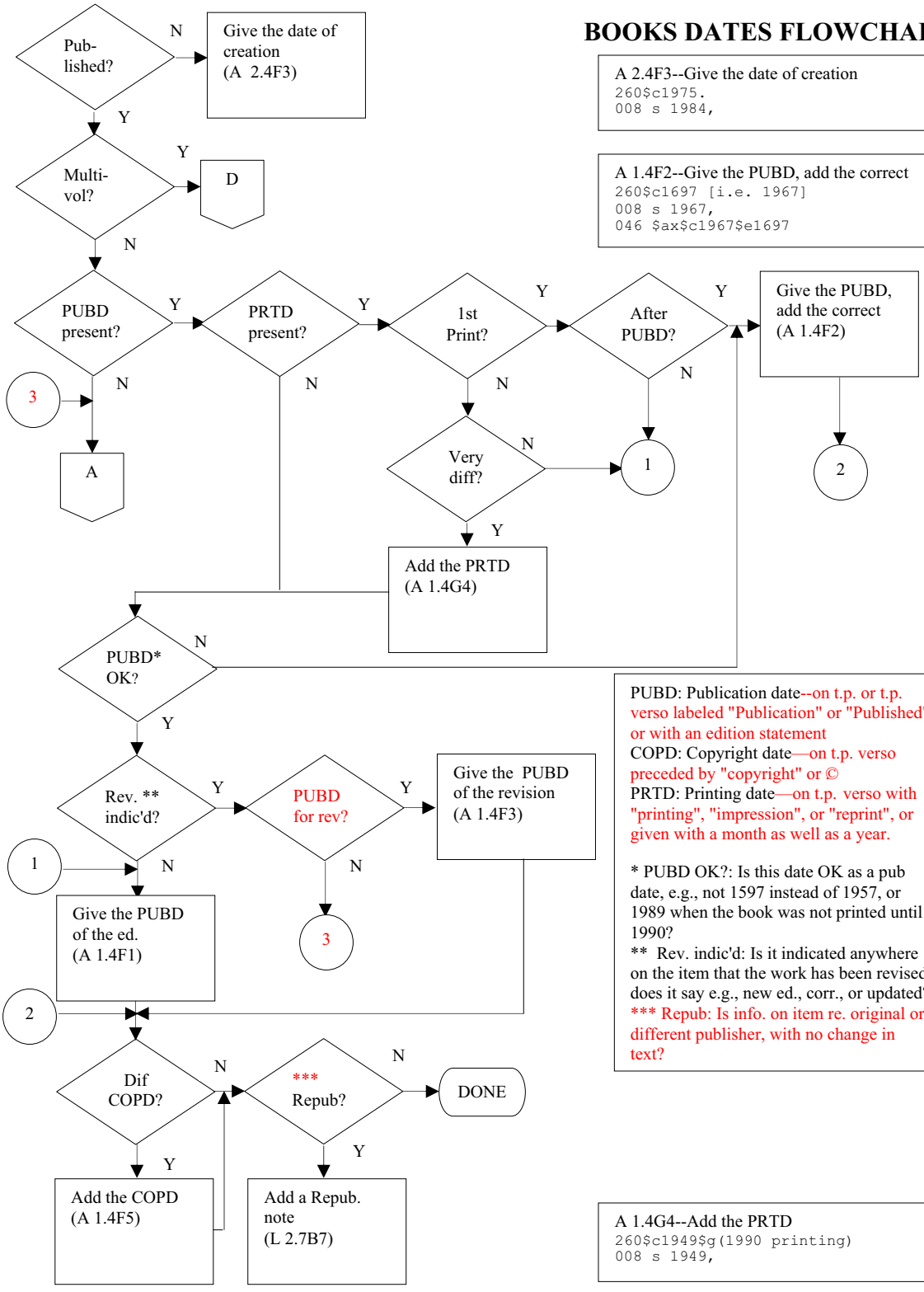
M21 order (SS = system supplied)

Entrd: SS	DtSt:	Dates:	Ctry:
Ills:	Audn:	Form:	Cont:
GPub:	Conf:	Fest:	Indx:
~~M/E~~: #	LitF:	Biog:	Lang:
MRec: #	Srce: d		

OCLC order (*italics* = 000 codes; SS = system supplied):

OCLC: SS	*Rec stat*: n		Entered: SS	Replaced: SS
Used: SS		*Type*: a	*ELvl:*	Srce: d
Audn:	*Ctrl*: #	Lang:	*BLvl*: m	Form:
Conf:	Biog:	MRec: #	Ctry:	Cont:
GPub:	LitF:	Indx:	*Desc*:	Ills:
Fest:	DtSt:	Dates:		

BOOKS DATES FLOWCHART



A 2.4F3--Give the date of creation
```
260$c1975.
008 s 1984,
```

A 1.4F2--Give the PUBD, add the correct
```
260$c1697 [i.e. 1967]
008 s 1967,
046 $ax$c1967$e1697
```

PUBD: Publication date--on t.p. or t.p. verso labeled "Publication" or "Published" or with an edition statement
COPD: Copyright date—on t.p. verso preceded by "copyright" or ©
PRTD: Printing date—on t.p. verso with "printing", "impression", or "reprint", or given with a month as well as a year.

* PUBD OK?: Is this date OK as a pub date, e.g., not 1597 instead of 1957, or 1989 when the book was not printed until 1990?
** Rev. indic'd: Is it indicated anywhere on the item that the work has been revised, does it say e.g., new ed., corr., or updated?
*** Repub: Is info. on item re. original or different publisher, with no change in text?

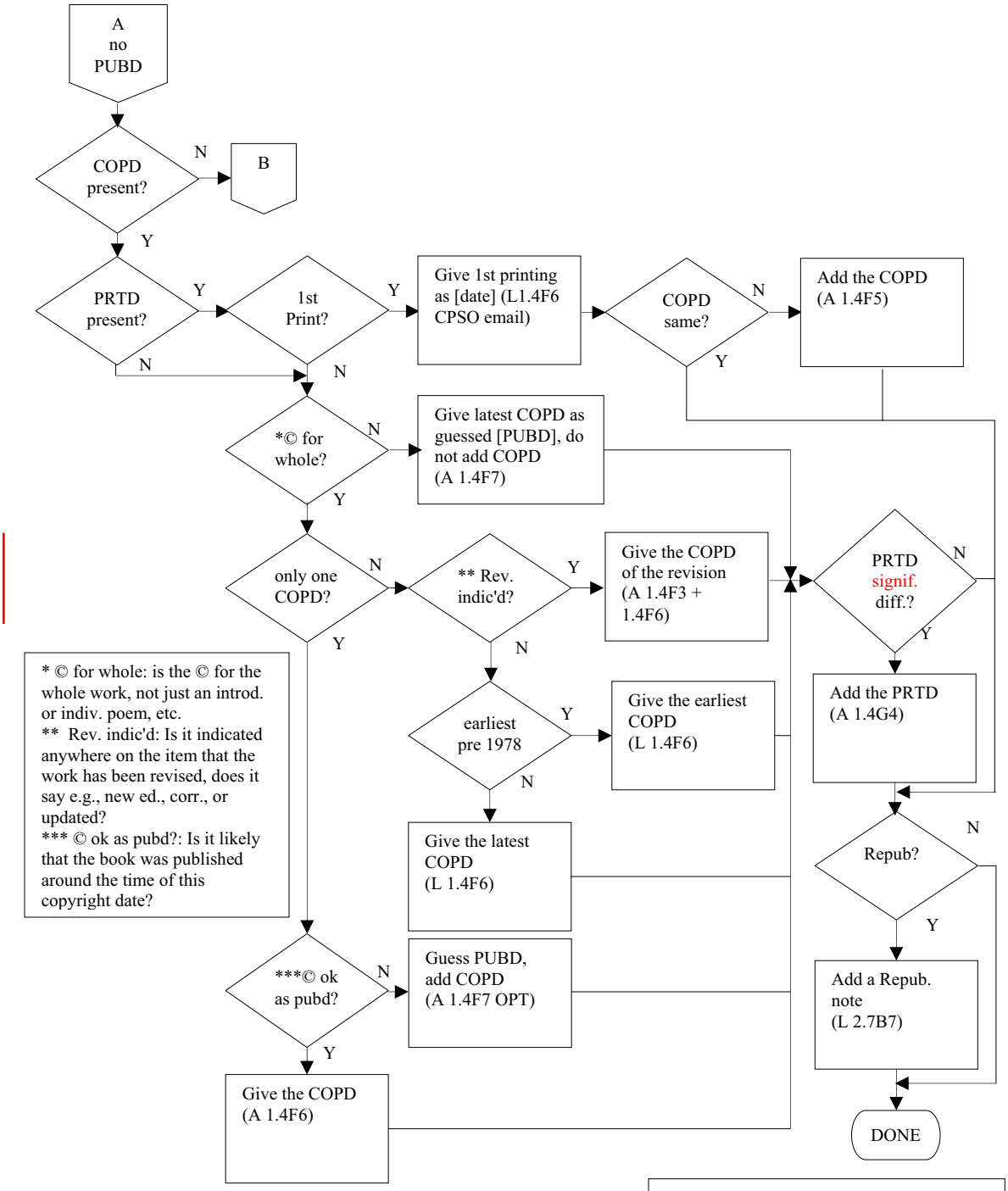
A 1.4G4--Add the PRTD
```
260$c1949$g(1990 printing)
008 s 1949,
```

L2.7B7--Add Repub. note
```
260$aNew York :$bPutnam,$c1980, c1910.
500$aOriginally published: London : Viking, 1910.
008 r 1980,1910
```

A 1.4F3--Give the PUBD of the revision
```
260$c1968.
008 s 1968,
```

A 1.4F5--Add the COPD
```
260$c1986, c1985.
008 t 1986,1985
```

A 1.4F1--Give the PUBD of the ed.
```
260$c1998.
008 s 1998,
```



L 1.4F6 CPSO email--give 1st as [PUBD]
```
260$c[1980]
008 s 1980,
```

A 1.4F5--Add the COPD
```
260$c[1986], c1985.
008 t 1986,1985
```

A 1.4G4--Add the PRTD
```
260$cc1949$g(1990 printing)
008 s 1949,
```

L2.7B7--Add Repub. note
```
260$aNew York :$bPutnam,$cc1980.
500$aOriginally published: London : Viking, 1910.
008 r 1980,1910
```

A 1.4F7 OPT -- Guess PUBD, add COPD
```
260$c[198-], c1935.
008 t 198u,1965
```

A 1.4F7—Give latest © as guessed PUBD
```
260$c[1988]
008 s 1988,
```

A 1.4F6---Give the COPD
1.4F3 + 1.4F6-- Give COPD of the revision
L 1.4F6--Give the earliest COPD
L 1.4F6--Give the latest COPD
```
260$cc1998.
008 s 1998,
```

QUICK MATCH CRITERIA

Basis of these guidelines:

- "When to Input a New Record" *in* OCLC Bibliographic Formats and Standards. 3rd ed. 2003. Online document. August 31, 2005. http://www.oclc.org/bibformats/en/input/
- Differences Between, Changes Within. 2004. Chicago: ALCTS. http://www.ala.org/ala/alcts/alctspubs/catalog/catalog.htm
- AACR2 2nd ed. 2002 rev.--21.2 and 21.3 and Ch. 12 rules on changes for individual areas of information.
- LCRI 1.0

These guidelines apply to single part monographs and to comparisons between the same parts of a multipart monograph. Consider changes in most fields between the parts of a multipart monograph to be minor.

Remember to take the information that you are trying to match from the appropriate prescribed source of information (see *italics* in column on left). If no source is listed, the information can come from any source. In this table, *resource* = title screen(s), main menus, program statements, initial displays of info, home page, file headers, encoded metadata; physical carrier or labels; container; prefer data from a unifying element.

If an electronic resource is primarily text or one of the other types of materials, then you must also check the Quick Match Criteria table for specific elements that are appropriate for that type of material.

Field	Criteria
028/500 Publisher number	NOT ok: if numbers are different and any sign of another difference. OK: if there is absolutely no other difference and you suspect that the publisher has assigned a new number because of a change in price, for example.
245 $anp Title *(resource)*	NOT ok: if there is a difference in the words in the title proper; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing, or titles taken from wrong sources, e.g., container instead of title frames, etc.)
245 $h GMD	OK: if the absence or presence of, or difference in the GMD is the only difference in the record; but usually if there is a difference, then other fields are different too; so GMD is a very quick indication of a problem; check 300$a.
245 $b Parallel title / Parallel title / Subsequent title *(resource)*	NOT ok: if there is a difference in the words in a parallel title, subtitle or subsequent title (or if they are present in the record and not on the resource); but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or subtitles taken from wrong sources, e.g., container instead of title frames, etc.) OK: if they are on the resource and not in the record if it is possible that the other cataloger may have missed them.
245 $c Responsibility *(resource)*	NOT ok: if there is a difference in responsibility given on the resource and in the record, or if responsibility that is given in the record cannot be found on the resource. OK: if responsibility that is given on the resource is not mentioned in the record if it is possible that the other cataloger might have missed it.
1XX/7XX Main entry /Added entries *(resource)*	Check only if no 245$c (responsibility) is in the record. NOT ok: if there is no statement of responsibility in the record and there is a difference between the person or body in the main entry &/or added entries in the record and on the resource, but watch out for pseudonyms.
250 $a Edition *(resource)*	NOT ok: if there is a difference in edition statements involving numbers (1st vs. 2nd), or languages, or geography, or content (Longer version. vs. Shorter version.); also beware of presence vs. absence of edition statements. OK: if resource or record says 1st ed. and the other has no ed. statement.

Field	Criteria
500 Edition note	NOT ok: if there is a difference in an edition note, e.g., condensed, updated, corrected, or if such a note is needed and not present, or present and not applicable; also check 538.
250 $b Edition responsibility *(resource)*	NOT ok: if there is a difference in responsibility for an edition, or if responsibility for the edition that is given in the record cannot be found on the resource. OK: if edition responsibility that is given on the resource is not mentioned in the record if it is possible that the other cataloger might have missed it.
260 $b Publisher (resource)	NOT ok: if there is a true difference in publisher, including a change of name. OK: if there are multiple publishers on the resource and one matches in the record, or if the same publishers' name is given in either place in a different form.
260 $a Place (resource)	NOT ok: if there is a difference in country of publication. OK: if place is in the same country, or there are multiple places on the resource and one matches in the record.
260 $c Date (resource)	NOT ok: if there is a difference in publication date or if there is a different copyright date when it is used as a publication date. OK: if the difference is due to cataloging interpretation.
300 $a Extent	NOT ok: if there is a difference in SMD (e.g., CD-ROM vs. computer disk) NOT ok: if there is a difference in number of SMD (e.g., 1 computer optical disc vs. 2 computer optical discs). OK if the difference is due to cataloging interpretation or errors (e.g., CD-ROM instead of computer optical disc).
300 $b Sound Color Etc.	NOT ok: if there is a difference between sound and silent, be careful of interpretation NOT ok: if there is a difference between color vs. black & white, be careful of interpretation. NOT ok: if there is a difference in other technical details, be careful of interpretation.
300 $c Size	NOT ok: if there is a difference in size of disc or other carrier (e.g., 4 3/4 in. vs. 1/2 in.)
300 $e Accompanying material *(whole)*	Not OK: if there is accompanying material in the record and none or different accompanying material with the resource or vv. (also check for a note) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
500 Accompanying material note	Not OK: if there is a note about accompanying material in the record and none or different accompanying material with the resource or vv. (also check 300$e) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
4XX Series (resource)	NOT ok: if there is a difference in series statement or series number; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing) OK if parallel title, other title info, statement of responsibility, or ISSN are given on the resource and are not in the record, if the other cataloger might have missed them.
538 System details	NOT ok: if there is a true difference in the system requirements, e.g., computer requirements, peripheral requirements, or software programming language. OK if the difference is due to cataloging interpretation
546/500 Language note	NOT ok: if there is a difference in the language of the resource and the language given in a note in the record.
500 Physical desc. note	NOT ok: if there is a difference in a physical description note that affects use or if such a note is needed and not present, or present and not applicable; also check 538 for this information.
505/500 Contents note	NOT ok: if there is an actual difference in the contents of a resource. This information might be in a 500 unformatted contents note instead of a 505.
020 ISBN	OK: if there is a difference in ISBN, or if one is present on the resource and absent from the record, or one is absent from the resource and present in the record.

If an electronic resource is primarily text or one of the other types of materials, then you must also check the Quick Match Criteria table for specific elements that are appropriate for that type of material.

EDITING/CLONING/CREATING RECORDS CHEATSHEET

EXPLANATION OF TABLE HEADINGS:

Field	The tag number of each field, and its name (often abbrev. considerably); also the names of subfields, if applicable
R	Whether or not the field/subfield is repeatable; N = not repeatable (you may have only one of these fields in a record or subfields in a field); R = repeatable (you may have more than one of these fields in a record or subfields in a field)
I1 I2	Indicator one and indicator two, when applicable (• = blank; _ = enter a value); explanations for some indicators are given in the Hints column
SubF	Subfield codes and their preceding punctuation, if any; explanations for some subfields are given in the Hints column
Src	The prescribed source of information for data, as per AACR
EOF	The appropriate end of field punctuation for the field. MARC21 Introduction says: "In the discussion of punctuation practices, a mark of punctuation is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-). The MARC21 print manual lists ending punctuation under 'input conventions' at the end of each MARC field.
Hints	The author's suggestions
Page no.	The page number in this book where you can find further information about the field
A: AACR	The associated AACR (Anglo American Cataloguing Rules) rule, if appropriate
{Related}	Related MARC elements; i.e., when entering information in a field / indicator / subfield, think about entering corresponding information in the related field, etc.

EXPLANATION OF TERMS:

EDIT: Special hints for when you are editing a record you have copied

ORIG: Special hints for when you are creating an original record from scratch

DE: Special hints for when you are copying a record that does not quite match, and changing it so that it is a new record that completely matches, i.e., a 'different edition', aka 'cloning'

M21: Cataloging software based on MARC21, not OCLC

OCLC: Specific differences in the OCLC cataloging requirements

#: Means a blank space

Note: Only the most commonly used fields, subfields, and indicator values for this particular type of material are given in this cheatsheet;. See the Tags chapter or an official MARC manual for descriptions of other available fields, subfields, and indicator values. If necessary, you may add fields commonly associated with other types of materials to records for this type of material. This is a highly compressed cheatsheet, so also see the Tags chapter for detailed instructions to explain some of the more cryptic messages that you might find here.

Remember that if you are upgrading punctuation to ISBD, then you must upgrade the entire record to AACR, and change Leader/18 Desc to 'a'.

When you are making a different edition record, remember to check each field very carefully and delete/change anything that does not apply to the new resource that you have. You may be saving some typing by 'cloning' a near-matching record, but you are making a NEW record and must base the description for your new record on the issue that you have in-hand. If the record that you are cloning contains MARC elements that you do not understand, either look them up to be sure that they still apply to your new record, or delete them. Remember this for cloned records: *if in doubt, take it out!*

A new record must be assigned a new control number, but assigning a new control number does not necessary mean that you are making a new record—some systems assign new control numbers to all records added to the database.

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
000 Leader	N		**Src:** n/a **EOF:** none Coded information about the record. 06/Type code must match 300$a **EDIT:** change 05/Rec stat to "**c**"; upgrade 17/ELvl to "**#**" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **ORIG/DE:** make 05/Rec stat "**n**"; 06/Type "m" or as appropriate; 07/BLvl "**m**"; 17/ELvl "**#**" (LC-Full) "**I**" (OCLC-Full); 18/Desc "**a**" (AACR)	p. 3.0-1
001 Control No.	N		**Src:** n/a **EOF:** none Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm") or your system's unique record no. **EDIT—M21:** do not change LCCN or OCLC 001; change others to your own system number and prefix; **OCLC:** ignore **ORIG/DE—M21:** enter your unique system number & prefix; **OCLC:** supplies unique OCLC number (& prefix) upon export	p. 3.0-6 {003}
003 Control No. Identifier	N		**Src:** n/a **EOF:** none Identifies whose number is in 001; if 001 is LC's or OCLC's or yours, 003 must be LC's (DLC) or OCLC's (OCoLC) or your code to correspond **EDIT—M21:** if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; **OCLC:** ignore, "OCoLC" inserted upon export **ORIG/DE—M21:** enter your MARC21 code to correspond to the new 001; **OCLC:** ignore, "OCoLC" inserted upon export	p. 3.0-9 {001}
010 LCCN	N	• •	**Src:** any **EOF:** none Supposed to identify one specific LC record, so the same number should not be valid ($a) in different records	p. 3.0-71 A: 9.7B19
Valid LCCN	N	$a	For LCCN on resources that exactly match records in the LC database	
Invalid LCCN	R	$z	For LCCN on resources that do not exactly match records in the LC database **EDIT/DE/ORIG**: add if on resource; use $z if the LCCN on a resource brings up an LC record that does not exactly match the resource; ignore suffixes **M21:** normalize LCCN, see 010 for details: pre-2001 (3,2,6): `$a 99123456` 2001 on (2,4,6): `$a 2001123456` **OCLC:** do not normalize, OCLC does it for you **EDIT**: do not delete 010 if the LCCN is not on a resource; ignore suffixes **DE:** delete 010 if the LCCN is not on a resource; if an LCCN on a resource is already in the record used for cloning, check LC re using 010$z for LCCN	
020 ISBN	R	• •	**Src:** any **EOF:** none Should identify an individual publication of a work, so the same number cannot be valid ($a) in different records	p. 3.0-77 A: 9.8
Valid ISBN	N	$a	For ISBN that are unique (can be found in $a in only one record)	
Invalid ISBN	R	$z	For ISBN that are not unique (can be found in $a in more than one record), or that have a check digit that does not compute **EDIT/DE/ORIG**: add if on resource; normalize (no hyphens, no spaces); use $z if the same ISBN is in $a in multiple records; ok to have two valid ISBN ($a) in one record, but it is not ok to have one ISBN valid in two records **EDIT**: do not delete 020 if the ISBN is not on a resource **DE:** delete 020 if the ISBN is not on a resource; if it is, change it to $z	
024 Other standard identifier	R	_ _	**Src:** any **EOF:** none I1=1 (UPC—10-12 digits below a publisher's barcode) I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN) I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)	p. 3.0-86 A: 9.7B19
Valid no.	N	$a	Enter all digits below the barcode; normalize (no hyphens, no spaces)	
Added no.	N	$d	Sometimes contains price, etc., but seldom added	
Invalid no.	R	$z	Used for cancelled codes **EDIT/DE/ORIG**: add if on resource **DE:** delete 024 if the UPC/EAN is not on your resource	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
028 Publisher number	R	_ _	**Src:** any **EOF:** none Supposed to identify a particular video, sound recording, score, etc. I1=5 (other number) I2=0 (not display, not index), 1 (display and index), 2 (display but not index), 3 (not display but index)	p. 3.0-88 A: 6.7B19
Publisher no.	N	$a	Enter exactly as given, including spaces and punctuation	
Source.	N	$b	Brand or trade name associated with the number, matches 260$b **EDIT/DE/ORIG:** add if on resource; watch out for indicators **EDIT:** do not delete 028 if the number is not on your resource **DE:** delete 028 if the number is not on your resource	{260$b}
035 Old Ctrl No. Number	R N	• • $a	**Src:** n/a **EOF:** none Contains the previous 001 for a copied record (MARC21 code) + number, e.g., `035$a(OCoLC)12345678` **EDIT:** keep 035, esp. OCLC numbers—beginning with "(OCoLC)" or "ocm" **DE:** delete 035 since it applies to the other record	p. 3.0-91 {001}
040 Cat'g source Cat'g agency Input agncy Modif agncy	N N N R	• • $a $c $d	**Src:** n/a **EOF:** none MARC21 Organization codes or names of agencies (DLC = LC) Agency that did the cataloging Agency that input the record into MARC (usually the same as $a) Agency that has changed a record **EDIT—M21:** add your code in $d; **OCLC:** enters your OCLC code **DE—M21:** change codes in ac to yours; **OCLC:** enters your OCLC code **ORIG—M21:** enter your code in ac; **OCLC:** enters your OCLC code	p. 3.0-94 {008Srce} {000RecSt}
049/852/etc. Holdings	R	• •	**Src:** n/a **EOF:** none Enter holdings information in whatever field your local system requires	p. 3.0-103
050 / 082 Classification number	R	_ _	**Src:** n/a **EOF:** none Contains an LC (050) or DDC (082) classification number **EDIT:** retain all class numbers, even if you do not use any of the schemes **DE:** retain all class numbers, even if you do not use any of the schemes; change I2 to 4 (not assigned by LC); adjust date in 050 $b; delete if unsure **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-104
090 / 092 Local class. number	R	• •	**Src:** n/a **EOF:** none Add a local call number in an appropriate field **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-106
245 Title area	N	_ _	**Src:** the resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata), or its physical carrier & labels, or documentation, accomp. mat., or container—whichever has a coll. title and the most complete info. **EOF:** period, even if other punc is present, unless last word has its own period I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0 I2=0-9 (non-filing characters to skip, e.g., for initial articles)	p. 3.2-5 A: 9.1 {500 Srce always}
Title proper	N	$a	The title from the most complete source of information	{246}
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	{246}
GMD	N	$h[ ]	What the material IS; for electronic resources: [electronic resource]	{000Type; 008Form}
Parallel title	N	=$b	The same title in another language, from the chief source	{246}
Other title	N	:$b	Usually a subtitle (clarifies/narrows a title), from the chief source	{246}
Next title	N	;$b	Subsequent title(s) by the same author, from the chief source	{740}
Statement of resp.	N	/$c	A statement from the chief source saying who is responsible for the intellectual /artistic content of the work; for all electronic resources, e.g.: writers, programmers, principal investigators, graphic artists, composers, animators, developers, and designers; for electronic resources of a specific type (e.g., text or video), add statements that are appropriate for that type; separate statements for different functions with space-semicolon-space **EDIT/DE/ORIG**: check inds; field contents must match resource exactly	{1XX; 500; 508; 511; 7XX}

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
1XX Main entry (100, 110, 111, 130)	N	_ • 	**Src:** video title screens, physical carrier and label(s) **EOF:** period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes $4 The established heading for a person or corporate body solely or primarily responsible for a work, or the first named person or body in a list of 3 or less, or if none of these, then a uniform title I1= type of name or non-filing; I2 = blank	p. 3.1.1 A: 21-25 {245 I1, $c}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: main vs. added entries—main entries for videos: are principal performers of music videos, otherwise most videos have title main entries; establish headings—choice of name/form of name/coding; **verify against authority files**	
240 Uniform title	N	_ 0	**Src:** any **EOF:** none I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial articles—always 0 and omit initial articles)	p. 3.2-1 A: 25
Title	N	$a	The uniform title, when a personal, corporate or conference main entry (1XX) is present; additional subfields may be added to differentiate between titles **EDIT/DE/ORIG**: add if needed; **verify against authority files**	
246 Variant title note and a.e.	R	_ _ 	**Src:** any **EOF:** none Different titles on a work (e.g., container), or alternatives to words in a title (e.g., spelling out a number, or ampersand), or portions of a title I1=0 (display but not index), 1 (display and index), 2 (not display, not index), 3 (not display but index); most often 1 or 3 I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); VD: usually # (no display const.)	p. 3.2-38 A: 9.7B4-6; 21.30J {245}
Title proper	N	$a	The variant title; omit initial articles unless they are to be filed under	
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	
Rem. title	N	:$b	Usually a subtitle	
Display text	N	$i	Text to display when I2 display const. (2-8) won't do, e.g., "Container title:" **EDIT/DE/ORIG**: add if useful **DE:** delete any 246 that do not apply to the different edition	
250 Edition area	N	• • 	**Src:** the resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete info. **EOF:** period Edition statements found on the resource and sometimes special responsibility for a specific edition; transcribed as given, but App. B for abbreviations (e.g., ed.) & App. C for numbers (Arabic, and ordinals as, e.g., 1st)	p. 3.2-56 A: 9.2 {500 Ed. if source dif. than title}
Edition	N	$a	Look for … "edition", "issue", "version", "release", "level", "update" or any other words implying different versions, e.g., "Version 2.1." or "Release 1.0." or "Windows 95 ed." or "[Version] 4.0b."	
Resp.	N	/$b	Responsibility for the edition, not the original work **EDIT/DE/ORIG**: add if on resource **DE:** delete if not on resource	{7XX}
260 Imprint area	R	_ • 	**Src:** the resource itself (title screen, main menu, program statement, initial display of info., home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete info. **EOF:** period, hyphen, parenthesis, bracket, or angle bracket Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs	p. 3.2-66 A: 9.4
Place	R	$a	Give first place, or guess, or "[S.l.]"; add place in your country if not 1st (;$a)	{008Ctry}
Publisher	R	:$b	Give first publisher, or "[s.n.]"; add other publishers on chief source (:$b)	{008GPub; 028$b}
Dates	R	,$c	Give publication date ($c1990), add © date if different ($c1990, c1989); if no publication date give © date ($cc1999); if no date, guess ($c[1989?] or $c[19--] or $c[199-], etc.); © date must be © of ER, not contents	{008Dates; 008DtSt}

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
502 Dissertation	R	• •	For a formal thesis statement, enter "Thesis", the abbreviation for the degree sought, a dash, the institution, and finally the date the degree was granted, e.g., "Thesis (Ph.D)--University of Toronto, 1974."	p. 3.5-37 A: 9.7B13
521 Target audience Note Source	R N N	_ • $a $b	Make a note for brief information about the intended audience for a work; this note should only be added if the information is stated on the item I1=# (Audience), 0-4 (other display constants), 8 (no display constant) E.g., "High school students." Name or abbreviation of the source of the note if it is not from item	p. 3.5-57 A: 9.7B14 {008Audn}
530 Add. forms Note Source Conditions Order # URI	R N N N N R	• • $a ;$b ;$c ;$d $u	Make a note, if desired, for additional physical forms in which the work has been issued The other format of the resource, e.g., "Issued also on CD-ROM." Where the other format is available from Cost, etc. of the other format Stock no., etc. of the other format Link to an Internet site	p. 3.5-61 A: 9.7B16 {776} {856}
520 Summary Note Expansion URI	R N N R	_ • $a $b $u	Make a note for a brief objective summary of the content of the work, preferably with good keywords (for indexing to provide additional access) I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant) Brief summary note Longer summary note, if necessary Link to an Internet site **EDIT/DE/ORIG**: check for typos	p. 3.5-54 A: 9.7B17
500 Unformatted contents	R	• •	Use this note for a vague note on contents, e.g., "Includes printable workbook pages and flashcards."	p. 3.5-32 A: 9.7B18
505 Formatted contents Note Misc. info. Resp. Title URI	R N R R R R	_ _ $a $g /$r --$t $u	List the contents of an item, e.g., titles of chapters, stories, poems or songs, either fully or in part; keyword indexed, so check spelling and coding I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in $a), 0 ($rtg present) Data indexed in Title Keyword; a basic 505 ($a only) contains all of the note when no names are present in the field and when a system does not index 505$t in the Title Browse index; an enhanced 505 ($t $r $g)is used when the field contains names and/or when a system indexes 505$t in the Title Browse index Data that is not to be indexed Names, indexed in Name Keyword Titles, indexed in Title Keyword and, in some systems, Title Browse Link to an Internet site **EDIT**: Change from basic ($a) to enhanced ($trg) if names are included	p. 3.5-39 A: 9.7B18 {856}
500 Numbers	R	• •	Use this note for numbers you don't know what else to do with (e.g., "10003.")	p. 3.5-19 A: 9.7B19
590 Copy describ.	R	• •	Contains details about a particular copy of a resource; do NOT use in a shared system, use an item record note instead **EDIT/DE**: delete 590 found in a record	p. 3.5-83 A: 9.7B20
506 Restrictions Note Jurisdiction	R N R	• • $a ;$b	Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource The restrictions imposed, e.g., "For private home use only." The agent imposing the restrictions, e.g., "[Publisher.]"	p. 3.5-44 A: 9.7B20 {540}
540 Terms govern. use/reprod. Note Jurisdiction Institution	R N R N	• • $a ;$b $5	Special local restrictions or permissions applied to specific copies of a resource, sometimes assigned by the publisher, or a library, etc. The local restriction or permission, e.g., "Public performance permitted." The agent imposing the restriction or granting permission, e.g., "[Publisher]" Code for the institution to which the special restrictions or permissions apply	p. 3.5-68 A: 9.7B20 {506}
586 Awards	R	_ •	**EOF:** none Use this note for the names of award(s) won by the resource that patrons might use for keyword searching, e.g., Caldecott, Dove, Grammy, Emmy, etc.; for consistency either always add or always not add I1=# ("Awards:"), 8 (no display constant)	p. 3.5-82

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
6XX Subject headings (600, 610, 611, 630, 650, 651, 655)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes $2, $3, $4 I1= type of name, or non-filing, or blank; I2 = heading source; most common: 0=Library of Congress SH (preferred) 1=LC Annotated Children's SH (Juv. material should have both 0 and 1) 4=Local subject headings 7=Source is provided in $2 Consider adding new 655 (genre/form headings)—patrons like them;	p. 3.6-1 A: 22-25
Heading	N	$a	The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects **EDIT/DE/ORIG**: add useful subject headings; establish names—choice of name/form of name/coding; **verify against authority files** **DE**: delete subject headings that do not apply to the new edition	
7XX Added entries (700, 710, 711, 730)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $3, $4, $5 I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic) Establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.7-7 A: 21-25 {245$c; 500 Resp}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245$c; other people or bodies if needed **DE**: delete added entries that do not apply to the new edition	
8XX Series added entries (800, 810, 811, 830)	R	_ •	**Src:** see 490 **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $4 I1= type of name or non-filing; I2 = blank or non-filing The series added entry for the series statement provided in 490 when it is to be indexed differently; establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.8-1 A: 21.30L
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **DE**: delete series added entries that do not apply to the new edition	
856 Electronic loc.	R		**Src:** n/a **EOF:** none Add for a remote access ER, if 538$u is not used to provide a link to a site	p. 3.8-14 {538}
006 Add. material char.	R		**Src:** n/a **EOF:** none Add an ER 006 when 000Type is not 'm', do not add if 000Type is 'm'; always add an SE 006 for serial ER; useful to add for accomp. non-print material	p. 3.0-10 {300$e; 500 AccM}
007 Phys. desc. fixed field	R		**Src:** n/a **EOF:** none Always add an ER 007 for all ER; also useful to add for accompanying non-print material `CD: co#_g_____ ; remote: cr#_n_____`	p. 3.0-22 {245$h; 300$a$e; 500 AccM}
008 Fixed field	N		**EOF:** none **Src:** n/a Add codes for all 008 positions from the 008 Videos codes list	p. 3.0-49

M21 order (SS = system supplied)

Entrd: SS DtSt: Dates: Ctry:
Audn: File: GPub:
Lang: MRec: # Srce: d

OCLC order (*italics* = 000 codes; SS = system supplied):

OCLC: SS *Rec stat*: n
Entered: SS Replaced: SS Used: SS
Type: m *ELvl:* Srce: d Audn: *Ctrl*: # Lang:
BLvl: m File: GPub: MRec: # Ctry:
Desc: DtSt: Dates: ,

CATALOGING TOOLS

In addition to the standard cataloging tools outlined in "Chapter Two: Cataloging Steps" (AACR, LCRI, etc.), you will find the following tools particularly useful when cataloging sound recordings:

Cataloging rules:

MCB *Music Cataloging Bulletin*. 1970-. Canton, Mass.: Music Library Association. Monthly.

General cataloging:

CAM Olson, Nancy B. 1998. *Cataloging of Audiovisual Materials and Other Special Materials*. 4th ed. DeKalb, IL: Minnesota Scholarly Press.

Explanations and examples give practical answers to the questions that we encounter when dealing with actual resources.

CM Smiraglia, Richard. *Cataloging Music: A Manual for Use with AACR2*. 1986. 2nd ed. Lake Crystal, Minn.: Soldier Creek Press.

Smiraglia, Richard. *Music Cataloging: The Bibliographic Control of Printed and Recorded Music in Libraries*. 1989. Englewood, Colo.: Libraries Unlimited.

Smiraglia, Richard. *Describing Music Materials: A Manual for Descriptive Cataloging of Printed and Recorded Music, Music Videos, and Archival Music Collections: For Use with AACR2 and APPM.* 1997. Lake Crystal, Minn.: Soldier Creek Press.

Weitz, Jay. *Cataloger's judgment: music cataloging questions and answers from the Music OCLC User's Group Newsletter*. 2004. Westport.: Libraries Unlimited.

Hartsock, Ralph. *Notes for Music Catalogers: Examples Illustrating AACR2 in the Online Bibliographic Record*. 1994. Lake Crystal, Minn.: Soldier Creek Press.

Includes extensive examples of notes used in cataloging music scores and sound recordings, gleaned from LC MARC records from 1984-1989, AACR examples, and OCLC records from 1990-1991.

OLAC homepage. Website. August 7, 2003.
http://ublib.buffalo.edu/libraries/units/cts/olac/

The newsletters put out by the Online Audiovisual Catalogers Group always include good advice on cataloging both old and new formats of AV materials.

MOUG homepage. Website. October 14, 2003.
http://www.musicoclcusers.org/index.html

Jay Weitz's Q&A Newsletter put out by the Music OCLC Users Group provides good advice on cataloging music sound recordings.

Music Library Association Listserv archives
http://listserv.indiana.edu/archives/mla-l.html

You will have to join the listserv, but can set it to no mail and then just search the archives, if that is what you would prefer.

MARC coding:

MCAT Weitz, Jay. *Music Coding and Tagging: MARC21 Content Designation for Scores and Sound Recordings*. 2001. 2nd ed. Belle Plaine, Minn.: Soldier Creek Press.

A useful tool for the coding of MARC records for musical scores and sound recordings, both music and non-music, it includes many examples.

Uniform titles:

Types of Compositions for Use in Music Uniform Titles: A Manual for Use with AACR2 Chapter 25. 2nd Updated Edition, June 1997, revised 2002. Webpage. Viewed October 14, 2003.
http://www.library.yale.edu/cataloging/music/types.htm

Very useful for deciding on what constitutes the name of a "type of musical composition".

Headings:

Music Subject Headings: Compiled from Library of Congress Subject Headings. 2nd ed. 1998. Lake Crystal, Minn.: Soldier Creek Press.

Useful Reference Sources:

Phonolog Reports. 1948- Los Angeles: Phonolog Publishing Division.

Billboard ... International Buyer's Guide. 1963- New York : Billboard Publications.

Schwann Record and Tape Guide. 1949-1990. Boston : Schwann Record Catalogs.

Rolling Stone Encyclopedia of Rock & Roll. (most current edition)

New Grove Dictionary of Jazz. (most current edition)

New Grove Dictionary of Music and Musicians. (most current edition)

Allmusic. Webpage. Viewed March 22, 2005
http://www.allmusic.com/

The British Library Sound Archive. Record company information. Webpage. Viewed November 5, 2003
http://www.bl.uk/collections/sound-archive/record.html

SEARCH FOR COPY CAT RECORDS

Field	Pros	Cons
ISBN (020) *from anywhere on the resource*	Often available on most resources Numbers are easy to search Usually good, direct access to matching or nearly matching records	Occasionally does not retrieve a matching record Can retrieve more than one record, even though they are supposed to be unique Can retrieve a non-matching record
Publisher number (028) *from anywhere on the resource*	Often available on sound recordings Numbers are easy to search Usually good, direct access to matching or nearly matching records	Seldom available in older records, since 028 was only made valid in 1995. Can retrieve more than one record, even though they are supposed to be unique Can retrieve a non-matching record
SRN (UPC/EAN) (024) *from anywhere on the resource*	Sometimes available on recent resources Numbers are easy to search Usually good, direct access to matching or nearly matching records	Occasionally does not retrieve a matching record Can retrieve more than one record, even though they are supposed to be unique Can retrieve a non-matching record
ISSN (022) *from anywhere on the resource*	Often available on serial resources. Numbers are easy to search Usually good, direct access to matching or nearly matching records	Be sure that you want a serial record. Occasionally does not retrieve a matching record Can retrieve more than one record, even though they are supposed to be unique Can retrieve a non-matching record
Name/Title (1XX / 7XX / 8XX / 245) *from physical carrier and labels*	Usually available on most resources Names can be composers, performers, conductors, writers of operas or musicals, poets of words sung, arrangers Combining names with titles can retrieve less matches to sift through	Must know the correct form of name to search, watch out for pseudonyms. Others may not have provided the name as a heading Prolific persons or bodies can retrieve long hitlists
Title (245) *from physical carrier and labels*	Nearly always available on most resources Easy to search	Prone to typos Can retrieve many matching records to sift through, especially if you truncate too much Others may have used title from container instead of resource labels
Name (1XX / 7XX / 8XX) *from physical carrier and labels*	Usually available on most resources Names can be composers, performers, conductors, writers of operas or musicals, poets of words sung, arrangers	Must know the correct form of name to search, watch out for pseudonyms. Others may not have provided the name as a heading Prolific persons or bodies can retrieve long hitlists
Series (4XX / 8XX) *from labels, accmp. mat., box*	Sometimes available on most resources Can narrow a search if you have a prolific classic author/title, especially if you combine with a name	Can retrieve many matching records; use as a last resort
Date qualifier (008 Date1) *latest date anywhere*	Usually available on most resources Can narrow a search very nicely Some systems allow using date ranges	Use only if date is VERY CLEAR, otherwise others may not have chosen the same date. Try using a range of dates, if more than one date is on the resource
Material qualifier *from resource*	Can be very useful to narrow a search if you are looking for a non-book record	

QUICK MATCH CRITERIA

Basis of these guidelines:

- "When to Input a New Record" *in* OCLC Bibliographic Formats and Standards. 3rd ed. 2003. Online document. August 31, 2005. http://www.oclc.org/bibformats/en/input/
- Differences Between, Changes Within. 2004. Chicago: ALCTS. http://www.ala.org/ala/alcts/alctspubs/catalog/catalog.htm
- AACR2 2nd ed. 2002 rev.--21.2 and 21.3 and Ch. 12 rules on changes for individual areas of information.
- LCRI 1.0

These guidelines apply to single part monographs and to comparisons between the same parts of a multipart monograph. Consider changes in most fields between the parts of a multipart monograph to be minor.

Remember to take the information that you are trying to match from the appropriate prescribed source of information (see *italics* in column on left). If no source is listed, the information can come from any source. In this table, *labels* = physical carrier and labels; *LAB* = physical carrier and labels, accompanying textual material, box.

Field	Criteria
028/500 Publisher number	NOT ok: if numbers are different and any sign of another difference. OK: if there is absolutely no other difference and you suspect that the publisher has assigned a new number because of a change in price, for example.
245 $anp Title *(labels)*	NOT ok: if there is a difference in the words in the title proper; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing, or titles taken from wrong sources, e.g., container instead of chief source)
245 $h GMD	OK: if the absence or presence of, or difference in the GMD is the only difference in the record; but usually if there is a difference, then other fields are different too; so GMD is a very quick indication of a problem; check 300$a.
245 $b Parallel title / Subtitle / Subsequent title *(labels)*	NOT ok: if there is a difference in the words in a parallel title, subtitle or subsequent title (or if they are present in the record and not on the sound recording); but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or subtitles taken from wrong sources, e.g., container instead of chief source) OK: if they are on the sound recording and not in the record if it is possible that the other cataloger may have missed them.
245 $c Responsibility *(labels)*	NOT ok: if there is a difference in responsibility given on the sound recording and in the record, or if responsibility that is given in the record cannot be found on the sound recording. OK: if responsibility that is given on the sound recording is not mentioned in the record if it is possible that the other cataloger might have missed it.
1XX/7XX Main entry / Added entries *(labels)*	Check only if no 245$c (responsibility) is in the record. NOT ok: if there is no statement of responsibility in the record and there is a difference between the person or body in the main entry &/or added entries in the record and on the sound recording, but watch out for pseudonyms.
511 Performer note	NOT ok: if there is a difference in performers, narrators, etc.
250 $a Edition *(LAB)*	NOT ok: if there is a difference in edition statements involving numbers (1st vs. 2nd), or languages, or geography, or content (Longer version. vs. Shorter version.); also beware of presence vs. absence of edition statements. OK: if sound recording or record says 1st ed. and the other has no ed. statement.
500 Edition note	NOT ok: if there is a difference in an edition note, e.g., condensed, updated, corrected, or if such a note is needed and not present, or present and not applicable.

Field	Criteria
250 $b Edition responsibility *(LAB)*	NOT ok: if there is a difference in responsibility for an edition, or if responsibility for the edition that is given in the record cannot be found on the sound recording. OK: if edition responsibility that is given on the sound recording is not mentioned in the record if it is possible that the other cataloger might have missed it.
260 $b Publisher *(LAB)*	NOT ok: if there is a true difference in publisher, including a change of name. OK: if there are multiple publishers on the sound recording and one matches in the record, or if the same publishers' name is given in either place in a different form.
260 $a Place *(LAB)*	NOT ok: if there is a difference in country of publication. OK: if place is in the same country, or there are multiple places on the sound recording and one matches in the record.
260 $c Date *(LAB)*	NOT ok: if there is a difference in publication date or if there is a different copyright date when it is used as a publication date. OK: if the difference is due to cataloging interpretation.
300 $a Extent	NOT ok: if there is a difference in SMD (e.g., sound disc vs. sound cassette) NOT ok: if there is a difference in number of SMD (e.g., 1 sound cassette vs. 2 sound cassette). NOT ok: if there is a significant difference in playing time. OK if the difference is due to cataloging interpretation or errors (e.g., cassette instead of sound cassette).
300 $b	NOT ok: if there is a difference in: Type of playback (e.g., analog vs. digital) Playing speed (e.g., 33 1/3 vs. 45 rpm) Groove characteristics Track configurations Number of tracks Number of sound channels (e.g., mono vs. stereo) Recording and reproduction. characteristics. (e.g., Dolby vs. not Dolby)
300 $c Size	NOT ok: if there is a difference in size of disc or cassette (e.g., 4 ¾ in. vs. 12 in.)
300 $e Accompanying material *(whole)*	Not OK: if there is accompanying material in the record and none or different accompanying material with the resource or vv. (also check for a note) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
500 Accompanying material note	Not OK: if there is a note about accompanying material in the record and none or different accompanying material with the resource or vv. (also check 300$e) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
4XX Series *(LAB)*	NOT ok: if there is a difference in series statement or series number; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing) OK if parallel title, other title info, statement of responsibility, or ISSN are given on the resource and are not in the record, if the other cataloger might have missed them.
546/500 Language note	NOT ok: if there is a difference in the language of the sound recording and the language given in a note in the record.
500 Physical desc. note	NOT ok: if there is a difference in a physical description note that affects use or if such a note is needed and not present, or present and not applicable; also check 538 for this information.
505/500 Contents note	NOT ok: if there is an actual difference in the contents of a sound recording.
020 ISBN	OK: if there is a difference in ISBN, or if one is present on the sound recording and absent from the record, or one is absent from the sound recording and present in the record.

Remember to take the information that you are trying to match from the appropriate prescribed source of information (see *italics* in column on left). If no source is listed, the information can come from any source. In this table, *labels* = physical carrier and labels; *LAB* = physical carrier and labels, accompanying textual material, box.

EDITING/CLONING/CREATING RECORDS CHEATSHEET

EXPLANATION OF TABLE HEADINGS:

Field	The tag number of each field, and its name (often abbrev. considerably); also the names of subfields, if applicable
R	Whether or not the field/subfield is repeatable; N = not repeatable (you may have only one of these fields in a record or subfields in a field); R = repeatable (you may have more than one of these fields in a record or subfields in a field)
I1 I2	Indicator one and indicator two, when applicable (• = blank; _ = enter a value); explanations for some indicators are given in the Hints column
SubF	Subfield codes and their preceding punctuation, if any; explanations for some subfields are given in the Hints column
Src	The prescribed source of information for data, as per AACR
EOF	The appropriate end of field punctuation for the field. MARC21 Introduction says: "In the discussion of punctuation practices, a mark of punctuation is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-). The MARC21 print manual lists ending punctuation under 'input conventions' at the end of each MARC field.
Hints	The author's suggestions
Page no.	The page number in this book where you can find further information about the field
A: AACR	The associated AACR (Anglo American Cataloguing Rules) rule, if appropriate
{Related}	Related MARC elements; i.e., when entering information in a field / indicator / subfield, think about entering corresponding information in the related field, etc.

EXPLANATION OF TERMS:

EDIT: Special hints for when you are editing a record you have copied

ORIG: Special hints for when you are creating an original record from scratch

DE: Special hints for when you are copying a record that does not quite match, and changing it so that it is a new record that completely matches, i.e., a 'different edition', aka 'cloning'

M21: Cataloging software based on MARC21, not OCLC

OCLC: Specific differences in the OCLC cataloging requirements

#: Means a blank space

Note: Only the most commonly used fields, subfields, and indicator values for this particular type of material are given in this cheatsheet;. See the Tags chapter or an official MARC manual for descriptions of other available fields, subfields, and indicator values. If necessary, you may add fields commonly associated with other types of materials to records for this type of material. This is a highly compressed cheatsheet, so also see the Tags chapter for detailed instructions to explain some of the more cryptic messages that you might find here.

Remember that if you are upgrading punctuation to ISBD, then you must upgrade the entire record to AACR, and change Leader/18 Desc to 'a'.

When you are making a different edition record, remember to check each field very carefully and delete/change anything that does not apply to the new resource that you have. You may be saving some typing by 'cloning' a near-matching record, but you are making a NEW record and must base the description for your new record on the issue that you have in-hand. If the record that you are cloning contains MARC elements that you do not understand, either look them up to be sure that they still apply to your new record, or delete them. Remember this for cloned records: *if in doubt, take it out!*

A new record must be assigned a new control number, but assigning a new control number does not necessary mean that you are making a new record—some systems assign new control numbers to all records added to the database

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
000 Leader	N		**Src:** n/a **EOF:** none Coded information about the record. 06/Type code must match 300$a **EDIT:** change 05/Rec stat to "**c**"; upgrade 17/ELvl to "#" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **ORIG/DE:** make 05/Rec stat "**n**"; 06/Type "**i**" (non-music) or "**j**" (music); 07/BLvl "**m**"; 17/ELvl "**#**" (LC-Full) "**I**" (OCLC-Full); 18/Desc "**a**" (AACR)	p. 3.0-1
001 Control No.	N		**Src:** n/a **EOF:** none Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm") or your system's unique record no. **EDIT—M21:** do not change LCCN or OCLC 001; change others to your own system number and prefix; **OCLC:** ignore **ORIG/DE—M21:** enter your unique system number & prefix; **OCLC:** supplies unique OCLC number (& prefix) upon export	p. 3.0-6 {003}
003 Control No. Identifier	N		**Src:** n/a **EOF:** none Identifies whose number is in 001; if 001 is LC's or OCLC's or yours, 003 must be LC's (DLC) or OCLC's (OCoLC) or your code to correspond **EDIT—M21:** if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; **OCLC:** ignore, "OCoLC" inserted upon export **ORIG/DE—M21:** enter your MARC21 code to correspond to the new 001; **OCLC:** ignore, "OCoLC" inserted upon export	p. 3.0-9 {001}
010 LCCN	N	• •	**Src:** any **EOF:** none Supposed to identify one specific LC record, so the same number should not be valid ($a) in different records	p. 3.0-71 A: 6.7B19
Valid LCCN	N	$a	For LCCN on resources that exactly match records in the LC database	
Invalid LCCN	R	$z	For LCCN on resources that do not exactly match records in the LC database **EDIT/DE/ORIG**: add if on resource; use $z if the LCCN on a resource brings up an LC record that does not exactly match the resource; ignore suffixes **M21:** normalize LCCN, see 010 for details: pre-2001 (3,2,6): `$a 99123456` 2001 on (2,4,6): `$a 2001123456` **OCLC:** do not normalize, OCLC does it for you **EDIT**: do not delete 010 if the LCCN is not on a resource; ignore suffixes **DE:** delete 010 if the LCCN is not on a resource; if an LCCN on a resource is already in the record used for cloning, check LC re using 010$z for LCCN	
020 ISBN	R	• •	**Src:** any **EOF:** none Should identify an individual publication of a work, so the same number cannot be valid ($a) in different records	p. 3.0-77 A: 6.8
Valid ISBN	N	$a	For ISBN that are unique (can be found in $a in only one record)	
Invalid ISBN	R	$z	For ISBN that are not unique (can be found in $a in more than one record), or that have a check digit that does not compute **EDIT/DE/ORIG**: add if on resource; normalize (no hyphens, no spaces); use $z if the same ISBN is in $a in multiple records; ok to have two valid ISBN ($a) in one record, but it is not ok to have one ISBN valid in two records **EDIT**: do not delete 020 if the ISBN is not on a resource **DE:** delete 020 if the ISBN is not on a resource; if it is, change it to $z	
024 Other standard identifier	R	_ _	**Src:** any **EOF:** none I1=1 (UPC—10-12 digits below a publisher's barcode) I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN) I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)	p. 3.0-86 A: 6.7B19
Valid no.	N	$a	Enter all digits below the barcode; normalize (no hyphens, no spaces)	
Added no.	N	$d	Sometimes contains price, etc., but seldom added	
Invalid no.	R	$z	Used for cancelled codes **EDIT/DE/ORIG**: add if on resource **DE:** delete 024 if the UPC/EAN is not on your resource	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
028	R	_ _	**Src:** any **EOF:** none	p. 3.0-88
Publisher number			Supposed to identify a particular video, sound recording, score, etc. I1=0 (issue number—most common), 1 (matrix number), 2 (plate number) I2=0 (not display, not index), 1 (display and index), 2 (display but not index), 3 (not display but index)	A: 6.7B19
Publisher no.	N	$a	Enter exactly as given, including spaces and punctuation	
Source.	N	$b	Brand or trade name associated with the number, matches 260$b **EDIT/DE/ORIG:** add if on resource; watch out for indicators **EDIT:** do not delete 028 if the number is not on your resource **DE:** delete 028 if the number is not on your resource	{260$b}
035	R	• •	**Src:** n/a **EOF:** none	p. 3.0-91
Old Ctrl No.			Contains the previous 001 for a copied record	{001}
Number	N	$a	(MARC21 code) + number, e.g., `035$a(OCoLC)12345678` **EDIT:** keep 035, esp. OCLC numbers—beginning with "(OCoLC)" or "ocm" **DE:** delete 035 since it applies to the other record	
040	N	• •	**Src:** n/a **EOF:** none	p. 3.0-94
Cat'g source			MARC21 Organization codes or names of agencies (DLC = LC)	
Cat'g agency	N	$a	Agency that did the cataloging	{008Srce}
Input agncy	N	$c	Agency that input the record into MARC (usually the same as $a)	
Modif agncy	R	$d	Agency that has changed a record **EDIT—M21:** add your code in $d; **OCLC:** enters your OCLC code **DE—M21:** change codes in ac to yours; **OCLC:** enters your OCLC code **ORIG—M21:** enter your code in ac; **OCLC:** enters your OCLC code	{000RecSt}
049/852/etc.	R	• •	**Src:** n/a **EOF:** none	p. 3.0-103
Holdings			Enter holdings information in whatever field your local system requires	
050 / 082	R	_ _	**Src:** n/a **EOF:** none	p. 3.0-104
Classification number			Contains an LC (050) or DDC (082) classification number **EDIT:** retain all class numbers, even if you do not use any of the schemes **DE:** retain all class numbers, even if you do not use any of the schemes; change I2 to 4 (not assigned by LC); adjust date in 050 $b; delete if unsure **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	
090 / 092	R	• •	**Src:** n/a **EOF:** none	p. 3.0-106
Local class. number			Add a local call number in an appropriate field **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	
245	N	_ _	**Src:** physical carrier and labels	p. 3.2-5
Title area			**EOF:** period, even if other punc is present, unless last word has its own period I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0 I2=0-9 (non-filing characters to skip, e.g., for initial articles)	A: 6.1 {500 Srce}
Title proper	N	$a	The title from the chief source	{246}
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	{246}
GMD	N	$h[ ]	What the material IS; for sound recordings: [sound recording]	{000Type }
Parallel title	N	=$b	The same title in another language, from the chief source	{246}
Other title	N	:$b	Usually a subtitle (clarifies/narrows a title), from the chief source	{246}
Next title	N	;$b	Subsequent title(s) by the same author, from the chief source	{740}
Statement of resp.	N	/$c	A statement from the chief source saying who is responsible for the intellectual /artistic content of the work; for sound recordings, e.g.: writers of spoken words; composers; collectors of field material; performers of pop, rock, jazz; important producers; separate statements for different functions with space-semicolon-space	{1XX; 500; 511; 7XX}
			EDIT/DE/ORIG: check inds; field contents must match resource exactly	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
6XX Subject headings (600, 610, 611, 630, 650, 651, 655)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes $2, $3, $4 I1= type of name, or non-filing, or blank; I2 = heading source; most common: 0=Library of Congress SH (preferred) 1=LC Annotated Children's SH (Juv. material should have both 0 and 1) 4=Local subject headings 7=Source is provided in $2 Consider adding new 655 (genre/form headings)—patrons like them, e.g, Compact discs	p. 3.6-1 A: 22-25
Heading	N	$a	The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects **EDIT/DE/ORIG**: add useful subject headings; establish names—choice of name/form of name/coding; **verify against authority files** **DE**: delete subject headings that do not apply to the new edition	
7XX Added entries (700, 710, 711, 730)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $3, $4, $5 I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic) Establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.7-7 A: 21-25 {245$c; 500 Resp}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245$c— joint composers (music) and writers (non-music); performers and performing groups, incl. narrators; conductors; accompanists; arrangers/transcribers; composers of the originals that have been adapted ; writers of words (music); producers (if important) choreographers and writers of scenarios, librettos, etc. of ballets; composers of accompaniments; other people or bodies if needed; for music videos, see also Video (VD) added entries **DE**: delete added entries that do not apply to the new edition	
8XX Series added entries (800, 810, 811, 830)	R	_ •	**Src:** see 490 **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $4 I1= type of name or non-filing; I2 = blank or non-filing The series added entry for the series statement provided in 490 when it is to be indexed differently; establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.8-1 A: 21.30L
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **DE**: delete series added entries that do not apply to the new edition	
006 Add. material char.	R		**Src:** n/a **EOF:** none It is useful to add codes for accompanying material	p. 3.0-10 {300$e; 500 AccM}
007 Phys. desc. fixed field	R		**Src:** n/a **EOF:** none Always add an SR 007 for all SR; also useful to add for accompanying non-print material M21: Cass: ss#l_njlc###__ CD: sd#f_ngnn###e_ OCLC: Cass: $as $bs $dl $e_ $fn $gj $hl $ic $m_ $n_ CD: $as $bd $df $e_ $fn $gg $hn $in $me $n_ 04/$e (channels): m (mono), q (quad), s (stereo), z (other), u (unknown) 12/$m (playback): e (digital), c standard (Dolby), n (n/a), u (unknown) 13/$m (capture): d (digital), e (analog), u (unknown)	p. 3.0-22 {245$h; 300$a$e; 500 AccM}
008 Fixed field	N		**EOF:** none **Src:** n/a Add codes for all 008 positions from the 008 Sound recordings codes list	p. 3.0-54

M21 order (SS = system supplied)

Entrd: SS	DtSt:	Dates: ,	Ctry:
Comp:	FMus: n	Part: #	Audn:
Form:	AccM:	LTxt:	~~M/E~~: #
ArrN: n	Lang:	MRec: #	Srce: d

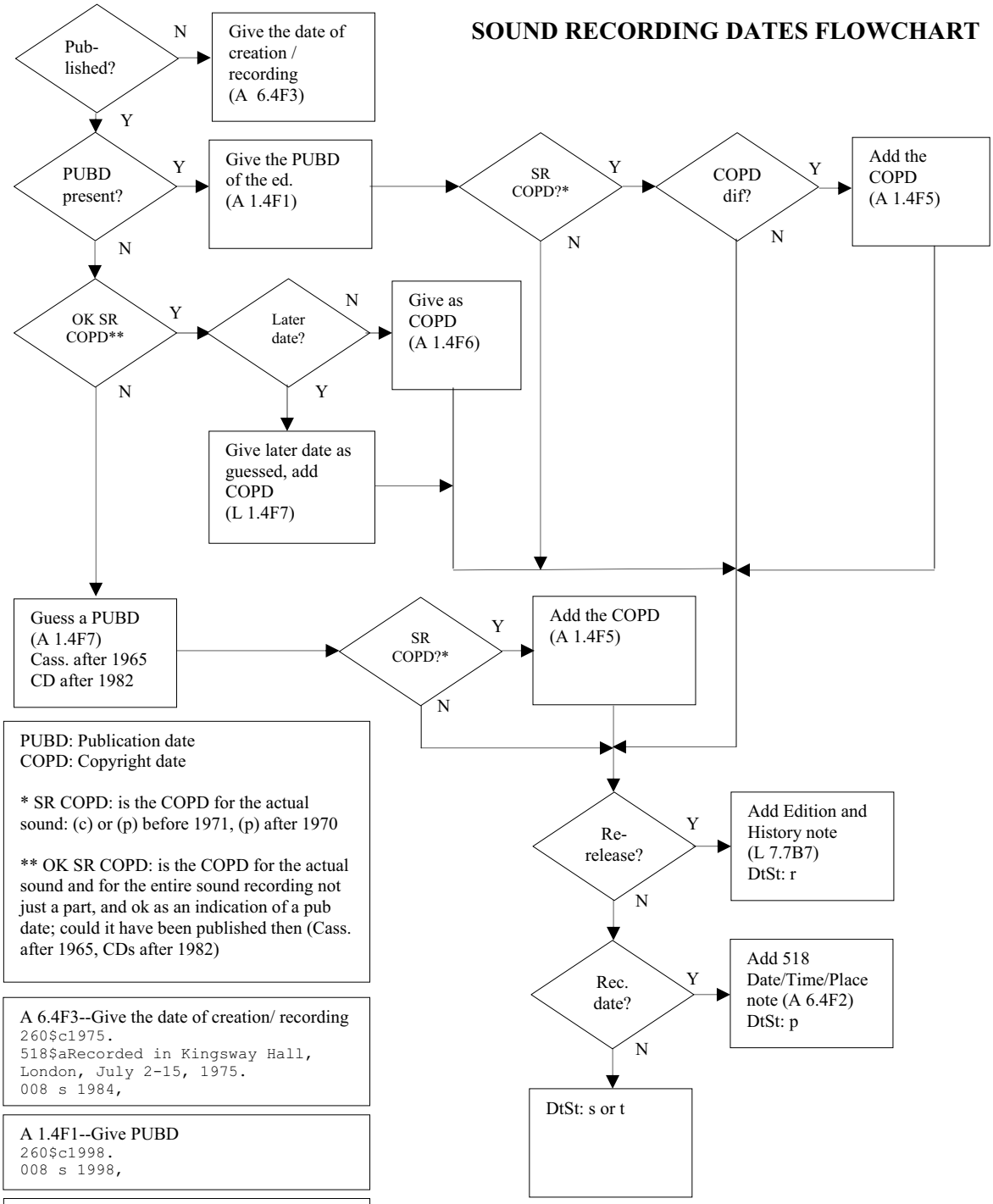
OCLC order (*italics* = 000 codes; SS = system supplied):

OCLC: SS *Rec stat*: n

Entered: SS Replaced: SS Used: SS

Type: i or j	*ELvl:*	Srce: d	Audn:	*Ctrl*: #	Lang:
BLvl: m	Form:	Comp:	AccM:	MRec: #	Ctry:
Desc:	FMus: n	LTxt:	DtSt:	Dates: ,	

SOUND RECORDING DATES FLOWCHART



PUBD: Publication date
COPD: Copyright date

* SR COPD: is the COPD for the actual sound: (c) or (p) before 1971, (p) after 1970

** OK SR COPD: is the COPD for the actual sound and for the entire sound recording not just a part, and ok as an indication of a pub date; could it have been published then (Cass. after 1965, CDs after 1982)

A 6.4F3--Give the date of creation/ recording
```
260$c1975.
518$aRecorded in Kingsway Hall,
London, July 2-15, 1975.
008 s 1984,
```

A 1.4F1--Give PUBD
```
260$c1998.
008 s 1998,
```

A 1.4F5--Add COPD
```
260$c1986, p1985.
008 t 1986,1985
```

A 1.4F6--Give as COPD
```
260$cp1988.
008 s 1988,
```

A 1.4F7--Guess PUBD
```
260$c[198-]
008 s 198u,
```

L 1.4F7 Give later date as guessed, add COPD
```
260$c[198-], p1972.
008 t 198u,1972
```

L 6.7B7 Add Edition and History note
```
260$c1981.
500$aOriginally released in 1978.
008 r 1981,1978
```

A 6.4F2 Add 518 Date/Time/Place note
```
260$c2001.
518$aRecorded in 1957.
008 p 2001,1957
```

CATALOGING TOOLS

In addition to the standard cataloging tools outlined in "Chapter Two: Cataloging Steps" (AACR, LCRI, etc.), you will find the following tools particularly useful when cataloging videos:

AMIM — *Archival Moving Image Materials: A Cataloging Manual*. 2000. 2nd ed. Washington, D.C.: Cataloging Distribution Service, Library of Congress. Also available online, but not completely up-to-date at: http://www.tlcdelivers.com/tlc/crs/arch0332.htm

Some of the explanations in this manual are very useful, especially for title, responsibility, edition, publication and notes information. However, when this manual contradicts AACR, as it often does, go with AACR.

CAM — Olson, Nancy B. 1998. *Cataloging of Audiovisual Materials and Other Special Materials*. 4th ed. DeKalb, IL: Minnesota Scholarly Press.

This is an indispensable tool for cataloging not only videos, but also sound recordings and the weirder audiovisual materials, such as puzzles, posters, etc. The explanations and examples give practical answers to the questions that we encounter when dealing with actual resources.

CDV — Olson, Nancy B. 2003. *Cataloging DVD Videos, AACR2r Chapter 7* in *Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9*. Online document. April 7, 2003. http://www.olacinc.org/capc/dvdprimer2.html

The acknowledged expert on cataloging videos gives practical explanations and examples for tackling videos on DVDs.

OLAC homepage. Website. August 7, 2003. http://ublib.buffalo.edu/libraries/units/cts/olac/

The newsletters put out by the Online Audiovisual Catalogers Group always include good advice on cataloging both old and new formats of audiovisual materials.

DVD Demystified: Home of the DVD FAQ. Website. August 7, 2003. http://www.dvddemystified.com/dvdfaq.html

This is a good site for technical details about DVDs.

DVD Forum. Website. August 7, 2003. http://www.dvdforum.org/forum.shtml

This, too, is a good site for technical details about DVDs.

CHIEF SOURCE OF INFORMATION

A 7.0B1 **VD** The first place to look for bibliographic information with which to describe a videorecording (its chief source of information) is in this order:

- the video title frames (the screens on the video itself showing text that is not part of the subject content of the video)
- its physical carrier and labels

If the carrier or labels do not supply the necessary descriptive information, get it from (in order of preference):

- Accompanying textual material
- Container (e.g., the box)
- Other sources

CAM "Titles always have been a problem with audiovisual material. There may be several forms of a title on an item, or even completely different titles on the same item. By first specifying a chief source of information for each type of material, the designers of AACR2 helped ensure the uniformity of bibliographic records. When we catalog a sound disc, for example, we are told the chief source of information is the disc label(s). We take the title proper from those label(s). If the sound disc has one title on the label, a different title on the front of the sleeve, another title on the spine, and yet another on the back of the sleeve, we no longer are confused. We use the label information for the title proper, and make notes of all the other titles. We make access points for all the variant titles if the differences are significant, and thus the patron can find the bibliographic record for the sound disc by whatever title happens to be remembered."

Hint Although A7.0B1 does not include the following instructions, the audiovisual cataloging experts say we should apply the rule from 6.0B1to videos: if the carrier or labels do not have a collective title and the accompanying textual material or the container does, use one of them as the chief source instead, in which case, add a Source of Title Proper Note (500).

A 7.0B2 Certain descriptive information must be taken from specific (prescribed) sources of information.

The title and statement of responsibility must come from the chief source.

The edition, publication and series information must come from the chief source, accompanying textual material, or container.

The physical description, notes, and standard numbers (e.g., ISBN) can come from any source.

If you have to take any of the above information from a source other than its prescribed source, you must put that information in square brackets.

Hint Ch. 7 provides the rules for cataloging videos. However, when cataloging music videorecordings, remember to also use the rules for music (Ch. 5). and sound recordings (Ch. 6).

QUICK MATCH CRITERIA

Basis of these guidelines:

- "When to Input a New Record" *in* OCLC Bibliographic Formats and Standards. 3rd ed. 2003. Online document. August 31, 2005. http://www.oclc.org/bibformats/en/input/
- Differences Between, Changes Within. 2004. Chicago: ALCTS. http://www.ala.org/ala/alcts/alctspubs/catalog/catalog.htm
- AACR2 2nd ed. 2002 rev.--21.2 and 21.3 and Ch. 12 rules on changes for individual areas of information.
- LCRI 1.0

These guidelines apply to single part monographs and to comparisons between the same parts of a multipart monograph. Consider changes in most fields between the parts of a multipart monograph to be minor.

Remember to take the information that you are trying to match from the appropriate prescribed source of information (see *italics* in column on left). If no source is listed, the information can come from any source. In this table, *video & label* = video title frames, container labels; *VLAB* = video title frames, container label, accompanying material, box; *whole* = the whole resource.

Field	Criteria
028/500 Publisher number	NOT ok: if numbers are different and any sign of another difference. OK: if there is absolutely no other difference and you suspect that the publisher has assigned a new number because of a change in price, for example.
245 $anp Title *(video & label)*	NOT ok: if there is a difference in the words in the title proper; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing, or titles taken from wrong sources, e.g., container instead of title frames, etc.)
245 $h GMD	OK: if the absence or presence of, or difference in the GMD is the only difference in the record; but usually if there is a difference, then other fields are different too; so GMD is a very quick indication of a problem; check 300$a.
245 $b Parallel title / Subtitle / Subsequent title *(video & label)*	NOT ok: if there is a difference in the words in a parallel title, subtitle or subsequent title (or if they are present in the record and not on the resource); but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or subtitles taken from wrong sources, e.g., container instead of title frames, etc.) OK: if they are on the resource and not in the record if it is possible that the other cataloger may have missed them.
245 $c Responsibility *(video & label)*	NOT ok: if there is a difference in responsibility given on the resource and in the record, or if responsibility that is given in the record cannot be found on the resource. OK: if responsibility that is given on the resource is not mentioned in the record if it is possible that the other cataloger might have missed it.
1XX/7XX Main entry /Added entries *(video & label)*	Check only if no 245$c (responsibility) is in the record. NOT ok: if there is no statement of responsibility in the record and there is a difference between the person or body in the main entry &/or added entries in the record and on the resource, but watch out for pseudonyms.
511 Performer note	NOT ok: if there is a difference in performers, narrators, etc.
508 Credits note	NOT ok: if there is a difference in persons or bodies listed in credits.
250 $a Edition *(VLAB)*	NOT ok: if there is a difference in edition statements involving numbers (1st vs. 2nd), or languages, or geography, or content (Longer version. vs. Shorter version.); also beware of presence vs. absence of edition statements. OK: if resource or record says 1st ed. and the other has no ed. statement.

Field	Criteria
500 Edition note	NOT ok: if there is a difference in an edition note, e.g., condensed, updated, corrected, or if such a note is needed and not present, or present and not applicable; also check 538.
250 $b Edition responsibility *(VLAB)*	NOT ok: if there is a difference in responsibility for an edition, or if responsibility for the edition that is given in the record cannot be found on the resource. OK: if edition responsibility that is given on the resource is not mentioned in the record if it is possible that the other cataloger might have missed it.
260 $b Publisher *(VLAB)*	NOT ok: if there is a true difference in publisher, including a change of name. OK: if there are multiple publishers on the resource and one matches in the record, or if the same publishers' name is given in either place in a different form. Must be the releasing agent of the video, not the film.
260 $a Place *(VLAB)*	NOT ok: if there is a difference in country of publication. OK: if place is in the same country, or there are multiple places on the resource and one matches in the record.
260 $c Date *(VLAB)*	NOT ok: if there is a difference in publication date or if there is a different copyright date when it is used as a publication date. OK: if the difference is due to cataloging interpretation or just package & design copyright.
300 $a Extent	NOT ok: if there is a difference in SMD (e.g., videodisc vs. videocassette) NOT ok: if there is a difference in number of SMD (e.g., 1 videocassette vs. 2 videocassettes). NOT ok: if there is a significant difference in playing time. OK if the difference is due to cataloging interpretation or errors (e.g., cassette instead of videocassette).
300 $b Sound Color	NOT ok: if there is a difference between sound and silent, be careful of interpretation NOT ok: if there is a difference between color vs. black & white, be careful of interpretation.
300 $c Size	NOT ok: if there is a difference in size of disc or tape width (e.g., 1/2 in. vs. 1/4 in.)
300 $e Accompanying material *(whole)*	Not OK: if there is accompanying material in the record and none or different accompanying material with the resource or vv. (also check for a note) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
500 Accompanying material note	Not OK: if there is a note about accompanying material in the record and none or different accompanying material with the resource or vv. (also check 300$e) OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)
4XX Series *(VLAB)*	NOT ok: if there is a difference in series statement or series number; but watch out for differences due to cataloger error (e.g., words wrongly abbreviated or capitalized, or initial articles missing) OK if parallel title, other title info, statement of responsibility, or ISSN are given on the resource and are not in the record, if the other cataloger might have missed them.
538 System details	NOT ok: if there is a difference in the format of the video (e.g., VHS vs. Beta vs. DVD) or in details such as widescreen vs. full screen, aspect ratio, sound, or region 1 vs. region 2, etc.
546/500 Language note	NOT ok: if there is a difference in the language of the resource and the language given in a note in the record (e.g., dubbed vs. not dubbed, subtitled vs. not or different language of subtitles, closed captioned vs. not); watch out for confusing charts on DVDs.
500 Physical desc. note	NOT ok: if there is a difference in a physical description note that affects use or if such a note is needed and not present, or present and not applicable, e.g., stereo; also check 538 for this information.
505 Contents note	NOT ok: if there is an actual difference in the contents of a resource. This information might be in a 500 unformatted contents note for a DVD.
020 ISBN	OK: if there is a difference in ISBN, or if one is present on the resource and absent from the record, or one is absent from the resource and present in the record.

EDITING/CLONING/CREATING RECORDS CHEATSHEET

EXPLANATION OF TABLE HEADINGS:

Field	The tag number of each field, and its name (often abbrev. considerably); also the names of subfields, if applicable
R	Whether or not the field/subfield is repeatable; N = not repeatable (you may have only one of these fields in a record or subfields in a field); R = repeatable (you may have more than one of these fields in a record or subfields in a field)
I1 I2	Indicator one and indicator two, when applicable (• = blank; _ = enter a value); explanations for some indicators are given in the Hints column
SubF	Subfield codes and their preceding punctuation, if any; explanations for some subfields are given in the Hints column
Src	The prescribed source of information for data, as per AACR
EOF	The appropriate end of field punctuation for the field. MARC21 Introduction says: "In the discussion of punctuation practices, a mark of punctuation is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-). The MARC21 print manual lists ending punctuation under 'input conventions' at the end of each MARC field.
Hints	The author's suggestions
Page no.	The page number in this book where you can find further information about the field
A: AACR	The associated AACR (Anglo American Cataloguing Rules) rule, if appropriate
{Related}	Related MARC elements; i.e., when entering information in a field / indicator / subfield, think about entering corresponding information in the related field, etc.

EXPLANATION OF TERMS:

EDIT: Special hints for when you are editing a record you have copied

ORIG: Special hints for when you are creating an original record from scratch

DE: Special hints for when you are copying a record that does not quite match, and changing it so that it is a new record that completely matches, i.e., a 'different edition', aka 'cloning'

M21: Cataloging software based on MARC21, not OCLC

OCLC: Specific differences in the OCLC cataloging requirements

#: Means a blank space

Note: Only the most commonly used fields, subfields, and indicator values for this particular type of material are given in this cheatsheet;. See the Tags chapter or an official MARC manual for descriptions of other available fields, subfields, and indicator values. If necessary, you may add fields commonly associated with other types of materials to records for this type of material. This is a highly compressed cheatsheet, so also see the Tags chapter for detailed instructions to explain some of the more cryptic messages that you might find here.

Remember that if you are upgrading punctuation to ISBD, then you must upgrade the entire record to AACR, and change Leader/18 Desc to 'a'.

When you are making a different edition record, remember to check each field very carefully and delete/change anything that does not apply to the new resource that you have. You may be saving some typing by 'cloning' a near-matching record, but you are making a NEW record and must base the description for your new record on the issue that you have in-hand. If the record that you are cloning contains MARC elements that you do not understand, either look them up to be sure that they still apply to your new record, or delete them. Remember this for cloned records: *if in doubt, take it out!*

A new record must be assigned a new control number, but assigning a new control number does not necessary mean that you are making a new record—some systems assign new control numbers to all records added to the database.

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
000 Leader	N		**Src:** n/a **EOF:** none Coded information about the record. 06/Type code must match 300$a **EDIT:** change 05/Rec stat to "**c**"; upgrade 17/ELvl to "**#**" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **ORIG/DE:** make 05/Rec stat "**n**"; 06/Type "**g**"; 07/BLvl "**m**"; 17/ELvl "**#**" (LC-Full) "**I**" (OCLC-Full); 18/Desc "**a**" (AACR)	p. 3.0-1
001 Control No.	N		**Src:** n/a **EOF:** none Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm") or your system's unique record no. **EDIT—M21:** do not change LCCN or OCLC 001; change others to your own system number and prefix; **OCLC:** ignore **ORIG/DE—M21:** enter your unique system number & prefix; **OCLC:** supplies unique OCLC number (& prefix) upon export	p. 3.0-6 {003}
003 Control No. Identifier	N		**Src:** n/a **EOF:** none Identifies whose number is in 001; if 001 is LC's or OCLC's or yours, 003 must be LC's (DLC) or OCLC's (OCoLC) or your code to correspond **EDIT—M21:** if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; **OCLC:** ignore, "OCoLC" inserted upon export **ORIG/DE—M21:** enter your MARC21 code to correspond to the new 001; **OCLC:** ignore, "OCoLC" inserted upon export	p. 3.0-9 {001}
010 LCCN	N	• •	**Src:** any **EOF:** none Supposed to identify one specific LC record, so the same number should not be valid ($a) in different records	p. 3.0-71 A: 7.7B19
Valid LCCN	N	$a	For LCCN on resources that exactly match records in the LC database	
Invalid LCCN	R	$z	For LCCN on resources that do not exactly match records in the LC database	
			EDIT/DE/ORIG: add if on resource; use $z if the LCCN on a resource brings up an LC record that does not exactly match the resource; ignore suffixes **M21:** normalize LCCN, see 010 for details: pre-2001 (3,2,6): `$a 99123456` 2001 on (2,4,6): `$a 2001123456` **OCLC:** do not normalize, OCLC does it for you **EDIT**: do not delete 010 if the LCCN is not on a resource; ignore suffixes **DE:** delete 010 if the LCCN is not on a resource; if an LCCN on a resource is already in the record used for cloning, check LC re using 010$z for LCCN	
020 ISBN	R	• •	**Src:** any **EOF:** none Should identify an individual publication of a work, so the same number cannot be valid ($a) in different records	p. 3.0-77 A: 7.8
Valid ISBN	N	$a	For ISBN that are unique (can be found in $a in only one record)	
Invalid ISBN	R	$z	For ISBN that are not unique (can be found in $a in more than one record), or that have a check digit that does not compute	
			EDIT/DE/ORIG: add if on resource; normalize (no hyphens, no spaces); use $z if the same ISBN is in $a in multiple records; ok to have two valid ISBN ($a) in one record, but it is not ok to have one ISBN valid in two records **EDIT**: do not delete 020 if the ISBN is not on a resource **DE:** delete 020 if the ISBN is not on a resource; if it is, change it to $z	
024 Other standard identifier	R	_ _	**Src:** any **EOF:** none I1=1 (UPC—10-12 digits below a publisher's barcode) I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN) I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)	p. 3.0-86 A: 7.7B19
Valid no.	N	$a	Enter all digits below the barcode; normalize (no hyphens, no spaces)	
Added no.	N	$d	Sometimes contains price, etc., but seldom added	
Invalid no.	R	$z	Used for cancelled codes	
			EDIT/DE/ORIG: add if on resource **DE:** delete 024 if the UPC/EAN is not on your resource	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
028 Publisher number	R	_ _	**Src:** any **EOF:** none Supposed to identify a particular video, sound recording, score, etc. I1=4 (videorecording number) I2=0 (not display, not index), 1 (display and index), 2 (display but not index), 3 (not display but index)	p. 3.0-88 A: 6.7B19
Publisher no.	N	$a	Enter exactly as given, including spaces and punctuation	
Source.	N	$b	Brand or trade name associated with the number, matches 260$b **EDIT/DE/ORIG:** add if on resource; watch out for indicators **EDIT:** do not delete 028 if the number is not on your resource **DE:** delete 028 if the number is not on your resource	{260$b}
035 Old Ctrl No.	R	• •	**Src:** n/a **EOF:** none Contains the previous 001 for a copied record	p. 3.0-91 {001}
Number	N	$a	(MARC21 code) + number, e.g., `035$a(OCoLC)12345678` **EDIT:** keep 035, esp. OCLC numbers—beginning with "(OCoLC)" or "ocm" **DE:** delete 035 since it applies to the other record	
040 Cat'g source	N	• •	**Src:** n/a **EOF:** none MARC21 Organization codes or names of agencies (DLC = LC)	p. 3.0-94
Cat'g agency	N	$a	Agency that did the cataloging	{008Srce}
Input agncy	N	$c	Agency that input the record into MARC (usually the same as $a)	
Modif agncy	R	$d	Agency that has changed a record **EDIT—M21:** add your code in $d; **OCLC:** enters your OCLC code **DE—M21:** change codes in ac to yours; **OCLC:** enters your OCLC code **ORIG—M21:** enter your code in ac; **OCLC:** enters your OCLC code	{000RecSt}
049/852/etc. Holdings	R	• •	**Src:** n/a **EOF:** none Enter holdings information in whatever field your local system requires	p. 3.0-103
050 / 082 Classification number	R	_ _	**Src:** n/a **EOF:** none Contains an LC (050) or DDC (082) classification number **EDIT:** retain all class numbers, even if you do not use any of the schemes **DE:** retain all class numbers, even if you do not use any of the schemes; change I2 to 4 (not assigned by LC); adjust date in 050 $b; delete if unsure **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-104
090 / 092 Local class. number	R	• •	**Src:** n/a **EOF:** none Add a local call number in an appropriate field **ORIG—OCLC:** add either 090/050 or 092/082, etc., for other catalogers	p. 3.0-106
245 Title area	N	_ _	**Src:** video title screens, physical carrier and label(s) **EOF:** period, even if other punc is present, unless last word has its own period I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0 I2=0-9 (non-filing characters to skip, e.g., for initial articles)	p. 3.2-5 A: 7.1 {500 Srce}
Title proper	N	$a	The title from the chief source	{246}
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	{246}
GMD	N	$h[ ]	What the material IS; for videos: [videorecording]	{008TMat}
Parallel title	N	=$b	The same title in another language, from the chief source	{246}
Other title	N	:$b	Usually a subtitle (clarifies/narrows a title), from the chief source	{246}
Next title	N	;$b	Subsequent title(s) by the same author, from the chief source	{740}
Statement of resp.	N	/$c	A statement from the chief source saying who is responsible for the intellectual /artistic content of the work; for videos, e.g.: overall responsibility or significant control of content: production company; sponsor; director; producer; writer; animator of animated film; photographer of travelog; principal performer in music video; give principal performer first, then production companies, then others using the wording and order on the video; separate statements for different functions with space-semicolon-space **EDIT/DE/ORIG**: check inds; field contents must match resource exactly	{1XX; 500; 508; 511; 7XX}

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
1XX Main entry (100, 110, 111, 130)	N	_ • 	**Src:** video title screens, physical carrier and label(s) **EOF:** period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes $4 The established heading for a person or corporate body solely or primarily responsible for a work, or the first named person or body in a list of 3 or less, or if none of these, then a uniform title I1= type of name or non-filing; I2 = blank	p. 3.1-1 A: 21-25 {245 I1, $c}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: main vs. added entries—main entries for videos: are principal performers of music videos, otherwise most videos have title main entries; establish headings—choice of name/form of name/coding; **verify against authority files**	
240 Uniform title	N	_ 0 	**Src:** any **EOF:** none I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial articles—always 0 and omit initial articles)	p. 3.2-1 A: 25
Title	N	$a	The uniform title, when a personal, corporate or conference main entry (1XX) is present; additional subfields may be added to differentiate between titles **EDIT/DE/ORIG**: add if needed; **verify against authority files**	
246 Variant title note and a.e.	R	_ _ 	**Src:** any **EOF:** none Different titles on a work (e.g., container), or alternatives to words in a title (e.g., spelling out a number, or ampersand), or portions of a title I1=0 (display but not index), 1 (display and index), 2 (not display, not index), 3 (not display but index); most often 1 or 3 I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); VD: usually # (no display const.)	p. 3.2-38 A: 7.7B4-6; 21.30J {245}
Title proper	N	$a	The variant title; omit initial articles unless they are to be filed under	
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	
Rem. title	N	:$b	Usually a subtitle	
Display text	N	$i	Text to display when I2 display const. (2-8) won't do, e.g., "Container title:" **EDIT/DE/ORIG**: add if useful **DE:** delete any 246 that do not apply to the different edition	
250 Edition area	N	• • 	**Src:** video title screens, physical carrier and label(s), accompanying material, container (box) **EOF:** period Edition statements found on the resource and sometimes special responsibility for a specific edition; transcribed as given, but App. B for abbreviations (e.g., ed.) & App. C for numbers (Arabic, and ordinals as, e.g., 1st)	p. 3.2-56 A: 7.2 {500 Ed.}
Edition	N	$a	Look for … "edition" "issue" "version", and words implying different versions, e.g., "Letterbox format", "Director's cut"	
Resp.	N	/$b	Responsibility for the edition, not the original work **EDIT/DE/ORIG**: add if on resource **DE:** delete if not on resource	{7XX}
260 Imprint area	R	_ • 	**Src:** video title screens, physical carrier and label(s), accompanying material, container (box) **EOF:** period, hyphen, parenthesis, bracket, or angle bracket Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs	p. 3.2-66 A: 7.4
Place	R	$a	Give first place, or guess, or "[S.l.]"; add place in your country if not 1st (;$a)	{008Ctry}
Publisher	R	:$b	Give first publisher, or "[s.n.]"; add other publishers on chief source (:$b); add distributors (:$b)	{008GPub; 028$b}
Dates	R	,$c	Give publication date ($c1990), add © date if different ($c1990, c1989); if no publication date give © date ($cc1999); if no date, guess ($c[1989?] or $c[19--] or $c[199-], etc.); © date must be © of video, not film; VHS available 1977; DVDs available 1997	{008Dates; 008DtSt}

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
521 Target audience Note Source	R N N	_ • $a $b	Make a note for brief information about the intended audience for a work; this note should only be added if the information is stated on the item I1=# (Audience), 0-4 (other display constants), 8 (no display constant) E.g., "For nurses and health care practitioners." Name or abbreviation of the source of the note if it is not from item	p. 3.5-57 A: 7.7B14 {008Audn}
530 Add. forms Note Source Conditions Order # URI	R N N N N R	• • $a ;$b ;$c ;$d $u	Make a note, if desired, for additional physical forms in which the work has been issued The other format of the resource, e.g., "Issued also on DVD." Where the other format is available from Cost, etc. of the other format Stock no., etc. of the other format Link to an Internet site	p. 3.5-61 A: 7.7B16 {856}
520 Summary Note Expansion URI	R N N R	_ • $a $b $u	Make a note for a brief objective summary of the content of the work, preferably with good keywords (for indexing to provide additional access) I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant) Brief summary note Longer summary note, if necessary Link to an Internet site **EDIT/DE/ORIG**: check for typos	p. 3.5-54 A: 7.7B17
500 Unformatted contents	R	• •	Use this note for a vague note on contents, e.g., "Contains restored footage." or "Special features include: deleted scenes, filmmaker's commentary, interview with director, and bonus trailers."	p. 3.5-32 A: 7.7B18
505 Formatted contents Note Misc. info. Resp. Title URI	R N R R R R	_ _ $a $g /$r --$t $u	List the contents of an item, e.g., titles of chapters, stories, poems or songs, either fully or in part; keyword indexed, so check spelling and coding I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in $a), 0 ($rtg present) Data indexed in Title Keyword; a basic 505 ($a only) contains all of the note when no names are present in the field and when a system does not index 505$t in the Title Browse index; an enhanced 505 ($t $r $g)is used when the field contains names and/or when a system indexes 505$t in the Title Browse index Data that is not to be indexed Names, indexed in Name Keyword Titles, indexed in Title Keyword and, in some systems, Title Browse Link to an Internet site **EDIT**: Change from basic ($a) to enhanced ($trg) if names are included	p. 3.5-39 A: 7.7B18
500 Numbers	R	• •	Use this note for publisher's numbers (if numbering is too complicated for an 028 alone, e.g., to give multiple sequential numbers on a multipart resource) and other numbers you don't know what else to do with (e.g., "10003.")	p. 3.5-19 A: 6.7B19 {028 etc.}
590 Copy describ.	R	• •	Contains details about a particular copy of a resource; do NOT use in a shared system, use an item record note instead **EDIT/DE**: delete 590 found in a record	p. 3.5-83 A: 7.7B20
506 Restrictions Note Jurisdiction	R N R	• • $a ;$b	Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource The restrictions imposed, e.g., "For private home use only." The agent imposing the restrictions, e.g., "[Publisher.]"	p. 3.5-44 A: 7.7B20 {540}
540 Terms govern. use/reprod. Note Jurisdiction Institution	R N R N	• • $a ;$b $5	Special local restrictions or permissions applied to specific copies of a resource, sometimes assigned by the publisher, or a library, etc. The local restriction or permission, e.g., "Public performance permitted." The agent imposing the restriction or granting permission, e.g., "[Publisher]" Code for the institution to which the special restrictions or permissions apply	p. 3.5-68 A: 7.7B20 {506}
586 Awards	R	_ •	**EOF:** none Use this note for the names of award(s) won by the resource that patrons might use for keyword searching, e.g., Caldecott, Dove, Grammy, Emmy, etc.; for consistency either always add or always not add I1=# ("Awards:"), 8 (no display constant)	p. 3.5-82

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
6XX Subject headings (600, 610, 611, 630, 650, 651, 655)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes $2, $3, $4 I1= type of name, or non-filing, or blank; I2 = heading source; most common: 0=Library of Congress SH (preferred) 1=LC Annotated Children's SH (Juv. material should have both 0 and 1) 4=Local subject headings 7=Source is provided in $2 Consider adding new 655 (genre/form headings)—patrons like them; common LCSH are: Feature films; DVD-Video discs; Video recordings; Video recordings for the hearing impaired;	p. 3.6-1 A: 22-25
Heading	N	$a	The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects **EDIT/DE/ORIG**: add useful subject headings; establish names—choice of name/form of name/coding; **verify against authority files** **DE**: delete subject headings that do not apply to the new edition	
7XX Added entries (700, 710, 711, 730)	R	_ _	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $3, $4, $5 I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic) Establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.7-9 A: 21 L 21.29D {245$c; 500 Resp}
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG:** add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245$c (production companies, sponsors, producers, directors, writers, animators, principal performers in a music video); bodies from 260$b; featured cast from 511, narrators from 508; any people discussing their lives, ideas, works, etc., interviewers, interviewees, lecturers, etc.; other people or bodies if needed **DE**: delete added entries that do not apply to the new edition	
8XX Series added entries (800, 810, 811, 830)	R	_ •	**Src:** see 490 **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $4 I1= type of name or non-filing; I2 = blank or non-filing The series added entry for the series statement provided in 490 when it is to be indexed differently; establish headings—choice of name/form of name/coding; **verify against authority files**	p. 3.8-1 A: 21.30L
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles **DE**: delete series added entries that do not apply to the new edition	
006 Add. material char.	R		**Src:** n/a **EOF:** none It is useful to add codes for accompanying material	p. 3.0-10 {300$e; 500 AccM}
007 Phys. desc. fixed field	R		**Src:** n/a **EOF:** none Always add a VD 007 for all VD; also useful to add for accompanying non-print material M21: VHS: vf#_baho_ DVD: vd#_vaiz_ OCLC: VHS: $av $bf $d_ $eb $fa $gh $ho $i_ DVD: $av $bd $d_ $ev $fa $gi $hz $i_ 03/$d (color): b (b&w), c (color), m (mixed), z (other), u (unknown) 08/$i: (channels): m (mono), q (quad/surr.), s (stereo), u (unknown), z (other)	p. 3.0-22 {245$h; 300$a$e; 500 AccM}
008 Fixed field	N		**EOF:** none **Src:** n/a Add codes for all 008 positions from the 008 Videos codes list	p. 3.0-60

M21 order (SS = system supplied)

Entrd: SS	DtSt:	Dates:	Ctry:
Time:	Audn:	~~AccM~~: #	GPub:
Form:	~~M/E~~: #	TMat: v	Tech:
Lang:	MRec: #	Srce: d	

OCLC order (*italics* = 000 codes; SS = system supplied):

OCLC: SS *Rec stat*: n

Entered: SS	Replaced: SS		Used: SS		
Type: g	*ELvl:*	Srce: d	Audn:	*Ctrl*: #	Lang:
BLvl: m	Form:	GPub:	Time:	MRec: #	Ctry:
Desc:	TMat: v	Tech:	DtSt:	Dates:	,

CATALOGING TOOLS

In addition to the standard cataloging tools outlined in "Chapter Two: Cataloging Steps" (AACR, LCRI, etc.), you will find the following tools particularly useful when cataloging serials:

C *CONSER Cataloging Manual.* 2002. Loose-leaf, updated at least once a year. DC: Cataloging Distribution Service, Library of Congress.
Also available online, but not completely up-to-date:
http://www.tlcdelivers.com/tlc/crs/edit7375.htm
Current herein as of: Update 16 2005

Serials are far more complicated to catalog than anything else you might encounter (except perhaps the Internet). The CONSER Cataloging Manual does an excellent job of clarifying and expanding upon the AACR rules for serials. It also provides outstanding examples, often with illustrations, to further increase our understanding of this difficult topic.

CEG *CONSER Editing Guide*. 1994. Loose-leaf, updated periodically. Washington, DC: Library of Congress, Serial Record Division.
Also available online, but not completely up-to-date:
http://www.tlcdelivers.com/tlc/crs/edit7375.htm

CONSER's version of the MARC standards often has additional examples and explanations that supplement the information provided by the LC MARC manual.

CONSER homepage. Website. August 7, 2003.
http://lcweb.loc.gov/acq/conser/

The CONSERline newsletter and reports of meetings on serials often provide useful information about details of and changes to serials rules and coding.

In many instances, the AACR, LCRI, and CONSER rules were too complex to be adequately paraphrased in this book. It is particularly important when cataloging serials that you consult the actual rules when all that is given here is "See the rule for details about …"

DECIDE WHAT YOU ARE CATALOGING

Hint

The first thing that we have to do for serials is decide whether or not we actually have a serial.

A 'monograph' is defined in the AACR Glossary as: "A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts."

A 'continuing resource' is defined in the AACR Glossary as: "A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources."

A 'serial' is defined in the AACR Glossary as: "A continuing resource issued in a succession of discrete [i.e., separate] parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series."

An 'integrating resource' is defined in the AACR Glossary as: "A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites."

Deciding which of these we have will take some deep thought on our part as we try to determine the intentions of whoever is responsible for the resource that we are cataloging. LC addresses this thorny question with many pages of guidelines, as outlined below:

A 1.0A2ii

See the rule for details on:
- What is being cataloged?
- Type of issuance
- Monograph vs. serial

L 1.0

See the LCRI for decisions before cataloging, especially:
- What is being cataloged?
- Type of issuance
- Monograph vs. serial

L 12.0

See the LCRI for details about:
- Serials issued in cumulations
- Serials issued in parts
- Reprinted issues of non-newspaper serials
- Newspapers
- Loose-leaf services
- Pamphlets/paperbacks
- Sections with independent numeric or chronological designations
- Transfer volumes
- Updating web sites
- Change in issuance

QUICK MATCH CRITERIA

Basis of these guidelines:

- "When to Input a New Record" *in* OCLC Bibliographic Formats and Standards. 3rd ed. 2003. Online document. August 31, 2005. http://www.oclc.org/bibformats/en/input/
- Differences Between, Changes Within. 2004. Chicago: ALCTS. http://www.ala.org/ala/alcts/alctspubs/catalog/catalog.htm
- AACR2 2nd ed. 2002 rev.--21.2 and 21.3 and Ch. 12 rules on changes for individual areas of information.
- LCRI 1.0

Remember to take the information that you are trying to match from the appropriate prescribed source of information (see *italics* in column on left). If no source is listed, the information can come from any source. In this table, *t.p., etc.* = title page, other preliminaries (incl. t.p. verso and covers), and colophon.

Field	Criteria
008/34 S/L	If the record is 'latest entry' (1) you may create a 'successive entry' (0) record. (OCLC)
245 $anp Title *(title page)*	Not OK if: • a word other than an article (e.g., A, An, The), preposition (e.g., of, over, under, with), or conjunction (e.g., and, or, but) is added, changed, reordered, or dropped within the first 5 words (or 6, if there is an initial article) of the title (an$p)—but see below. (A21.2) • a word is added anywhere in the title (an$p) that changes the meaning of the title or indicates a change in scope—but see below. (A21.2) • a different corporate body is named anywhere in the title. (A21.2) • the title is given in multiple languages and the title that was in the language that was given as the title proper is dropped. (A21.2) • the serial is given a completely different title. (A21.2) OK if: • a word is added, changed, reordered, or dropped after the first 5 words (or 6, if there is an initial article) of the title (an$p), as long as the meaning of the title or scope of the material is not changed (A21.2/OCLC) • the only change is in the representation of a word or words: spelling; abbrev. or sign or symbol vs. full form; Arabic numbers vs. Roman; numbers or dates vs. spelled out; hyphenated vs. not; one-word compounds vs. two-word compounds; acronym or initialism vs. full form; change in grammar (e.g., singular vs. plural). (A21.2) • an article, preposition, or conjunction is added, deleted, or changed anywhere in the title. (A21.2) • the name of a corporate body, or its subordinate unit, or the grammar connecting the name to the title is changed anywhere in the title, e.g., a variant form of the name of the same body. (A21.2) • punctuation is the only change, including initialisms with or without separating punctuation and words with or without hyphens. (A21.2) • the order of parallel titles changes, as long as the title that was chosen as the title proper still appears as a parallel title. (A21.2) • later issues have a parallel title that was not on the first issue or do not have a parallel title that was on the first issue. (OCLC) • words linking the title to the numbering are added, deleted, or changed. (A21.2) • different titles are used on other issues of a serial according to a regular pattern. (A21.2) • a title fluctuates unintentionally (OCLC) • a word in a list is added, deleted, or changed in its order, as long as it does not change the meaning or scope of the resource. (A21.2) • a word is added or deleted anywhere in the title that indicates the type of resource that it is, e.g., magazine, journal, newsletter, etc. (A21.2) In case of doubt, consider changes to be MINOR and make notes and (if useful) added entries for them.
245 $h	OK if: the absence or presence of, or difference in the GMD is the only difference in the

Field	Criteria
GMD	record. But usually if there is a difference, then other fields are different too; so GMD is a very quick indication of a problem; check 300$a. (OCLC)
245 $b Par / Subtitle *(title page)*	OK if: a parallel title or subtitle is added, deleted, or changed; make a note if considered important (A121D3 and A12.1E2).
245 $c Responsibility *(title page)*	Not OK if: the corporate body or person that was the main entry is no longer responsible. (A21.3) OK if: the statement of responsibility is added, deleted or changed (except above); make a note if considered important (A12.1F5)
1XX Main entry *(title page)*	Not OK if: • the same corporate body remains the main entry, but the heading for the corporate body changes (i.e., the name of the corporate body changes). (A21.3) • there is a change in responsibility that means there will be a change in the name of a corporate body that is used as a qualifier in a uniform title. (A21.3) • single responsibility for the entire serial is different OK if: there is a change in a place used as a qualifier in a uniform title. (OCLC)
250 $a Edition *(t.p., etc.)*	Not OK if: there is any variation in statements re content, abridgment / enlargement, number or language or geography. (OCLC) OK if: added or deleted on later issues, or if change does not require a new record (e.g., '1st ed.', 'Pbk. ed.') (A 12.2F1), or if statement is really numbering (362)
500 Edition note	Not OK if: a note about edition changes, e.g., condensed, is needed and not present, or present and not applicable. (OCLC)
260 $b Publ *(t.p., etc.)*	OK if: there is a change in publisher, as long as it is not also the main entry or a used as a qualifier in a uniform title. (A12.D2 / OCLC)
260 $a Place *(t.p., etc.)*	OK if: there is a change in place of publication. (A12.4C2 / OCLC)
260 $c Date *(t.p., etc.)*	Not OK if: there is a true difference in beginning or ending publication date, or © date used as publication date. OK if: the difference is due to cataloging interpretation. (OCLC)
300 $a Extent *(whole)*	Not OK if: there is a change in the physical format of a serial, e.g., paper vs. CDROM or microform, or if LP vs. RP, etc. (OCLC) OK if: other physical details or dimensions change; if important make a note. (A12.5D1-2)
310 / 008Freq Frequency	Not OK if: there is really a difference in frequency (e.g., annual vs. quarterly), look for other details too. (OCLC) OK if: there is a change in the frequency of a serial. (OCLC)
362 $a Numbering *(whole)*	OK if: numbering system changes or if it begins over in the same form, with or without wording such as 'new series'. (A12.3G)
4XX Series *(whole)*	OK if: a series statement is added, deleted, or changed; either add as additional 4XX or make a note. (A12.6B2 / OCLC)
546/500 Language note	Not OK if: the language of the item is different to the language(s) given in a note in the record. (OCLC)
500 Physical desc. note	Not OK if: a note about difference in physical format that affects use is needed and not present, or present and not applicable, e.g., cloth vs. plastic pages. (OCLC)
533 Repr. note	Not OK if: this field is absent, or present, or different (OCLC)
008/23 Form	Watch out for 008 Form of item codes: ‘a’, ‘b’, ‘c’ (Microform), ‘d’ (Large print), ‘r’ (Photocopy), ‘s’ (Electronic); look for confirming indications. (OCLC)
010 LCCN	OK if: an LCCN is present on the item and absent from the record or vv. or if it is different in either.
022 ISSN	OK if: an ISSN is present on the item and absent from the record or vv. or if it is different in either. (OCLC)

If a serial changes enough to need a new record, and you have the old record in your system, you must 'close off' the old record: DtSt; Date 2; 260$c; 300$a; 362; 246, 310, 5XX, 785

EDITING/CLONING/CREATING RECORDS CHEATSHEET

EXPLANATION OF TABLE HEADINGS:

Field	The tag number of each field, and its name (often abbrev. considerably); also the names of subfields, if applicable
R	Whether or not the field/subfield is repeatable; N = not repeatable (you may have only one of these fields in a record or subfields in a field); R = repeatable (you may have more than one of these fields in a record or subfields in a field)
I1 I2	Indicator one and indicator two, when applicable (• = blank; _ = enter a value); explanations for some indicators are given in the Hints column
SubF	Subfield codes and their preceding punctuation, if any; explanations for some subfields are given in the Hints column
Src	The prescribed source of information for data, as per AACR
EOF	The appropriate end of field punctuation for the field. MARC21 Introduction says: "In the discussion of punctuation practices, a mark of punctuation is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-). The MARC21 print manual lists ending punctuation under 'input conventions' at the end of each MARC field.
Hints	The author's suggestions
Page no.	The page number in this book where you can find further information about the field
A: AACR	The associated AACR (Anglo American Cataloguing Rules) rule, if appropriate
{Related}	Related MARC elements; i.e., when entering information in a field / indicator / subfield, think about entering corresponding information in the related field, etc.

EXPLANATION OF TERMS:

EDIT: Special hints for when you are editing a record you have copied
ORIG: Special hints for when you are creating an original record from scratch
DE: Special hints for when you are copying a record that does not quite match, and changing it so that it is a new record that completely matches, i.e., a 'different edition', aka 'cloning'
#: Means a blank space

M21: Cataloging software based on MARC21, not OCLC
OCLC: Specific differences in the OCLC cataloging requirements

Note: Only the most commonly used fields, subfields, and indicator values for this particular type of material are given in this cheatsheet;. See the Tags chapter or an official MARC manual for descriptions of other available fields, subfields, and indicator values. If necessary, you may add fields commonly associated with other types of materials to records for this type of material.

This is a highly compressed cheatsheet, so also see the Tags chapter for detailed instructions to explain some of the more cryptic messages that you might find here.

Remember that If you are upgrading punctuation to ISBD, then you must upgrade the entire record to AACR, and change Leader/18 Desc to 'a'.

When you are editing, also look out for changes between issues that may need to be noted. Do not change the choice of the main entry, or data in 245, 250, 260ab, unless the record you are editing was not for the first issue of the serial and you have first issue. Do not change the information in 362 or 260$c unless you have the last issue, or need to add a new sequence of numbering in the 362. Make notes for changes to other fields, and retain notes and added entries that apply to other issues, even if they do not appear to apply to your issue.

When you are editing a record that matches your issue:

- if the record is based on the first issue of the serial and your issue is the first issue, then fix any errors in the record.

- if the record is based on the first issue of the serial and your issue is a later issue, then add any necessary changes as notes and possible added entries and add or update a 'Latest issue consulted' note.

- if the record is not based on the first issue of the serial and your issue is the first issue of the serial, then change the description in the record to match the first issue, add any changes from their record as notes and possible added entries, and change their 'Description based on' note into a 'Latest issue consulted' note.

- if the record is not based on the first issue of the serial and your issue is an earlier issue of the serial, then change the description in the record to match the earlier issue, add any changes from their record as notes and possible added entries, change their 'Description based on' note into a 'Latest issue consulted' note, and add a 'Description based on' note for your issue.

- if the record is not based on the first issue of the serial and your issue is a later issue of the serial, then leave their description and 'Description based on' note unchanged, add any necessary changes as notes and possible added entries, and add or update a 'Latest issue consulted' note.

When you are making a different edition record, remember to check each field very carefully and delete/change anything that does not apply to the new resource that you have. You may be saving some typing by 'cloning' a near-matching record, but you are making a NEW record and must base the description for your new record on the issue that you have in-hand. If the record that you are cloning contains MARC elements that you do not understand, either look them up to be sure that they still apply to your new record, or delete them. Remember this for cloned records: *if in doubt, take it out!*

A new record must be assigned a new control number, but assigning a new control number does not necessary mean that you are making a new record—some systems assign new control numbers to all records added to the database.

When you are making a different edition record or an original record, if you have more than one issue available at the time, note any changes between issues, and add a 'Latest issue consulted' note.

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
000 Leader	N		**Src:** n/a **EOF:** none Coded information about the record. 06/Type code must match 300$a **EDIT:** change 05/Rec stat to "**c**"; upgrade 17/ELvl to "**#**" (LC-Full) or "**I**" (OCLC-Full); upgrade 18/Desc to "**a**" (AACR) **ORIG/DE:** make 05/Rec stat "**n**"; 06/Type "**a**"; 07/BLvl "**s**"; 17/ELvl "**#**" (LC-Full) "**I**" (OCLC-Full); 18/Desc "**a**" (AACR)	p. 3.0-1
001 Control No.	N		**Src:** n/a **EOF:** none Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm") or your system's unique record no. **EDIT—M21:** do not change LCCN or OCLC 001; change others to your own system number and prefix; **OCLC:** ignore **ORIG/DE—M21:** enter your unique system number & prefix; **OCLC:** supplies unique OCLC number (& prefix) upon export	p. 3.0-6 {003}
003 Control No. Identifier	N		**Src:** n/a **EOF:** none Identifies whose number is in 001; if 001 is LC's or OCLC's or yours, 003 must be LC's (DLC) or OCLC's (OCoLC) or your code to correspond **EDIT—M21:** if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; **OCLC:** ignore, "OCoLC" inserted upon export **ORIG/DE—M21:** enter your MARC21 code to correspond to the new 001; **OCLC:** ignore, "OCoLC" inserted upon export	p. 3.0-9 {001}
010 LCCN	N	• •	**Src:** any **EOF:** none Supposed to identify one specific LC record, so the same number should not be valid ($a) in different records	p. 3.0-71 A: 9.7B19
Valid LCCN	N	$a	For LCCN on resources that exactly match records in the LC database	
Invalid LCCN	R	$z	For LCCN on resources that do not exactly match records in the LC database **EDIT/DE/ORIG**: add if on resource; use $z if the LCCN on a resource brings up an LC record that does not exactly match the resource; ignore suffixes **M21:** normalize LCCN, see 010 for details: pre-2001 (3,2,6): `$a 99123456` 2001 on (2,4,6): `$a 2001123456` **OCLC:** do not normalize, OCLC does it for you **EDIT**: do not delete 010 if the LCCN is not on a resource; ignore suffixes **DE:** delete 010 if the LCCN is not on a resource; if an LCCN on a resource is already in the record used for cloning, check LC re using 010$z for LCCN	
020 ISBN			DO NOT ADD TO SERIALS	
022 ISSN	R	• •	**Src:** any **EOF:** none Should identify an individual publication of a work, so the same number cannot be valid ($a) in different records; it is ok to have two valid ISSN ($a) in one record, but it is not ok to have one ISSN valid ($a) in two records	p. 3.0-82 A: 12.8
Valid ISSN	N	$a	For ISSN that are unique (can be found in $a in only one record)	
Incorrect ISSN	R	$y	For ISSN that are not unique (can be found in $a in more than one record), or that have a check digit that does not compute	
Canc. ISSN	R	$z	For ISSN that are cancelled by the ISSN Center **EDIT/DE/ORIG**: add if on resource; normalize (4 digits hyphen 4 digits); use $y if the same ISSN is in $a in multiple records **EDIT**: do not delete 022 if the ISSN is not on your resource **DE:** delete 022 if the ISSN is not on your resource	
035 Old Ctrl No.	R	• •	**Src:** n/a **EOF:** none Contains the previous 001 for a copied record	p. 3.0-91 {001}
Number	N	$a	(MARC21 code) + number, e.g., `035$a(OCoLC)12345678` **EDIT:** keep 035, esp. OCLC numbers—beginning with "(OCoLC)" or "ocm" **DE:** delete 035 since it applies to the other record	
037 Source of acq.	R	• •	**Src:** any **EOF:** none, unless the final word ends with punctuation Stock number, source, terms, etc.; optional to add	p. 3.0-92
Stock no.	N	$a	Enter number as given, with spaces, punctuation, etc.	
Source of no.	N	$b	Full or abbreviated name and/or address of supplier **EDIT/DE**: change if changed on later issues	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
040	N	• •	**Src:** n/a **EOF:** none	p. 3.0-94
Cat'g source			MARC21 Organization codes or names of agencies (DLC = LC)	
Cat'g agency	N	$a	Agency that did the cataloging	{008Srce}
Input agncy	N	$c	Agency that input the record into MARC (usually the same as $a)	
Modif agncy	R	$d	Agency that has changed a record	{000RecSt}
			EDIT—M21: add your code in $d; **OCLC:** enters your OCLC code	
			DE—M21: change codes in ac to yours; **OCLC:** enters your OCLC code	
			ORIG—M21: enter your code in ac; **OCLC:** enters your OCLC code	
049/852/etc.	R	• •	**Src:** n/a **EOF:** none	p. 3.0-103
Holdings			Enter holdings information in whatever field your local system requires	
050 / 082	R	_ _	**Src:** n/a **EOF:** none	p. 3.0-104
Classification number			Contains an LC (050) or DDC (082) classification number	
			EDIT: retain all class numbers, even if you do not use any of the schemes	
			DE: retain all class numbers, even if you do not use any of the schemes; change I2 to 4 (not assigned by LC); adjust date in 050 $b; delete if unsure	
			ORIG—OCLC: add either 090/050 or 092/082, etc., for other catalogers	
090 / 092	R	• •	**Src:** n/a **EOF:** none	p. 3.0-106
Local class. number			Add a local call number in an appropriate field	
			ORIG—OCLC: add either 090/050 or 092/082, etc., for other catalogers	
245	N	_ _	**Src:** First issue or first available issue: print—title page or title page substitute; non-print—see the appropriate type of material	p. 3.2-5 A: 12.1
Title area			**EOF:** period, even if other punc is present, unless last word has its own period	{500 Srce}
			I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0	
			I2=0-9 (non-filing characters to skip, e.g., for initial articles)	
Title proper	N	$a	The title from the title page or substitute	{246}
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	{246}
GMD	N	$h[ ]	What the material IS; for print mat.: [text (large print)] or [microform]	{008Form}
Parallel title	N	=$b	The same title in another language, from the title page	{246}
Other title	N	:$b	Usually a subtitle (clarifies/narrows a title), from the title page (usually don't add for serials, but see 245$b for exceptions)	{246}
Next title	N	;$b	Subsequent title(s) by the same author, from the title page	{740}
Statement of resp.	N	/$c	A statement from the title page or substitute saying who is responsible for the intellectual / artistic content of the entire serial; must be responsible for the entire serial, e.g., an issuing body; rarely a person; NOT an editor; separate statements for different functions with space-semicolon-space	{1XX; 500; 7XX}
			EDIT/DE/ORIG: check inds; field contents must match resource exactly	
			Changes: may add a note for minor changes to titles, parallel titles, other titles, and statements of responsibility	{246; 500 Resp}
1XX	N	_ •	**Src:** First issue or first available issue: print—title page or title page substitute; non-print—see the appropriate type of material	p. 3.1.5 A: 21-25
Main entry (100, 110, 111, 130)			**EOF:** period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes $4	{245 I1, $c}
			The established heading for a person or corporate body solely or primarily responsible for a work, or the first named person or body in a list of 3 or less, or if none of these, then a uniform title	
			I1= type of name or non-filing; I2 = blank	
Heading	N	$a	The name or uniform title; additional subfields may be added to differentiate between names or titles	
			EDIT/DE/ORIG: main vs. added entries—main entries for serials: corporate bodies possible, people seldom; establish headings—choice of name/form of name/coding; **verify against authority files**	
240	N	_ 0	**Src:** any **EOF:** none	p. 3.2-1 A: 25
Uniform title			I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial articles—always 0 and omit initial articles)	
Title	N	$a	The uniform title, when a personal, corporate or conference main entry (1XX) is present; additional subfields may be added to differentiate between titles	
			EDIT/DE/ORIG: add if needed; **verify against authority files**	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
246 Variant title note and a.e.	R	_ _	**Src:** any **EOF:** none Different titles on a work (e.g., spine), or alternatives to words in a title (e.g., spelling out a number, or ampersand), or portions of a title, or changes I1=0 (display but not index), 1 (display and index), 2 (not display, not index), 3 (not display but index); most often 1 or 3 I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); SE: usually # (no display const.), 4 (cover title), 8 (spine title)	p. 3.2-38 A: 12.7B4-6; 21.30J {245}
Display text	N	$i	Text to display when I2 display const. (2-8) won't do, e.g., "Container title:"	
Title proper	N	$a	The variant title; omit initial articles unless they are to be filed under	
Numb. part	R	.$n	A numbered part when multiple works have the same common title	
Name part	R	*$p	A named part when multiple works have the same common title; * preceded by a comma if after $n, a period if not after $n	
Rem. title	N	:$b	Usually a subtitle **EDIT/DE/ORIG**: add if useful **Changes**: may add a note for (and possibly index) minor changes to titles, parallel titles, and/or subtitles **DE:** delete any 246 that do not apply to the different edition	
250 Edition area	N	• •	**Src:** First issue or first available issue: print—title page or title page substitute, other preliminaries (incl. verso and covers), colophon; non-print—see the appropriate type of material **EOF:** period Edition statements found on the resource and sometimes special responsibility for a specific edition; transcribed as given, but App. B for abbreviations (e.g., ed.) & App. C for numbers (Arabic and ordinals as, e.g., 1st); rare for serials, generally use 362 instead, unless regional, language, etc.	p. 3.2-56 A: 12.2 {500 Ed.}
Edition	N	$a	Look for … "edition" "issue" "version", and words implying different versions	
Resp.	N	/$b	Responsibility for the edition, not the original work **EDIT/DE/ORIG**: add if on resource **Changes**: may add a note for minor changes to edition statements **DE:** delete if not on resource	{7XX} {500 Ed}
260 Imprint area	R	_ •	**Src:** First issue or first available issue: print—whole resource; non-print—see the appropriate type of material **EOF:** period, hyphen, parenthesis, bracket, or angle bracket Publication information found on the resource; transcribed as given, but App. B for abbreviations; use 500 note for change in publication information (SE—someday use multiple 260—I1= # (earliest publisher), 1 (intervening publisher), 2 (current/latest publisher))	p. 3.2-66 A: 12.4
Place	R	$a	Give first place, or guess, or "[S.l.]"; add place in your country if not 1st (;$a)	{008Ctry}
Publisher	R	:$b	Give first publisher, or "[s.n.]"; add other publishers on chief source (:$b)	{008GPub}
Dates	R	,$c	Give publication date ($c1990), add © date if different ($c1990, c1989); if no publication date give © date ($cc1999); if no publication or © date, give printing date ($c2003 printing); if no date, guess ($c[1989?] or $c[19--] or $c[199-], etc.); if printing very different can add ($c1945$g(1995 printing)) 1st &/or last issue—give 1st &/or last date or guess; no 1st or last issue—no $c **Changes**: may add a note for changes to place &/or publisher	{008Dates; 008DtSt; 362} {500 Pub}
300 Physical desc.	R	• •	**Src:** First issue or first available issue: print—whole resource; non-print—see the appropriate type of material **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record	p. 3.3-25 A: 12.5 {000Type}
Extent	R	$a	Print: enter no. of "v."; if incomplete, just "v."; Nonprint: see the appr. type of material	
Other phys.	N	:$b	Print: enter "ill." &/or "map(s)"; Nonprint:: see the appr. type of material	
Size	N	;$c	Print: enter height in cm. to next highest cm.; smallest-largest if size varies; Nonprint: see the appr. type of material	
Accomp. mat.	N	+$e	Enter a valid SMD or if none, a generic term; OPT. add (physical desc.); must apply to all issues; do not add number of SMD unless serial is complete **Changes**: may add a note for changes to 'other physical details'	{006; 007 500 AccM} {500 Phys}

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
321	R	• •	**Src:** any **EOF:** none	p. 3.3-31
Former freq.			Make notes on previous frequencies; free text, but see 310 for suggestions	A: 12.7B1
Frequency	N	$a	Use separate 321 for multiple frequencies—earliest to latest; spell out beginning numbers, e.g., "Five issues yearly"	{310}
Date	N	,$b	Always add the dates of former frequencies **DE:** delete 321 if no former frequency for new edition	
310	N	• •	**Src:** any **EOF:** none	p. 3.3-29
Current freq.			Always add a current frequency note; free text, but see 310 for suggestions	A: 12.7B1
Frequency	N	$a	Spell out beginning numbers, e.g., "Seven issues yearly"	{008Freq
Date	N	,$b	Add a date to current frequency if frequency has changed (if 321 present)	321}
362	R	_ •	**Src:** First issue or first available issue: print: whole resource; non-print—see the appropriate type of material	p. 3.3-33
Numbering area			**EOF:** period, question mark, exclamation mark, hyphen	A: 12.3
			Use abbreviations from App. B and numbers from App. C (Arabic, and ordinals as, e.g., 1st; see also CONSER 8.4)	{008Dates; 260$c; 515; 500 Desc}
Designation	N	$a	A numeric/alphabetic/chronological designation (e.g.,1st- or 1992-): - is added if you have the first or last issue (formatted—I1 = 0), - is added if you do not have the 1st or last, but know when a serial began or ended (unformatted—I1 = 1), with a 500 'Description based on' note - otherwise 362 is not added, but a 500 'Description based on' note is	
Source	N	.$z	Source of information is only added to unformatted 362 notes (I1 = 1)	
			Changes: add new sequences of numbering, even if they start over (add "new ser." or "[new ser.]" or other wording as appropriate)	{500 Series}
440	R	• _	**Src:** First issue or first available issue: print—series title page, analytical title page, cover, caption, masthead, editorial pages, colophon, rest of the resource; non-print—see the appropriate type of material	p. 3.4-7
Series statement + added entry			**EOF:** none	A: 12.6
			The series statement and added entry when indexed exactly as given on a resource; be consistent in indexing or not indexing; 440 are indexed	
			I2=0-9 (characters to skip, e.g., for initial articles)	
Series title	N	$a	A series title transcribed exactly as given	
Numb. part	R	.$n	A subseries number, not for series numbering ($v)	
Name part	R	*$p	A subseries name; * preceded by a comma if after $n, a period if not after $n	
ISSN	N	,$x	Rarely known, but can be added if known	
Series no.	N	;$v	Use App. B for abbreviations, App. C for numbers (Arabic, e.g., One = 1)	
			EDIT/DE/ORIG: transcribe exactly as given; **verify against authority files**	
			Changes: for changes in series statements, make all series statements 490 with dates (with or without 8XX); or explain in a note	{8XX; 500 Series}
490	R	_ •	**Src:** First issue or first available issue: print—series title page, analytical title page, cover, caption, masthead, editorial pages, colophon, rest of the resource; non-print—see the appropriate type of material	p. 3.4-13
Series statement, diff. or no added entry			**EOF:** none	A: 12.6
			A series statement exactly as given on a resource when indexed differently (need an 8XX for the series added entry) or not indexed at all; be consistent in indexing or not indexing; 490 are not indexed, 8XX are indexed instead	
			I1=0 (not indexed), 1 (indexed differently—need 8XX)	
Series title	R	$a	A series statement transcribed exactly as given incl., if necessary: subseries number, subseries name, subtitles, parallel titles, statements of responsibility	
ISSN	N	,$x	Rarely known, but can be added if known	
Series no	R	;$v	Use App. B for abbreviations, App. C for numbers (Arabic, e.g., One = 1)	
			EDIT/DE/ORIG: transcribe as given	
			Changes: for changes in series statements, make all series statements 490 with dates (with or without 8XX); or explain in a note	
5XX			**Src for all notes:** any	p. 3.5-1
NOTE AREA			**EOF for all notes:** period, question mark, exclamation mark, hyphen, but period after closing bracket or parenthesis, unless otherwise specified; ending punctuation precedes $5	A: 12.7
			In all 5XX fields, $a contains the note itself, and so will not be listed below, unless other subfields are also needed	
			EDIT/DE/ORIG: add useful notes	
			DE: delete notes that do not apply to the new edition	

Field	R	I1 I2 SubF	Src EOF Hints	Page no. A: AACR {Related}
500 Latest issue consulted	R	• • 	Add if any part of the description is not based on the first issue; enter numbering as per 362; e.g., "Latest issue consulted: no. 12 (June 1999)."; if later issues need more changes, change this note to correspond; LC will not combine with other notes; delete this note if a serial ceases	p. 3.5-15 A: 12.7B23
6XX Subject headings (600, 610, 611, 630, 650, 651, 655) Heading	R N	_ _ $a	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes $2, $3, $4 I1= type of name, or non-filing, or blank; I2 = heading source; most common: 0=Library of Congress SH (preferred) 1=LC Annotated Children's SH (Juv. material should have both 0 and 1) 4=Local subject headings 7=Source is provided in $2 Consider adding new 655 (genre/form headings)—patrons like them The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects **EDIT/DE/ORIG**: add useful subject headings; establish names—choice of name/form of name/coding; **verify against authority files** **DE**: delete subject headings that do not apply to the new edition	p. 3.6-1 A: 22-25
7XX Added entries (700, 710, 711, 730) Heading	R N	_ _ $a	**Src:** any **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $3, $4, $5 I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic) Establish headings—choice of name/form of name/coding; **verify against authority files** The name or uniform title; additional subfields may be added to differentiate between names or titles **EDIT/DE/ORIG**: add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245$c; editors if important for access; issuing bodies from 550; other people or bodies if needed **DE**: delete added entries that do not apply to the new edition	p. A: 21-25 {245$c; 500 Resp}
765-787 Linking entries	R	_ _ 	**Src:** any **EOF:** None, unless the last word ends with its own punctuation, or $a is the last subfield—$a ends with a period; ending punc. precedes $7 Use these linking fields to provide machine links between related records; they may also be used to generate notes	p. A 12.7B8 {525; 530; 580}
8XX Series added entries (800, 810, 811, 830) Heading	R N	_ • $a	**Src:** see 490 **EOF:** period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes $4 I1= type of name or non-filing; I2 = blank or non-filing The series added entry for the series statement provided in 490 when it is to be indexed differently; establish headings—choice of name/form of name/coding; **verify against authority files** The name or uniform title; additional subfields may be added to differentiate between names or titles **DE**: delete series added entries that do not apply to the new edition	p. 3.7-10 A: 21.30L
006 Add. material char.	R	 	**Src:** n/a **EOF:** none It is useful to add codes for accompanying material or other aspects of a serial that is electronic, sound, or video, etc.	p. 3.0-19 {300$e; 500 AccM}
007 Phys. desc. fixed field	R	 	**Src:** n/a **EOF:** none Code for the physical form of non-print accompanying material; it is not necessary to code for print materials	p. 3.0-22 {245$h; 300$a$e; 500 AccM}
008 Fixed field	N	 	**Src:** n/a **EOF:** none Add codes for all 008 positions from the 008 Serials codes list	p. 3.0-65

M21 order (SS = system supplied)

Entrd: SS	DtSt:	Dates:	Ctry:
Ills:	Audn:	Form:	Cont:
GPub:	Conf:	Fest:	Indx:
~~M/E~~: #	LitF:	Biog:	Lang:
MRec: #	Srce: d		

OCLC order (*italics* = 000 codes; SS = system supplied):

OCLC: SS	*Rec stat*: n		Entered: SS	Replaced: SS
Used: SS		*Type*: a	*ELvl:*	Srce: d
Audn:	*Ctrl*: #	Lang:	*BLvl*: m	Form:
Conf:	Biog:	MRec: #	Ctry:	Cont:
GPub:	LitF:	Indx:	*Desc*:	Ills:
Fest:	DtSt:	Dates:		

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