

Cataloging with AACR2 and MARC21
 Second Edition, 2004
 December 2006 Update 4

Tag/Rule	Addition/Change	Page #	Pages to print	
Contents—3.1—1XX—Main entries—Main entries special rules	Changed: "3.1-5" to "3.1-6"	iv	iii-iv	
Contents—3.2	Added: "256—Computer file characteristics 3.2-65"			
Contents—Chapter Eight—Serials—Editing / cloning / creating records	Changed: "8-15" to "8-13"	vii	vii-viii	
General Cataloging Tools	Removed 'C' from explanation of letters--not explained until Ch 8	2-1	2- 1-2	
General Cataloging Tools—Cataloging Rules—L	Changed: Current herein as of to: May 2006, Update Number 2			
Ch. Contents—3.1—1XX—Main entries—Main entries—special rules	Changed: "3.1-5" to "3.1-6"	Unp. 2	Unpaged 1-4	
Ch. Contents—3.2	Added: "256—Computer file characteristics 3.2-65"	Unp. 3		
000—ELvL	Changed: "I full level (OCLC input only)" to "I full level (OCLC)"	3.0-5	3.0- 5-8	
	Changed: "K less than full level (OCLC input only)" to "K less than full level (OCLC)"			
	Added: "L full level, added from a batch process (OCLC)"			
	Added: "M less than full level, added from a batch process (OCLC)"			
001—Hint	Added: "When the record is exported, the OCLC number is moved to the 001 as shown in the records below."	3.0-6		
	Removed data from record examples to fit on page	3.0-6-7		
001—When you are copy cataloging	Added: new OCLC prefix, "or (after Nov 2006) 'ocn'."	3.0-7		
001—Hint—How to retain a replaced 001	Added: new OCLC prefix, "or 'ocn'"	3.0-8		
007—Videos—08/\$i—q	Added: "and Dolby digital"	3.0-34	3.0- 33-34	
020—Hint	Removed extra publication data from record examples to fit on page	3.0-77	3.0- 77-78	
020—L 1.8—Hint 2004	Moved: "If a 13-ISBN is also given as an EAN (see 024), also enter it as an EAN."	3.0-78		
	Added: "After Nov 2006, OCLC will copy all 10-ISBN as 13-ISBN, and all 13-ISBN (with the 978 prefix) as 10-ISBN, so expect to see a lot of 020s in their records."			
035—Hint	Added: new OCLC prefix, "or 'ocn'"	3.0-91	3.0- 91-92	
100—L22.1B 2006	Fixed typo: "primarily" to "primarily" Split lines	3.1-25	3.1- 25-26	
110—A24.3B 2006	Changed: "A23.3A" to "A24.3A"	3.1-38	3.1- 37-38	

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Tag/Rule	Addition/Change	Page #	Pages to print
111—A24.7B3	Added: "see the rule for further details on meetings held more than once a year"	3.1-48	3.1- 47-50
130—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p; separate line for comma removed	3.1-50	
130\$p—Coding table—Preceding punctuation	Changed: "Period when following \$a (,\$p)" to "Period when following \$a, or \$n or \$p if for a part of a part (,\$p)"	3.1-55	3.1-55-56
	Changed: "Comma when following \$n (,\$p)" to "Comma when following \$n if for a title of a part (,\$p)"		
130\$p—Hint	Wording changed; example added; see reference added		
130\$l—Coding table—Preceding punctuation	Added "or exclamation (!\$!) or question mark (?\$!)—L1.0C"	3.1-56	
240—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p; separate line for comma removed	3.2-1	3.2- 1-2
245\$a—L1.0E 4)	New LCRI added; rule # added; paging adjusted	3.2-10	3.2- 9-12
245\$p—Coding table—Preceding punctuation	Changed: "Period when following \$a (,\$p)" to "Period when following \$a, or \$n or \$p if for a part of a part (,\$p)"	3.2-17	3.2- 17-18
	Changed: "Comma when following \$n (,\$p)" to "Comma when following \$n if for a title of a part (,\$p)"		
245\$p—A1.1B9—Hint	Punctuation instructions in coding table and hint examples expanded	3.2-17-18	
245\$b—A1.1E1	Changed: "other title" to "other title information"	3.2-24	3.2- 23-24
245\$c—A1.1F1	Fixed typo: "/" edited" to "/\$cedited"	3.2-30	3.2- 29-30
245\$c—A1.1G3	Changed: "are by different authors" to "have different statements of responsibility"	3.2-34	3.2- 33-34
245\$c—L1.1G3	Changed: "are by different authors" to "have different statements of responsibility"		
246—Coding table—Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.2-39	3.2- 39-42
246—Hint	Fixed typo: "Values 2-6" to "Values 2-8"	3.2-41	
246\$p—Coding table—\$p Preceding punctuation	Changed: "Period when following \$a (,\$p)" to "Period when following \$a, or \$n or \$p if for a part of a part (,\$p)"	3.2-54	3.2- 53-54
	Changed: "Comma when following \$n (,\$p)" to "Comma when following \$n if for a title of a part (,\$p)"		
246\$p—Hint	Deleted: "Omit initial articles from titles in 246\$a." Added: See 245\$p for more examples of punctuation for part titles."		

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Tag/Rule	Addition/Change	Page #	Pages to print
250\$a—Hint	Changed: "Widescreen/standard limited issue" to "Widescreen limited issue"	3.2-57	3.2- 57-58
250\$b—Hint	Fixed typo: "=\$bÉd." to "=\$bEd."	3.2-63	3.2- 63-64
260\$c—A7.4F1—Hint 2006	Added Hint	3.2-101	3.2- 101-106
260\$c—A7.4F1—Hint	Changed wording in numerous places to clarify the hint and encourage less use of a copyright date for packaging and design.	3.2-102-103	
260\$c—Date rules summary—Videos—A1.4F7—Hint	Changed: "Use the latest date found anywhere on the video or its container or accompanying material, to make your best guess." To "Use the latest date found anywhere on the video screens, label, accompanying material, or box to make your best guess, but only use a package and design copyright date as a guess if it is the only date available."	3.2-106	
300\$e—L1.5E1—Hint	Fixed typo: "+e" to "+\$e"	3.3-4	3.3- 3-4
362\$a—L12.3C1	Fixed typo: "L 12.C1" to "L 12.3C1"	3.3-36	3.3- 35-36
362\$a—L12.3G1—Hint example	Changed: "\$a1961/62" to "\$a1961/1962"		
4XX—Hint 2006	LC series decision information added.	3.4-2	3.4- 1-12
4XX—L1.6 2006	LCRI updated	3.4-3-4	
4XX—A1.6J	Changed: "If what appears to be" to "If what seems to be" to fit on page	3.4-5	
440—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.4-7	
440\$p—Coding table—Preceding punctuation	Changed: "Period when following \$a (,\$p)" to "Period when following \$a, or \$n or \$p if for a part of a part (,\$p)" Changed: "Comma when following \$n (,\$p)" to "Comma when following \$n if for a title of a part (,\$p)"	3.4-9	
440\$v—A1.6G1—Hint	Changed: "authority record (see 490\$a below for an example." to "642 field of the authority record for the series (see 490\$v below for an example of a numbering change)."	3.4-11	
490 Named part or section—Coding table—Preceding punctuation	Changed "#" to ".# or ,#" Changed: "Period and blank when following \$a (#)" to "Period and blank when following \$a, or a numbered or named part if for a part of a part (,)#" Changed: "Comma and blank when following \$n (,)#" to "Comma and blank when following a numbered part if for a title of the part (,)#" Line moved to next page	3.4-16	3.4-15-20
490\$v A1.6G1—Hint	Changed: "established in the authority record:" to "established in the 642 field of the authority record for the series:"	3.4-19	

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5XX—Coding table	Added: "period inside an ending quotation mark," as per LCRI update 3, 2006	3.5-1	3.5- 1-2
500 Numbers note—A1.7B19—Hint	Moved ending period to inside closing quote, as per LCRI update 3, 2006	3.5-19	3.5- 19-20
500 Physical description note—A6.7B10	Instruction clarified—changed: "We are apparently not to enter this information in 538 anymore. If you want this information to be searchable (keyword or browse), add the term "Compact disc" as a genre heading." to "We are apparently not supposed to enter "Compact Disc" in 538 anymore. If you want this information to be searchable (keyword or browse), add the term "Compact disc" as a form heading (655)."	3.5-22	3.5- 21-26
500 Physical description note—A7.7B10	Instruction clarified—changed: "If 'pan-and-scan' information appears on a DVD, give it as given, in 538." to "If 'pan-and-scan' or widescreen/full screen information appears on a DVD, give it as given, in 538 (unless it is clearly an edition statement, e.g., "Widescreen edition" or "Full screen version")."	3.5-24	
500 Publication note—A2.7B9 + L2.7B9	Moved ending period to inside closing quote in two places per LCRI update	3.5-25	
506—Hint	Use of the field restricted	3.5-44	3.5- 43-44
506—A6.7B20	Example changed		
506—A7.7B20	Example changed		
538—A6.7B10—Hint	Added: "Whether you use a 538 or a 500 for "Compact disc", you should add the term "Compact disc" as a form heading (655)."	3.5-66	3.5- 65-70
538—A7.7B10—Hint	Changed: "DVD; region 1." to "DVD; region 1 encoding." Changed: "Add 'pan-and-scan' information if given on a DVD (as given):" to "Add 'pan-and-scan' or widescreen/full screen information if given on a DVD (as given), unless it is clearly an edition statement, e.g., "Widescreen ed."."	3.5-67	
540—Hint	Use of the field clarified	3.5-68	
540\$5—Hint	Tag in e.g. changed: "506" to "540"	3.5-70	
6XX\$4	Typo fixed in e.g.: "\$edpc" to "\$4dpc"	3.6-6	3.6- 5-14
600—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.6-7	
610—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.6-9	
611—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.6-11	
630—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.6-13	

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Tag/Rule	Addition/Change	Page #	Pages to print
7XX VD Choice of added entries—Videos—Summary	Changed: "People from 245\$c if there is no production company" to "People from 245\$c (recommended for films intended for a mass audience; optional for specialized films if you already have an added entry for the production company)"	3.7-9	3.7- 9-20
700—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.7-12	
710—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.7-14	
711—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.7-16	
730—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.7-18	
740—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.7-20	
740\$p—Coding table—\$p Preceding punctuation	Changed: "Period when following \$a (.p)" to "Period when following \$a, or \$n or \$p if for a part of a part (.p)"	3.7-23	3.7- 23-24
	Changed: "Comma when following \$n (.p)" to "Comma when following \$n if for a title of a part (.p)"		
8XX—Hint	LC series decision added	3.8-1-2	3.8- 1-12
8XX A21.30L—Hint	LC series decision added	3.8-2-3	
8XX L21.30L 2006	LCRI Updated	3.8-3-4	
8XX—Hint 2006	Instruction for "the series heading is in the 130 field" clarified; Added: "Watch out for second indicators and end of field punctuation when copying headings from authority records to bibliographic records."	3.8-4	
8XX L21.30L	Changed: "L1.6" to "L21.30L", and shortened the instruction to fit on page	3.8-5	
800—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.8-6	
810—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.8-8	
811—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.8-10	
830—Coding table—\$p Preceding punctuation	Comma added to period as preceding punctuation for \$p	3.8-12	

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Tag/Rule	Addition/Change	Page #	Pages to print
BK—Quick Match Criteria	Added: initials "(ALCTS DBCW)" to explain source referenced later in the table	4-4	4- 3-12
BK—Quick Match 300\$a	Added: "or a small difference in paging, if that is the only difference in the record"	4-5	
BK—Quick Match 300\$b	Added: "ALCTS DBCW" to explain the source of the instruction		
BK—Quick Match 300\$e	Added: "ALCTS DBCW" to explain the source of the instruction		
BK—Cheatsheet—001	Added: new OCLC prefix "ocn"	4-7	
BK—Cheatsheet—035	Added: "#s" and "or ocn"	4-8	
BK—Cheatsheet—245\$n	Changed: "numbered part" to "part number"		
BK—Cheatsheet—245\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
BK—Cheatsheet—246\$n	Changed: "numbered part" to "part number"	4-9	
BK—Cheatsheet—246\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
BK—Cheatsheet—440\$p	Changed: "A subseries name: *preceded by a comma if after \$n, a period if not after \$n" to "Subseries title; * preceded by period (\$.p), or comma if no. and title (\$.n, \$p)"		
BK—Cheatsheet—540	Changed wording to clarify use of the field	4-12	
ER—Cheatsheet—001	Added: new OCLC prefix "ocn"	5-12	5-11-18
ER—Cheatsheet—035	Added: "#s" and "or ocn"	5-13	
ER—Cheatsheet—245\$n	Changed: "numbered part" to "part number"		
ER—Cheatsheet—245\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		

Highlights

Tag/Rule	Addition/Change	Page #	Pages to print
ER—Cheatsheet—246\$n	Changed: "numbered part" to "part number"	5-14	5- 11-18 (contd.)
ER—Cheatsheet—246\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
ER—Cheatsheet—440\$p	Changed: "A subseries name: *preceded by a comma if after \$n, a period if not after \$n" to "Subseries title; * preceded by period (\$.p), or comma if no. and title (\$.n, \$p)"	5-15	
ER—Cheatsheet—506	Changed wording to clarify use of the field	5-17	
ER—Cheatsheet—540	Changed wording to clarify use of the field		
SR—Cataloging tools— Cataloging rules	MCRI removed—no longer available from LC	6-1	6- 1-2
SR—Cheatsheet—001	Added: new OCLC prefix "ocn"	6-9	6- 9-14
SR—Cheatsheet—035	Added: "#s" and "or ocn"	6-10	
SR—Cheatsheet—245\$n	Changed: "numbered part" to "part number"		
SR—Cheatsheet—245\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
SR—Cheatsheet—246\$n	Changed: "numbered part" to "part number"	6-11	
SR—Cheatsheet—246\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
SR—Cheatsheet—440\$p	Changed: "A subseries name: *preceded by a comma if after \$n, a period if not after \$n" to "Subseries title; * preceded by period (\$.p), or comma if no. and title (\$.n, \$p)"	6-12	
SR—Cheatsheet—506\$b	Added: "if available"	6-14	
SR—Cheatsheet—540	Changed wording to clarify use of the field		

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Tag/Rule	Addition/Change	Page #	Pages to print
VD—Cataloging tools—CDV	URL updated	7-1	7- 1-2
VD—Quick Match Criteria—245\$c	Added: "(also check 508)"	7-5	7- 5-14
VD—Quick Match Criteria—508	Added: "(also check 245\$c)"		
VD—Quick Match Criteria—538	Added: "Also check for a 500 Physical description note for this information."	7-6	
VD—Quick Match Criteria—500	Re-added Physical description note—missing after last update.		
VD—Cheatsheet—001	Added: new OCLC prefix "ocn"	7-8	
VD—Cheatsheet—035	Added: "#s" and "or ocn"	7-9	
VD—Cheatsheet—245\$n	Changed: "numbered part" to "part number"		
VD—Cheatsheet—245\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)"		
VD—Cheatsheet—246\$n	Changed: "numbered part" to "part number"	7-10	
VD—Cheatsheet—246\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)"		
VD—Cheatsheet—260\$c	Added: "or package"		
VD—Cheatsheet—440\$p	Changed: "A subseries name: *preceded by a comma if after \$n, a period if not after \$n" to "Subseries title; * preceded by period (.\$p), or comma if no. and title (.\$n, \$p)"	7-11	
VD—Cheatsheet—538	Added: "also add physical description details using"		
VD—Cheatsheet—546	Added wording for SDH etc.		
VD—Cheatsheet—506\$b	Changed wording to clarify use of the field	7-13	
VD—Cheatsheet—540	Changed wording to clarify use of the field		

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Tag/Rule	Addition/Change	Page #	Pages to print
VD—Cheatsheet—Flowchart—Process box	Changed: "Guess a PUBD" to "Guess a PUBD, e.g., latest date available or best guess"	7-17	7- 17-18
VD—Cheatsheet—Flowchart—Definitions	<p>Changed: "COPD of VD: is the COPD for the whole video itself, e.g., on video label" to "COPD of VD: is the COPD for the whole video itself, e.g., from video label, NOT just the film or the package & design ©"</p> <p>Changed: "Later date: is there a later date available, e.g., package & design ©" to "Later date: is there a later date available, e.g., accompanying material ©"</p>		
SE—Quick Match Criteria—245\$h	Realigned to fit all on one page	8-11	8- 11-12
SE—Cheatsheet—001	Added: new OCLC prefix "ocn"	8-15	8- 15-20
SE—Cheatsheet—035	Added: "#s" and "or ocn"		
SE—Cheatsheet—245\$n	Changed: "numbered part" to "part number"	8-16	
SE—Cheatsheet—245\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
SE—Cheatsheet—246\$n	Changed: "numbered part" to "part number"	8-17	
SE—Cheatsheet—246\$p	Changed: "A named part when multiple works have the same common title; * preceded by a comma if after \$n, a period if not after \$n" to "A part title when multiple works have the same common title; * preceded by a period (\$.p), but by a comma if a part has a number and a title (\$.n, \$p)"		
SE—Cheatsheet—362 Src	Changed: " First issue or first available issue" to " First and last issue or first and last available issue"	8-18	
SE—Cheatsheet—440\$p	Changed: "A subseries name: *preceded by a comma if after \$n, a period if not after \$n" to "Subseries title; * preceded by period (\$.p), or comma if no. and title (\$.n, \$p)"		
SE—Cheatsheet—540	Changed wording to clarify use of the field	8-20	
Index—M	Removed "MCRI ..."	I-21	I- 21-22
	Removed "Music Cataloging Decisions..."	I-22	

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PREFACE TO THE SECOND EDITION

This is the third update, but the first complete revision of *Cataloging with AACR2R and USMARC* since its initial publication in 1998. Most of the revisions are to incorporate changes from the 1999, 2001, 2002, 2003, and 2004 amendments to AACR, and from the LCRI, CONSER, and MARC21 updates from 1999 to 2003. However, all chapters have also been reviewed, revised, and in some cases, reorganized for clarity.

It is not possible to note every individual change that has been made for this new edition. However, major changes to rules, coding standards, and/or hints are indicated by the addition of the year in which the change was made.

It is our intent to provide update pages to this loose-leaf manual every 1-2 years, at least until we are given AACR3. Any suggestions, corrections, and/or contributions for the updates will be more than welcome.

This new edition would not have happened without the support of all the catalogers who purchased the first edition and its updates. The sales of that edition took everyone by surprise, especially me. Obviously, my publisher is hoping that you will make sales of this edition surpass its predecessor. I, of course, will just be happy if some of you continue to find it useful.

As with the first edition, I again want to thank my workshop attendees for their continuing support and questions. I am also most grateful to all the dedicated people who reviewed my drafts, especially: Eileen Jaffe (Pinal County Library District), Suzanne Schriar (Illinois State Library), Lynn Fields (Lewis & Clark Library System), Kathy Nystrom (Eden Theological Seminary and Webster University), Karen Anspach (Karen Anspach Consulting), and finally but most importantly, Richard Fritz, my husband, business partner, and constant support.

Deborah Fritz
The MARC of Quality
<http://www.marcofquality.com>
May 2004

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', '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: May 2006, Update Number 2.

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.

General cataloging steps

Also available online, in condensed format:

<http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>

Current herein as of: October 2005, Update # Number 6

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.

CHAPTER

3

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Char Pos.	OCLC Label	Your Label	000	Related Fields
17	ELvl		Encoding level # full level 1 full level, item not examined 2 less than full level, item not examined 3 abbreviated level 4 core level 5 partial (preliminary) level, not considered final 7 minimal level, considered final by creating agency 8 prepublication level (CIP) u unknown (not used in new or updated records) z not applicable I full level (OCLC) K less than full level (OCLC) L full level, added from a batch process (OCLC) M less than full level, added from a batch process (OCLC)	
18	Desc		Descriptive cataloging form # non-ISBD (old or no cataloging rules followed) a AACR2 (current cataloging rules followed) i ISBD (ISBD punctuation, but not AACR2) u unknown (e.g., records converted from non-MARC)	

001	Control number
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	None
Subfields	None
Related fields	003

Hint An 001 contains a control number that is supposed to uniquely identify a particular record in a specific database of records.

If you are cataloging on OCLC, then the OCLC control number (labeled in bold below) is displayed with the 008 codes in the fixed field area of the record:

```
OCLC: 2439444 Rec stat: c
Entered: 19760831 Replaced: 19960410 Used: 19960402
Type: a ELvl: Srce: Audn: Ctrl: Lang: eng
BLvl: m Form: Conf: 0 Biog: MRec: Ctry: nyu
Cont: GPub: LitF: 0 Indx: 0
Desc: i Ills: a Fest: 0 DtSt: t Dates: 1977,1976
```

When the record is exported, the OCLC number is moved to the 001 as shown in the records below.

Control numbers must be unique within a given database. It is very important that control numbers are unique within your own database. That is, the same control number must never be used in more than one record within your database.

Control numbers should also be unique across databases. That is, if possible, the same control number should never be used in different records in different databases.

Since control numbers are supposed to be present and are supposed to be unique to individual records, they can be, and often are, used for detecting duplicate MARC records during 'machine matching'.¹

```
001 ocm10215712
245 10 $aFlorida's fabulous waterbirds :$btheir stories.
250 $a3rd ed.
260 $aTampa, FL :$bWorld Publications,$c1987.
300 $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852 $p12345678
```

```
001 ocm10215712
245 10 $aFlorida's fabulous waterbirds :$btheir stories.
250 $a3rd ed.
260 $aTampa, FL :$bWorld Publications,$c1987.
300 $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852 $p23456789
```

¹ 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.

The two records above are duplicates. If these records are loaded to the same database, they should match on their 001 and be merged to make one record, retaining the two barcode numbers (852\$p) to identify the two different copies of the item:

```
001 ocm10215712
245 10 $aFlorida's fabulous waterbirds :$btheir stories.
250 $a3rd ed.
260 $aTampa, FL :$bWorld Publications,$c1987.
300 $a1 v. (unpaged) :$bcol. ill., map ;$c31 cm.
852 $p12345678
852 $p23456789
```

When you are creating a new (original) record:

- If you are making an original record, you must supply your own 001 for your new record if your system does not do this for you automatically. See below for "How to supply an 001". OCLC does this for you if you make the new record using their software.

When you are cloning a different edition record:

- If you are making a new record copied from an old record, you must supply your own 001 in the new record to replace the 001 that was in the old record if your system does not do this for you automatically. See below for "How to supply an 001". OCLC does this for you if you make the new record using their software

When you are copy cataloging:

- If an 001 is not present in the record you are copying, then you must supply an 001 if your system does not do this for you automatically. See below for "How to supply an 001".
- If an 001 is present in the record that you are copying, but it does not contain an LC or OCLC control number, then change the number to one of your own. An LC control number matches the LCCN in the record. An OCLC control number has the prefix 'ocm' or (after Nov 2006) 'ocn'.
- If an 001 is present in the record that you are copying, and it contains an LC or OCLC control number, then keep that number in the 001 if you can.
- If your system automatically replaces the 001 in incoming records with a system supplied 001 (e.g., DRA Classic, Voyager, Follett, Polaris), then you must ensure that the old 001 that is an LC or OCLC control number is retained somewhere. See below for "How to retain a replaced 001".

How to supply an 001

OCLC adds control numbers automatically, so you never have to think about 001s when you are working on a record using the OCLC software.

Some systems automatically assign control numbers to records. If it is possible to set up the format of these numbers, you are strongly advised to begin your number with a prefix that identifies your library or shared system, e.g., your MARC21 code if you have one (see 003). Standardize whether you will enter this prefix in upper or lower case. Do not ever use the same prefixes that are used by LC (see the table under 010).

Some systems make you track your own numbers. If your cataloging software

does not track your numbers for you, then you could use the number from the first barcode attached to your new record, with a prefix, as described above. This will prevent you using the same number over again in your own system.

Ask your system vendor for the easiest way to be sure that a unique 001 is present in every one of your records.

How to retain a replaced 001

Some systems (e.g., DRA Classic, Voyager, Follett, Polaris, etc.) replace the 001 in incoming MARC records with system assigned numbers. When this happens, the original 001 that was in a record before it was loaded should be retained in an 035 after it is loaded (see 035). DRA is currently using 010\$o instead of the 035 field.

OCLC assigns a unique control number to every record in its database. If you copy an OCLC record, then you should retain that OCLC control number as the control number (001) if your system will allow you to do so. If you are able to retain the OCLC number as the control number (001), you must also retain the OCLC prefix 'ocm' or 'ocn' to identify the number as an OCLC number. You should also retain any leading zeros present in the number:

```
001 ocm12345678
```

If you cannot retain the OCLC control number as the control number (001), you should retain it in an 035 field, preferably in the following format:

```
035 $a (OCoLC) 12345678
```

If you retain the OCLC number in the format above, do not include the OCLC prefix 'ocm' before the number; replace the prefix with the OCLC code (OCoLC) in parentheses.

If you cannot retain the OCLC control number in the 035, but can retain it in another field (e.g., in 010\$o where DRA puts it), then retain the 'ocm' prefix instead of using the OCLC code, e.g.:

```
010 $oocm12345678
```

Prefixes and/or codes in parentheses and/or leading spaces and/or leading zeros must be retained in all retained control numbers in order for those numbers to be useful for matching purposes.

The 003 (Control Number Identifier) is intended to distinguish between 001 (Control numbers) that might otherwise look the same to a system. Unfortunately, not all systems are using this field when matching on 001, so it is still safest for you to make your own control number as unique as possible, by adding your library code as a prefix to your 001 number.

Physical description fixed field

007
Videos

Char Pos.	OCLC Label	Your Label	007—Videos	Related Fields
00	\$a		Category of material v Videorecording	245\$h = [videorecording]
01	\$b		Specific material designation c videocartridge d videodisc f videocassette r videoreel u unspecified z other	300\$a = videodisc(s) videocassette(s)
02	\$c		Undefined (blank) was 'Original versus reproduction aspect'--now obsolete	
03	\$d		Color a one color (OCLC says 'Do not use') b black-and-white c multicolored m mixed n not applicable (e.g., a videorecording with sound only) u unknown z other (tones, stains, tints, etc.)	300\$b = b&w col. col. and b&w 500\$a
04	\$e		Videorecording format a Beta (1/2 in., videocassette) b VHS (1/2 in., videocassette) c U-matic (3/4 in., videocassette) d EIAJ (1/2 in. reel) e Type C (1 in., reel) f Quadruplex (1 in. or 2 in., reel) g Laserdisc (usually 12 in. disc) h CED (Capacitance Electronic Disc) videodisc i Betacam (1/2 in., videocassette) j Betacam SP (1/2 in., videocassette) k Super-VHS (1/2 in., videocassette) m M-II (1/2 in., videocassette) o D-2 (3/4 in., videocassette) p 8 mm. q Hi-8 mm. u unknown v DVD z other	538\$a
05	\$f		Sound on medium or separate # no sound (silent) a sound on medium b sound separate from medium u unknown	300\$b 500\$a
06	\$g		Medium for sound # no sound (silent) a optical sound track on motion picture film b magnetic sound track on motion picture film c magnetic audio tape in cartridge d sound disc e magnetic audio tape on reel f magnetic audio tape in cassette g optical and magnetic sound track on motion picture film h videotape i videodisc u unknown z other	300\$b

**007
Videos**

Physical description fixed field

Char Pos.	OCLC Label	Your Label	007—Videos	Related Fields
07	\$h		Dimensions a 8 mm. m 1/4 in. o 1/2 in. (e.g., Beta or VHS videocassette) p 1 in. q 2 in. r 3/4 in. (e.g., U-matic) u unknown z other (use for all videodiscs)	300\$c = 1/4 in. 1/2 in.
08	\$i		Configuration of playback channels k mixed m monaural (one channel) n not applicable (silent, or separate soundtrack) q quadraphonic (also multi-channel 'surround' sound and Dolby digital) s stereophonic (two channels) u unknown z other	500\$a

<i>020</i>	<i>International Standard Book Number (ISBN)</i>
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,$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,$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,$cc1993.
300 $a40 p. :$bcol. ill. ;$c22 cm.
852 $p32424000001259
852 $p32424000001225
```

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'.

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.

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 ISBNs will be 13 digits instead of 10 digits in length. In the interim, we are starting to see both 10 digit and 13 digit ISBNs 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). If a 13-ISBN is also given as an EAN (see 024), also enter it as an EAN.

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/cps0/13digit.html>):

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

After Nov 2006, OCLC will copy all 10-ISBN as 13-ISBN, and all 13-ISBN (with the 978 prefix) as 10-ISBN, so expect to see a lot of 020s in their records.

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
2002

SE 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.

<i>035</i>	<i>System control number</i>
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	Yes
Indicators	Blank--Undefined
Subfields	
\$a	System control number (NR)
Related fields	001 ; 003

Hint An 035 contains a previous control number (001) for a copied record. For example, if an OCLC record is copied by LC, the record is given an LC control number, and the OCLC control number (that was in the 001 of the OCLC record) is moved to an 035 field.

When copying a record, it is useful to retain 035s with OCLC numbers (with the prefixes '(OCoLC)' or 'ocm' or 'ocn'). Other numbers are not as important.

If your library automation system automatically replaces the 001 of a copied record with a local control number, then move the previous control number to 035, especially if that previous 001 was an OCLC number (prefix 'ocm').

The correct format for an OCLC number in an 035 is:

- the OCLC code in parentheses '(OCoLC)'
- the OCLC number, zero-filled to 8 digits

```
035 $a (OCoLC) 12345678
035 $a (OCoLC) 00012345
```

If your system simply copies 001 numbers to 035\$a, then it is acceptable if OCLC numbers are entered with the prefix 'ocm' instead of the OCLC code (although the above format is preferred):

```
035 $aocm00012345
```

When cloning a record for a different edition, remember to delete any 035s that are present in the record, just as you do the 001 and 003, because those fields all apply to the previous record, not to the new record that you are making.

<i>035 \$a</i>	<i>System control number</i>
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint 035\$a contains a previously assigned control number for a record, with the MARC organization symbol of the assigning library automation system, in parentheses, before the control number:

```
035 $a (OCoLC) 56789123
035 $a (F1bTMQ) 03000001
```

037	Source of acquisition
Rule	A 1.7B19
Source of information	(1.7A2) Any source
End of field punctuation	None, unless the last word ends with its own punc.
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes
Indicators	Blank--Undefined
Subfields	
\$a	Stock number (NR)
\$b	Source of stock number/acquisition (NR)
\$c	Terms of availability (R)
\$f	Form of issue (R)

Hint An 037 contains a stock number, its source, terms of availability, and form of issue. Use this field for numbers used to order a resource, but use:

- 028 for publisher's numbers for video recordings, sound recordings, and scores
- 024 for UPC and other standard numbers or codes
- 086 for Gov. Doc. Class. Numbers
- other designated fields for other numbers, as appropriate

Use multiple 037 for multiple numbers on a resource.

The 037 is most often used for subscription information for a serial.

037 \$a	Stock 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 037\$a contains a stock number as it is given on a resource, including any punctuation and spacing:

037 \$a001689 E\$bVienna Tourist Board

If subfield \$a is present, then subfield \$b must be present also.

A 1.7B19 Note numbers borne by the resource.

037 \$b	Source of stock number/acquisition
Rule	None
Source of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint 037\$b contains the full or abbreviated name and (if desired) the address of the supplier of the resource.

Personal name main entry

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

Common name:

A-D

L 22.1

L 22.1B

- *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 LCRI 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 primarily as subjects

Punctuation/spacing conventions:

Initials and letters

Names with portions abbreviated or missing

Surnames alone including prefixes/particles

Names 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 **Different names—Not a pseudonym or change of name:**
 L 22.2A • *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 **Different names—Pseudonyms—Choice among several:**
 L 22.2B • 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 **Different form of the same name—Language:**
 L 22.3B1 • see the rule and LCRI if a name varies because it appears in different languages
- A 22.3C **Different form of the same name—Non-roman script:**
 L 22.3C • see the rule and LCRI if a name varies because it appears in a non-Romanized form
- A 22.3D **Different form of the same name—Spelling:**
 L 22.3D • see the rule and LCRI if a name varies because of variations in spelling
-

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: <ul style="list-style-type: none"> if a body uses different names on resources, <i>prefer the name found on the chief sources of those resources over other sources.</i>
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: <ul style="list-style-type: none"> see the rule and LCRI
A 24.2D L 24.2D	Variant names—On chief sources: <ul style="list-style-type: none"> <i>use the name presented formally</i> if none or all are formal, <i>use the predominant form</i> if none are predominant, <i>use the brief form (including an initialism or acronym) as long as it is unique enough to identify the body.</i>
A 24.3A L 24.3A	Variant names—Language: <ul style="list-style-type: none"> <i>use the name in the official language of the body</i> if the body has more than one official language, and English is one of them, <i>use the English form</i> 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: <ul style="list-style-type: none"> if the body has given its name in English on any of the resources that it issues, <i>use the English form</i> if the body never gives its name in English on the resources that it issues, see the rule under A24.3A
A 24.3C	Variant names—Conventional name: <ul style="list-style-type: none"> if a body is commonly referred to in reference sources in its own language by a conventional name, <i>use the conventional name rather than its official name</i> see the rules for entering names for: Ancient and international bodies; Autocephalous patriarchates, archdioceses, etc.
A 24.3D	Religious orders and societies: <ul style="list-style-type: none"> see the rule
A 24.3E L 24.3E	Governments: <ul style="list-style-type: none"> <i>use the conventional (geographic) name of a government, unless the official name is more commonly used</i>
A 24.3F	Conferences, congresses, meetings, etc.: <ul style="list-style-type: none"> see under 111 below
A 24.3G L 24.3G	Local churches, etc.: <ul style="list-style-type: none"> see the rule and LCRI

All meeting name headings should be under authority control. This means that they should be verified against an authority file (such as the LC 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.

L 24.7	See the LCRI for a list of ambiguous entities that are treated as conference or meeting names, including events.
A 24	MEETING NAME HEADINGS Meeting names are considered corporate names by AACR.
A 24.1-3	CHOICE OF MEETING NAME As with other corporate names, our first step in establishing a heading for a meeting name is to choose which name we will use for the meeting, especially if it has more than one name. See the same rules as for Choice of Name for corporate bodies given under 110 above (A21.1-24.3).
A 24.7	FORM OF MEETING NAME As with other corporate names, meeting names are entered in direct order (A24.1), but we still have to decide what we should omit from or add to a meeting name.
A 24.7A L 24.7A	Omissions , e.g., The Second Annual Conference on AI, Simulation and Planning in High Autonomy Systems, April 1-2, 1991, Cocoa Beach, Florida: <ul style="list-style-type: none"> • <i>omit from the name of a meeting things that change from meeting to meeting; therefore omit numbers, frequency, and years from the meeting name in subfield \$a:</i> <pre>\$aConference on AI, Simulation and Planning in High Autonomy Systems\$(2nd :\$d1991 :\$cCocoa Beach, Fla.)</pre>
Hint	Omissions—Initial articles: <ul style="list-style-type: none"> • <i>omit initial articles (e.g., The British Library) unless the name is to file under the initial article (e.g., Los Angeles)</i>
A 24.7B1	Additions Add certain information that distinguishes one particular meeting from another in a series of meetings. If available, add a number, a year, and the place in which a meeting was held, in that order. Enter these elements in parentheses after the name of the meeting, separated by colons.
L 24.7B	Name authority records for conference headings do not include the number, date, or place if the conference is an ongoing one. See the LCRI for further details on conflicts, the use of dates and locations, and a work containing the proceedings of two or more meetings.
A 24.7B2 L 24.7B2	Additions—Number , e.g., Second Annual Financial Services Institute: <ul style="list-style-type: none"> • <i>add the ordinal number (1st, 2nd, etc.) in English for a meeting if it is stated or inferred:</i> <pre>\$aFinancial Services Institute\$(2nd :\$d1984 :\$cNew York, N.Y.)</pre>

Meeting name main entry

- A 24.7B3 **Additions—Date**, e.g., Conference on Dielectric and Insulating Materials:
 • *add the year or years in which a meeting was held:*
 \$aConference on Dielectric and Insulating
 Materials\$d(1964 :\$cLondon, England)
 • see the rule for further details on meetings held more than once a year
-
- A 24.7B4 **Additions—Location**, e.g., Conference on Disarmament, 1985-1989:
 • *add the local place or institution, etc., at which a meeting was held:*
 \$aConference on Disarmament\$c(United Nations)
 • see the rule for further details on adding place names to conferences
-
- A 24.8A
L 24.8 **Exhibitions, fairs, festivals, etc.—Omissions**, e.g., Fourth All Orissa
 Children's Painting Exhibition, 1984:
 • *omit numbers from headings for exhibitions, fairs, festivals, etc.:*
 \$aAll Orissa Children's Painting Exhibition\$n(4th
 :\$d1984)
-
- A 24.8B
L 24.8B **Exhibitions, fairs, festivals, etc.—Additions**, e.g., Calcutta Art Fair, 1983:
 • *add numbers, dates and locations, but if a date and/or location is a part of
 the name, do not add them again as qualifiers:*
 \$aCalcutta Art Fair\$d(1983)

<i>111 \$a</i>	<i>Meeting name or jurisdiction name as entry element</i>
Rule	24—Headings for corporate bodies
Sources of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

- Hint X11\$a contains the name of a meeting, exhibition, fair, festival, etc.:
 \$aPittsburgh International Exhibition of Contemporary
 Art.
 \$aLondon Conference on Obstacles to Change in Latin
 America\$d(1965)
 \$aSymposium on the Pineal Gland\$d(1970 :\$cLondon,
 England)
 \$aInternational War Crimes Tribunal\$n(1st :\$d1967
 :\$cStockholm, Sweden and Roskilde, Denmark)
 \$aInternational Exhibition of Botanical Art &
 Illustration\$n(3rd :\$d1972-1973 :\$cHunt Institute
 for Botanical Documentation)

Note that when adding subfields \$n, or \$d, and/or \$c, the first of these codes is given outside the opening parenthesis.

<i>111 \$n()</i>	<i>Number of meeting</i>
Rule	24.7B2
Sources of information	Not applicable
Enclosing punctuation	Parentheses \$n()
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

- Hint X11\$n contains a number designation for a meeting, exhibition, fair, festival:

Meeting name main entry

\$aWinterthur Conference on Museum Operation and
Connoisseurship\$n(16th :\$d1970)
\$aInternational Consultation of United and Uniting
Churches\$n(6th :\$d1995 :\$cOcho Rios, Jamaica)

<i>111 \$d()</i>	<i>Date of meeting</i>
Rule	24.7B3
Sources of information	Not applicable
Enclosing punctuation	Parentheses \$()
Preceding punctuation	When given outside parentheses—none When given inside parentheses—space colon (#:\$c)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint X11\$d contains the date a meeting, exhibition, fair, festival, etc., was held:
\$aAlpbach Symposium\$d(1968)
\$aWorkshop on Pavement Renewal for Urban
Freeways\$d(1998 :\$cIrvine, Calif.)
\$aAustralia-New Zealand Conference on Soil Mechanics
and Foundation Engineering\$n(3rd :\$d1960 :\$cSydney,
N.S.W.)

<i>111 \$c()</i>	<i>Location of meeting</i>
Rule	24.7B4
Sources of information	Not applicable
Enclosing punctuation	Parentheses \$()
Preceding punctuation	When given outside parentheses—none When given inside parentheses—space colon (#:)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint X11\$c contains a place name or a name of an institution where a meeting,
exhibition, fair, festival, etc., was held:
\$aYoung Playwrights Festival\$d(1985 :\$cNew York, N.Y.)
\$aMinnesota Symposium on Child Psychology\$n(13th
:\$d1978 :\$cUniversity of Minnesota)

<i>111 .\$e</i>	<i>Subordinate unit</i>
Rule	24.13-14; 24.18-19
Sources of information	Not applicable
Preceding punctuation	Period (.\$e)
Input standards—LC: Full	Optional
Input standards—OCLC: Full/Min	Optional / Optional
Repeatable	Yes

Hint X11\$e contains a name of a subordinate unit entered under a meeting,
exhibition, fair, festival, etc., name:
\$aInternational Congress of Linguists\$n(12th :\$d1977
:\$cUniversity of Vienna) .\$.eWorking Group on Speech
Errors.

Uniform title main entry

<i>130</i>	<i>Uniform title main entry</i>
Rule	A25—Uniform titles
Sources of information	
BK (21.0B / 2.0B2)	Title page or title page substitute (if no title page is available)
ER (21.0B / 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 (21.0B / 6.0B2)	Physical carrier and label(s)
VD (21.0B / 7.0B2)	Title screens, physical carrier and label(s)
SE (21.0B / 12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page is available) Non-print: See the applicable type of material
End of field punctuation	Period, question mark, exclamation mark, hyphen, (. ? ! -) or closing parenthesis ')'; if the final subfield is 2, 3, 4, or 5, 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	No
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	Blank—Undefined
Subfields	
\$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 number (R)
. or ,\$p	Name of part/section of a work (R)
\$.l	Language of a work (NR)
\$.f	Date of a work (NR)
\$.g	Date of a work (NR)
\$.k	Form subheading—in a 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)

Hint

A 130 contains a uniform title used as the main entry (heading) for a resource being described:

130 0 \$aHospital medicine (London, England : 1998)

130 0 \$aBible.\$pO.T.\$pPentateuch.\$lHebrew.\$f1983.

The first indicator for the 130 field is a filing indicator. An explanation of this type of indicator is given under tag 245 on p. 3.2-6. However we are currently to omit initial articles from all uniform titles, so I1 in 130 should always be '0'. We are also to omit initial articles from the title portions of name/title headings.

The second indicator for all 1XX Main Entry fields is now blank.

<i>130 \$a</i> <i>240\$a, 6XX\$t, 7XX\$t, 8XX\$t</i>	<i>Uniform title</i>
Rule	25—Uniform titles
Sources of information	Not applicable
Preceding punctuation	None
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Mandatory
Repeatable	No

Hint X30\$a, 240\$a, and \$t in name/title fields (6XX\$t, 7XX\$t, 8XX\$t) contain a uniform title, including parenthetical information added to make a title distinctive:

\$aSnow White (Motion picture : 1997)

<i>130 \$n</i> <i>240\$n; 6XX\$n, 7XX\$n, 8XX\$n</i>	<i>Number of part or section of a work</i>
Rule	25—Uniform titles
Sources of information	Not applicable
Preceding punctuation	Period for a number or part (. \$n) Comma for an opus number (, \$n)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint X30/240/6XX/7XX/8XX \$n contains a number designation in a uniform title for a part or section of a work, including opus numbers for music:

\$aNeverending story. \$nII, \$pNext chapter. \$lSpanish.
\$aMazurkas, \$mpiano, \$nop. 30. \$nNo. 4.
\$aTarantella, \$mpiano, \$nop. 43, \$rAb major.

<i>130 \$p</i> <i>240\$p; 6XX\$p, 7XX\$p, 8XX\$p</i>	<i>Name of part or section of a work</i>
Rule	25—Uniform title
Sources of information	Not applicable
Preceding punctuation	Period when following \$a, or \$n or \$p if for a part of a part (. \$p) Comma when following \$n if for a title of a part (, \$p)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes

Hint X30/240/6XX/7XX/8XX \$p contains a part or section title that qualifies the uniform title:

\$aGlossa ordinaria. \$nPars 22, \$pIn Canticum
canticorum. \$lEnglish & Latin.
\$aInstruction manual. \$nPart 8A, \$pVital records,
geographic classification. \$pFederal Information
Processing Standards (FIPS)

See 245\$p for more examples of punctuation for part titles.

<i>130 .\$l</i> <i>240\$l; 6XX\$l, 7XX\$l, 8XX\$l</i>	<i>Language of a work</i>
Rule	25.5C
Sources of information	Not applicable
Preceding punctuation	Period (.\$l), or exclamation (!\$l) or question mark (?\$l)--L1.0C
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint X30/240/6XX/7XX/8XX \$l contains the language of the content of the work for a uniform title:
\$aPractical Taoism.\$lSpanish.

<i>130 .\$f</i> <i>240\$f; 6XX\$f, 7XX\$f, 8XX\$f</i>	<i>Date of a work</i>
Rule	25.18A13
Sources of information	Not applicable
Preceding punctuation	Period (.\$f)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint X30/240/6XX/7XX/8XX \$f contains the date of publication of the work for a uniform title:
\$aBible.\$lEnglish.\$sNew Revised Standard.\$f1997.

<i>130 \$g</i> <i>240\$g; 6XX\$g, 7XX\$g, 8XX\$g</i>	<i>Miscellaneous information</i>
Rule	25.18A13
Sources of information	Not applicable
Preceding punctuation	Period (.\$g)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint X30/240/6XX/7XX/8XX \$g contains miscellaneous information about the uniform title. It is most commonly used in a 240, for a term such as 'Treaties, etc.':
110 1 \$aAustralia.
240 10 \$aTreaties, etc.\$gUnited States,\$d1982 Aug. 6.

3.2

240	<i>Uniform title</i>
Rule	A25—Uniform titles
Sources of information	
BK (21.0B / 2.0B2)	Title page or title page substitute (if no title page is available)
ER (21.0B / 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 (21.0B / 6.0B2)	Physical carrier and label(s)
VD (21.0B / 7.0B2)	Title screens, physical carrier and label(s)
SE (21.0B / 12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page is available) Non-print: See the applicable type of material
End of field punctuation	None, unless the last word ends with its own punctuation
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No
Indicator 1	Display specifications
0	Do not display
1	Display
Indicator 2	Nonfiling characters (0-9)—but omit initial articles from ALL uniform titles (unless a title is to be indexed under an article)
Subfields	
\$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 number (R)
. or , \$p	Name of part/section of a work (R)
.\$l	Language of a work (NR)
.\$f	Date of a work (NR)
\$g	Miscellaneous information (NR)
.\$k	Form subheading—in a 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)

Hint

A 240 contains a uniform title when the main entry (heading) for a resource being described is a personal (100), corporate (110), or meeting (111) name:

```
100 1 $aKing, Greg, $d1964-
240 10 $aMan who killed Rasputin. $lSpanish
245 13 $aEl hombre que mató a Rasputín / $cGreg King.
```

```
100 1 $aLindgren, Astrid, $d1907-
240 10 $aPippi Leangstrump. $lEnglish
245 10 $aPippi Longstocking / $cAstrid Lindgren ;
    translated by Florence Lamborn ; illustrated
    by Louis S. Glanzman.
```

```

100 1  $aBeethoven, Ludwig van,$d1770-1827.
240 10 $aSymphonies,$nno. 5, op. 67,$rC minor
245 10 $aSymphony no. 5 in C minor, op. 67 /$cLudwig
      van Beethoven.

100 1  $aSaint-Exupery, Antoine de,$d1900-1944.
240 10 $aPetit prince.$lEnglish.$f1971
245 14 $aThe little prince /$cwritten and illustrated
      by Antoine de Saint-Exupery ; translated from
      the French by Katherine Woods.

110 2  $aChurch of England.
240 10 $aBook of common prayer.$pCollects
245 14 $aThe collects of Thomas Cranmer /$ccompiled
      and presented for devotional use by C.
      Frederick Barbee and Paul F.M. Zahl.

110 1  $aNavajo Tribe.
240 10 $aTreaties, etc.$gUnited States,$d1868 June 1
245 10 $aTreaty between the United States of America
      and the Navajo tribe of Indians :$bwith a
      record of the discussions that led to its
      signing /$cintroduction by Martin A. Link

```

Indicator 1 in the 240 tells a local automation system whether or not to display the field in an OPAC full record display. (Note that if I1 = 0 turns off display of a 240, then it should also turn off indexing of that 240.)

The second indicator for the 240 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 I2 in 240 should always be '0'.

Rules and coding instructions for the subfields of a 240 are given under tag 130 beginning on p. 3.1-47

The rules for when to add a uniform title to a record are given under 1XX (Main vs. Added entries beginning on p. 3.1-3

All uniform title 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.

N.B. when going directly to the LC database to find a potential 240 (a uniform title that is not a main entry) in the LC Authority File, you must search under 'Name/Title Authority Headings'.

If you cannot find a uniform title in an authority file, then you will have to follow the cataloging rules under 1XX to establish the heading for the title.

L 21.30J

8. 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]

<i>245 \$a</i>	<i>Title proper</i>
Rule	A1.1B
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available)
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)
VD (7.0B2)	Video title screens, physical carrier and label(s)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available) 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	246

Hint 245\$a contains the title proper of a work and an alternative title if one is present. It can also contain the first title of a collection of separate works lacking a collective title. See the rules below for more details on the information that can be entered in 245\$a.

When you are entering a title proper (245\$a), also think about whether you need any added title added entries (246) for titles that you did not use as the title proper but which patrons may wish to search, e.g., cover titles, spine titles

A 1.1B1 Transcribe the title proper exactly in wording, order, and spelling, but follow standard rules (Chicago Manual of Style) for punctuation and AACR2R App. A for capitalization (think of the field as a sentence, e.g., capitalize the first word, proper names, and other titles, but see App. A for strange capitalization:
 245 14 \$aThe articulate mammal
 245 00 \$aWhy a duck?
 2005 245 14 \$aThe plays of Oscar Wilde
 245 10 \$aiTV games and gambling

2003 Transcribe inaccuracies exactly as given. Add '[sic]' after a wrong spelling or '[i.e. ...]' with the correctly spelled words, or add missing letters in square brackets:
 245 00 \$aQuantatative [sic] level of chemical reactions
 245 00 \$aNew fronteers [i.e. frontiers] of MR-based techniques in multiple sclerosis

However, see 12.1B1 for details on inaccuracies in serial titles.

Consider adding 246 for titles with the corrected spelling.

Do not include introductory words that are not meant to be a part of the title, e.g., "Disney presents...". Add [a 246 to provide] a note for the title with the omitted words [and consider making the 246 searchable (11 =1)]:

245 10 \$aBuilding patios
 246 1 \$iTitle appears on resource as:\$aBetter Homes and Gardens building patios

Include an alternative title as a part of the title proper:

```
245 10 $aUnder the hill, or, The story of Venus and
      Tannhauser
```

Replace punctuation that could be confused with ISBD punctuation, e.g.: "..."
with "--", and "[]" with "()". For example, "If elected...":

```
245 10 $aIf elected--
```

L 1.1B1

Unless a colon in a title really means that what follows is a subtitle, replace a
colon in a title with a dash or a comma, e.g., enter "Symposium: Fine Arts" as:

```
245 10 $aSymposium, Fine Arts
245 10 $aSymposium--Fine Arts
```

Close up the space on both sides of a slash or an equals sign, or a dash when it
replaces a colon:

```
245 10 $aStudy/workbook for knitting
245 10 $a2 x 2=5 :$ba farce in one act
```

Leave a space after a dash that replaces "...", unless it is at the beginning of the
title proper:

```
245 10 $aGetting around-- in Germany
245 10 $a--and then there were none
```

A 1.1B1

Replace symbols that cannot be replicated using a keyboard with a description
within square brackets "[]":

```
245 10 $aUeber [beta]-Isobutylisochinolin
```

L 1.0E 4)

LC suggests adding an explanatory note, e.g.:

```
245 10 $aUeber [beta]-Isobutylisochinolin
500    $aOn t.p. "[beta]" appears as the beta symbol.
```

A 1.1B1

If a title proper is not from a chief source, give the source of the title proper in
a Source of Title Note (500—A1.7B3).

A 1.1B2

Include a statement of responsibility or publisher's name in a title proper if it is
an integral part of the title proper:

```
245 10 $aMarlowe's plays
```

A 1.1B3

Use the name of a person or body as a title if that is all that is given:

```
245 10 $aGeorges Brassens
```

A 1.1B4

Shorten long titles after the first 5 words, if necessary and possible without loss
of essential information. [The following title continues for several dozen
words]:

```
245 03 $aAn almanack for the year of our Lord ...
```

A 1.1B5

If a letter or word is used only once but should be repeated, repeat it, without
brackets. [The following title is given on the resource as: "Canadian
Bibliographies Canadiennes"]:

```
245 00 $aCanadian bibliographies =$bBibliographies
      canadiennes
```

A 1.1B6

If separate letters or initials have no periods, enter no spaces:

```
245 00 $aALA rules for filing catalog cards
```

If separate letters or initials have periods, enter no spaces:

245 00 \$aT.U.E.I. occasional papers in industrial relations

A 1.1B7	If a resource does not have a chief source, find a title elsewhere or create a brief, descriptive title and enclose it in square brackets: 245 10 \$a[Carte de la lune]
A 1.7B3	In such a case, add a Source of Title Note (500) to indicate the source.
A 1.1B8	If titles are given in more than one language, use the language of the script or the order of layout to determine the title proper: 245 10 \$aWood Cree =\$bLes cris des forets
Hint	See 245\$b Parallel title for how to enter the other titles given in other languages.
A 1.1B9	See 245\$p.
A 1.1B10	If both collective and individual titles are given on a chief source of information, give the collective title as the title proper and give the individual titles in a Contents Note (505—A1.7B18): 245 10 \$aThree notable stories 505 0 \$aMorning -- Midday -- Night.
A 2.1B1	BK Transcribe the title proper as per A1.1B. If a title page substitute is used, specify the part used as the title page substitute in a Source of Title Note (500—A2.7B3).
A 9.0B1	ER If one of the sources of information for an electronic resource has more information than the others, make the most complete source of information the chief source of information. If an electronic resource is made up of more than one physical carrier, and the container for the parts has a collective title and the sources on the individual parts do not, treat the container as the chief source of information, as a unifying element.
A 9.1B1	Transcribe the title proper as per A1.1B.
A 9.1B2	Always give the source of the title proper in a Source of Title Note (500—A9.7B3), whether or not it comes from the chief source.
Hint	As per A9.0B1, remember to take the title from the most complete source of information.
A 9.1B3	Do not give a filename or a data set name as the title proper, unless that is all that is given in the chief source. If you wish, you could give such a title in a Variant Title Note (246—A9.7B4).
A 6.0B1	SR If there is more than one physical carrier and/or labels for a sound recording, treat them as a single source. If accompanying textual material or a container has a collective title and the labels do not, treat the accompanying material or container as the chief source of information.

\$a

A 6.1B1 Transcribe the title proper as per A1.1B.

See also A5.1B1 below for entering a title proper for a musical sound recording.

If the title proper is not from the chief source, or is from the container as a unifying element, give the source of title in a Source of Title Note (500—A6.7B3,) [This means that if there is no collective title on the chief source, but there is one on another source, we can use the collective title, make the other source the substitute source, and add a 500 Source of Title Note].

L 6.0B1 If a title is simply the name of a type of composition plus one or more identifying elements, do not use it as a collective title, e.g.:

Piano concertos no. 25, K. 503, no. 26, K. 637

L 6.1B1 If the name of an author or performer is before the titles of individual works, and the name could be considered a collective title, enter the name as the collective title.

However, if the name is of a composer, treat it as a statement of responsibility.

If one name-as-title is on one side and another name-as-title is on the other, give them as individual titles (separated by period-space).

A 5.1B1 Transcribe the title proper as per A1.1B.

If a title is generic (e.g., a type of composition, such as a Symphony, etc.), add other identifying elements (e.g., medium of performance, key, date of composition, opus number, etc.) as part of the title proper (i.e., in \$a):

245 10 \$aSymphony no. 3, A major, op. 56\$h[sound recording]

If a title is distinctive (e.g., not a type of composition) give other identifying elements as other title information (i.e., in \$b):

245 10 \$aAlso sprach Zarathustra\$h[sound recording]
:\$bop. 30

If in doubt, treat identifying elements as part of the title proper (\$a).

A 5.1B2 If you have to supply a title, give all the necessary uniform title elements from rules A25.25-25.35.

A 7.1B1 **VD** Transcribe the title proper as per A1.1B.

If the title proper is not from the chief source, give the source of title in a Source of Title Note (500—A7.7B3). [Although the rule does not say so specifically, it is common practice to apply the comparable sound recordings rule to videos and if there is no collective title on the chief source but there is one on another source, use the collective title from the other source and make it the substitute source of information and add a 500 Source of Title Note].

<i>245 .\$p or .\$p</i>	<i>Name of part or section</i>
Rule	A1.1B9
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available)
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)
VD (7.0B2)	Video title screens, physical carrier and label(s)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available) Non-print: See the appropriate type of material
Preceding punctuation	Period when following \$a, or \$n or \$p if for a part of a part (.\$p) Comma when following \$n if for a title of a part (,\$p)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	Yes
Related fields	246

Hint 245.\$p contains a part or section title that qualifies the title proper. 245.\$p is considered a part of the title proper and so is given before 245.\$h and 245.\$b.

Consider making a title added entry (246) for a prominently given name of a part/section if you think a patron may search by it.

A 1.1B9 If a title proper consists of a common title and a title of a part or section, with no grammatical links, then give the main title first followed by the part or section title, separated by a period:

245 10 \$aMusique.\$pGuitare

Hint If a title of a part can stand alone and makes sense without its common title, give the part title as the title proper (245\$a) and the common title as a series title (4XX\$a):

245 10 \$aTraveling through Florida
440 0 \$aTMQ travel guide

On the other hand, if a title of a part is not clear without its common title, give the part title in 245.\$p and the common title in 245\$a:

245 10 \$aLet's discover Canada.\$pYukon

Use part titles (\$p) for episodes or segments of television series and movie serials that have individual titles, especially if the part title is meaningless without the main title:

245 14 \$aThe ascent of man.\$nEpisode 13,\$pThe long
childhood\$h[videorecording]

If a part has only a title, precede the part title with a period:

245 10 \$aWhat's cooking.\$pMediterranean
245 10 \$aWhat's cooking.\$pMexican

If a part has a number and a title, give the title last preceded by a comma:

245 10 \$aProgress in nuclear energy.\$nSeries
II,\$pReactors

If a part has its own part, separate the parts with a period:

245 00 \$aUnited States coast pilot.\$n7,\$pPacific Coast.\$pCalifornia, Oregon, Washington, and Hawaii

245 00 \$aUnited States coast pilot.\$n7,\$pPacific Coast.\$pAlaska, Dixon Entrance to Cape Spencer

A 12.1B4 **SE** If a serial is a section of, or supplement to, another serial, and its title proper contains the main title and the title of the section or supplement, and these titles are grammatically separate, then enter the main title in \$a and the title of the section or supplement in \$n or \$p as appropriate:

245 10 \$aKey abstracts.\$pIndustrial power and control systems

245 10 \$aÉtudes et documents tchadiens.\$nSérie B

L 12.1B4 See the LCRI for details on common title/section title and common title vs. unnumbered series. This rule helps you to decide when to use 245\$a and \$p vs. 245 + 4XX

A 12.1B5 If a title of a section or supplement is preceded by a number or alphabetic designation, give the common title, then the designation, then the section/supplement, as below:

245 10 \$aJournal of polymer science.\$nPart A,\$pGeneral papers

245 10 \$aProgress in nuclear energy.\$nSeries II,\$pReactors

A 12.1B6 If a title of a section is given on a chief source or substitute, without the common title, give the section title as the title proper (245\$a) and the common title as a series (4XX) (A12.6B).

If a title of a supplement is given on the chief source or substitute, without the common title, give the supplement title as the title proper and the common title as a Supplement Note (523—A12.7B7j).

C 6.2 See the rule for details about common titles and section titles:

Definitions

Types of constructions using \$a and \$p

Each serial has a common title and section title

Series and subseries

Parent title and title of a supplement or other part

Sources and layout

Multiple sections or designations

C 6 Summary: "When the title proper consists of a common title and the title of a section, and the two are not grammatically linked, give as: Common title. Section title."

A 2.1D1	BK	Give parallel titles as per A1.1D1.
A 9.1D1	ER	Give parallel titles as per A1.1D1.
A 6.1D1	SR	Give parallel titles as per A1.1D1 and A5.1D.
A 5.1D1		<p>If identifying elements are treated as part of the title proper (5.1B1), but they are in more than one language, give them in the order that they appear, and treat them as parallel titles:</p> <p style="padding-left: 40px;">245 10 \$aSonate à 3, en mi mineur, pour 2 violons au hautbois (flutes) et basse continue\$h[sound recording] =\$be-Moll, für 2 Violinen oder Oboen (Flöten) und Generalbass = in E minor, for 2 violins or oboes (flutes) and thoroughbass</p>
A 7.1D1	VD	Give parallel titles as per A1.1D1.
A 7.1D2		If an original title in another language is on the chief source, give it as a parallel title.
A 12.1D1	SE	Give parallel titles as per A1.1D1.
A 12.1D2		<p>If a common title and section title each have parallel titles, give the common title and section title, then the parallel common title and parallel section title:</p> <p style="padding-left: 40px;">245 10 \$aTrade of Canada.\$pExports by commodities =\$bCommerce du Canada. Exportations par marchandises</p>
A 12.1D3		Changes: if important, make a Variant Title Note (246) or Parallel and Other Title Information Note (500) about parallel titles that are added, deleted, or changed on later issues (A12.7B5.2).
C 6.4		<p>See the rule for details about Parallel titles</p> <ul style="list-style-type: none"> Definition and sources Recording parallel titles Original title of translation
C 6		Summary: "Record the first parallel title and any subsequent parallel title in English."

245 :\$b	Other title information
Rule	A1.1E
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available)
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)
VD (7.0B2)	Video title screens, physical carrier and label(s)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available) Non-print: See the appropriate type of material
Preceding punctuation	Space colon (#:\$b)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No
Related fields	246

Hint 245\$b can contain other title information, e.g., a subtitle (wording found after the title proper that explains, expands upon, or limits the meaning of the title).

It can also contain a parallel title or a subsequent title. See below for instructions on entering other title information, see under 'Parallel title' and 'Subsequent title' for instructions on entering parallel and subsequent title information, respectively.

Note that subfield \$b is not repeatable in a 245 field. If more than one piece of other title information should be entered, or there is other \$b information (e.g., a parallel title or subsequent title) that follows the other title information, enter the first piece of \$b information preceded by the appropriate ISBD punctuation and the subfield code (\$b), then enter the succeeding information using only the appropriate ISBD punctuation:

```
245 10 $aRock mechanics :$bjournal of the International
      Society for Rock Mechanics = Felsmechanik
```

Consider making an added title added entry (246) for prominently given other title information, if you think a patron may search by that information.

A 1.1E1 Transcribe other title information under the same rules as the title proper (exact transcription, but not necessarily the same punctuation, capitalization, etc.):
245 12 \$aA Laodicen :\$ba story of today

A 1.1E2 Transcribe subsequent other title information (e.g., multiple subtitles) in the order indicated by the source, i.e., in the order given, or in the order implied by layout on the source; the preceding punctuation for subsequent other title information is space-colon-space:

```
245 10 $aDistribution of the principal kinds of soil
      :$borders, sub-orders, and great groups :
      Nation Soil Survey classification of 1967
245 10 $aGarden ornaments :$bpots, pegodas [sic],
      pedestals, and more
```

A 7.1G1	VD	Either describe a videorecording without a collective title as a unit (A7.1G2 & A7.1G3), or make separate records for each part (A7.1G4).
L 7.1G1		LC describes videorecordings without a collective title as a unit or separately on a case-by-case basis.
A 7.1G2		If describing a videorecording without a collective title as a unit, give the titles of the individual parts as per A1.1G3.
A 7.1G3		Clarify the relationship between the statements of responsibility and their parts as per A7.1F2.
A 7.1G4		Optional: make separate records for each separately titled part.
L 7.1G4		LC does not apply this option.
A 12.1G4	SE	Give the titles of the individual parts of a collection without a collective title as per A1.1G.

245 /\$c	Statement of responsibility
Rule	A1.1F
Source of information	
BK (2.0B2)	Title page or title page substitute (if no title page is available)
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)
VD (7.0B2)	Video title screens, physical carrier and label(s)
SE (12.0B2)	First issue or first available issue: Print: Title page or title page substitute (if no title page available) Non-print: See the appropriate type of material
Preceding punctuation	Space forward slash (#/\$c)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No
Related fields	1XX ; 500 ; 7XX
SR	511
VD	508 ; 511

Hint

245\$c contains a statement about the responsibility for the intellectual or artistic content of a work, taken from the chief source of information for the resource and transcribed exactly as given.

Note that subfield \$c is not repeatable in a 245 field. If more than one statement of responsibility should be entered, enter the first statement preceded by a slash (/) and the subfield code (\$c), then enter the succeeding statements separated by space-semicolon-space for different functions or a comma for the same function:

```
245 10 $aHow to play chess /$cKevin Wicker ; with a
foreword by David Pritchard ; illustrated by
Karel Feuerstein.
```

Consider adding headings for any names or bodies provided in \$c. See Ch. 9 for deciding whether a heading should be a main entry (1XX) or added entry (7XX). If a heading is needed for a person or body not mentioned anywhere in the title or statement of responsibility, then provide a Statement of Responsibility Note (5XX—A1.7B6) to explain that person or body.

Subfield \$c contains all data following the first slash. It is the last subfield code in a 245; no other subfield code follows \$c.

A 1.1F1

Transcribe statements of responsibility as they appear:

```
245 10 $aShut up in Paris /$cby Nathan Sheppard.
245 00 $aForeign direct investment in Central and
Eastern Europe /$cedited by Svelta [i.e.
Svetla] Marinova and Marin Marinov
```

Enclose statements of responsibility in brackets, if they are not from the chief source, e.g., if they come from a book spine or cover:

```
245 10 $aObiter dicta /$c[A. Birrell].
```

- A 1.1F11 If no parallel title is present but a statement of responsibility is in more than one language, enter the statement that is in the language of the script, or that is the first statement of responsibility:
 245 10 \$aNovum Testamentum Graecum :\$beditio critica maior /\$cherausgegeben vom Institut fèur Neutestamentliche Textforschung.
- Optional: enter all of the parallel statements of responsibility:
 245 10 \$aNovum Testamentum Graecum :\$beditio critica maior /\$cherausgegeben vom Institut fèur Neutestamentliche Textforschung = edited by The Institute for New Testament Textual Research.
- L 1.1F11 LC will not apply the option to give all of the parallel statements of responsibility.
-
- A 1.1F12 Enter a noun phrase with other title information (\$b) if the phrase indicates the nature of the work (see also A1.1E4):
 245 10 \$aCharacters from Dickens :\$bdramatised adaptations /\$cby Barry Campbell.
- Enter a noun phrase with the statement of responsibility (\$c) if it indicates the role of a person or body, or if you are in doubt:
 245 10 \$aRoman Britain /\$cresearch and text by Colin Barham.
-
- A 1.1F13 If the name of a person or body that is responsible for a resource is already given as part of the title proper or other title, do not add the name again as a statement of responsibility:
 245 10 \$aShakespeare's Hamlet.
- ... unless it is needed for clarity or repeated on the chief source, e.g., "by William Shakespeare" appears after the title that includes the author's name:
 245 10 \$aShakespeare's Hamlet /\$cby William Shakespeare.
-
- A 1.1F14 Transcribe a statement of responsibility if one is present, even if no person or body is actually named in the statement:
 245 10 \$aCall of love /\$ctranslated from the Danish.
-
- A 1.1F15 Omit statements that are not other title information or statements of responsibility.
-
- L 1.1F15 For example, omit "26 color plates", unless an artist or illustrator is named in the phrase, or the phrase is inseparable from the title.
-

A 1.1G3 If the individual works in a collection without a collective title have different statements of responsibility, enter the succeeding titles and statements of responsibilities after the statement of responsibility for the first work. [Precede subsequent title and statement of responsibility statements with the appropriate ISBD punctuation in the \$c, but add no further subfield codes. Remember that no other subfield codes may follow 245\$c]:

```
245 10 $aHenry Esmond :$ba novel /$cby Thackeray. Bleak
      House : a novel / by Dickens.
245 14 $aThe divine comedy /$cDante Alighieri. Troilus
      and Criseyde ; The Canterbury tales /
      Geoffrey Chaucer.
```

L 1.1G3 If different works have different statements of responsibility, separate the title and statement of responsibility data for each work by a period and one space.

If one of the statements of responsibility applies to multiple works by different authors, give it after titles and works to which it applies:

```
245 10 $aUtopia /$cThomas More. New Atlantis / Francis
      Bacon. The Isle of Pines / Henry Neville ;
      [all] edited with an introduction and notes
      by Susan Bruce.
```

Hint See "Analytical added entries" under 7XX for providing access to the subsequent titles.

See A1.1G3 under 245\$b for what to do if the individual works in a collection without a collective title are by the same author.

A 2.1F1 **BK** Transcribe statements of responsibility as per A1.1F.

A 2.1F2 Add a clarifying word or short phrase to the statement of responsibility, if, without such an addition, the statement would imply authorship:

```
245 00 $aMorte Arthure /$c[edited by] John Finlayson.
```

See also A1.1F8 above.

A 9.1F1 **ER** Transcribe statements of responsibility as per A1.1F, for "persons or bodies credited with a major role in creating the content of the resource".

Enter other statements of responsibility, e.g., for sponsorship or production of a file in a Statement of Responsibility Note (500—A9.7B6).

Nancy B. Olson workshop Statements of responsibility are seldom presented in electronic resources as prominently as they are in books. Only add a statement in 245\$c if it is prominent. Remember that main entries do not have to match the 245\$c, as long as there is a Statement of Responsibility Note (500) to justify the heading that is given as the main entry.

If a statement of responsibility is found somewhere other than the chief source, give it in a 500 Statement of Responsibility Note instead.

	246 12 \$aSelf-government under war pressure\$f1941
3	Other title: (indexed, display constant in note—Not used for monographs): 246 13 \$aGovernment, the citizens' business\$f1939 246 13 \$aExplorations in citizenship\$f1940 246 13 \$aSelf-government under war pressure\$f1941
4	Cover title: (indexed, display constant in note): 246 14 \$aProceedings of the ... Annual Glass Symposium
5	Added title page title: (indexed, display constant in note): 246 15 \$aPopulation and housing census in Goteborg
6	Caption title: (indexed, display constant in note): 246 16 \$aPacific and its wonders\$f1954-56
7	Running title: (indexed, display constant in note): 246 17 \$aWorldwide P&I\$fMAR./Apr. 1973-
8	Spine title: (indexed, display constant in note): 246 18 \$aRailroad economic survey\$f1956-58
Subfields	
\$a	Title proper (NR)
. \$n	Number of part or section (R)
. or , \$p	Name of part or section (R)
#: \$b	Remainder of title (NR)
\$f	Designation of volume/issue no. and/or date (NR)
\$g()	Miscellaneous (NR)
\$i	Display text (NR)
Related fields	245

Hint

A 246 contains varying forms of the title of the work, (e.g., a title found on the spine or cover of a book, or a portion of the title proper).

246 is a repeatable field, so you may add as many as you think are needed to assist patrons to find a resource. The indicators in this field are very important, because the 246 doubles as both a note and an access point (added title added entry).

We used to use 740 for added title added entries, but have switched to using 246 instead. We now only use 740 for related and analytical title added entries that are not under authority control (see 740). When we were using the 740 for all added title added entries, we had to also enter a 500 note to explain where we got that 740 from:

```
245 10 $aTimmy tiger's new day in the forest
500     $aCover title: New day in the forest.
740 01 $aNew day in the forest.
```

OPAC display:

Title:	Timmy tiger's new day in the forest
Note:	Cover title: New day in the forest.
Add. title:	New day in the forest

With the 246, we can use the indicators to produce a labeled note, instead of

having to enter a separate one:

```
245 10 $aTimmy tiger's new day in the forest
246 14 $aNew day in the forest
```

OPAC display:

Title:	Timmy tiger's new day in the forest
Cover title:	New day in the forest

Indicator 1 values specify whether the 246 title is shown in an OPAC record display, and whether it is indexed (searchable). Indicator 2 values determine whether a special explanatory label is displayed with the variant title.

Indicator 1 = '0' tells the library automation system to display the 246 but not make it searchable. This is useful when we are simply adding descriptive information and do not need an additional heading for that information:

```
246 0 $iSubtitle on t.p. verso:$aVoyage in images
```

The verso subtitle in this example is informative and descriptive—and so we want to display it to the patrons—but it is not something that someone is likely to search by, and so we do not index it.

Indicator 1 = '1' tells the system to both display the 246 and make it searchable; it is commonly combined with an indicator 2 value when we need to 'explain' the source of an added title added entry:

```
245 10 $aOn mythology /$cselected and introduced by
      Robert A. Segal.
246 18 $aJung on mythology
```

OPAC display:

Title:	On mythology / selected and introduced by Robert A. Segal.
Spine title:	Jung on mythology

In the example above, we explain that "Jung" came from the spine title (see Indicator 2 = '8' below). We display this variant title because we do not want a patron to view a record and not see the search term that found that record.

Indicator 1 = '2' tells the system not to show the 246 and not to make it searchable either. This seems rather pointless unless you want to keep the 246 in your record but 'turn it off'. For example, if your system has a synonym list that searches '&' and 'and' interchangeably, then the 246 below will be useless to your system, but you might want to keep it handy in case you need it in your next system:

```
245 00 $aKayaking & canoeing
246 2 $aKayaking and canoeing
```

Watch out for a '2' in this indicator position. In many systems, remember that this will 'turn off' the field, rendering it useless.

Indicator 1 = '3' tells the system not to show the 246 but to make it searchable. You would use this value when you do not need to explain how you came up with an added title added entry:

```
245 04 $aThe Berkeley book of modern writing
246 30 $aModern writing
```

OPAC display:

Title:	The Berkeley book of modern writing.
--------	--------------------------------------

In the example above we do not need to explain where we got "modern writing" from, because those words are part of the title.

The second indicator of the 246 tells the system how the cataloger came up with the title that is in the 246. Values 2-8 should produce display constants in your OPAC. A display constant dictates the label that the system will show before a MARC field when it displays that field.

The most common display constant labels needed for books are "Cover title" (produced by I2 = 4) and "Spine title" (produced by I2 = 8). The other display constants listed are more commonly needed for serial records.

If you want to show the 246 to explain where it came from, but you do not want the system to display one of the display constants as a label, then you can turn off the display constants by putting a blank in the second indicator. With the display constant turned off, you can then enter your own wording in \$i (display text) as a label:

```
245 00 $aMoonraker$h[videorecording] /$cUnited Artists
      Corporation ...
246 1  $iTtitle on sleeve:$aIan Fleming's Moonraker
```

OPAC display:

Title:	Moonraker [videorecording] / United Artists Corporation ...
Title on sleeve:	Ian Fleming's Moonraker

In the OPAC display above, the text that we entered in \$i is displayed to the public as a label. Some systems are not so sophisticated and display \$i as:

Add title:	Title on sleeve: Ian Fleming's Moonraker
------------	------------------------------------------

Either way, do not forget to turn off any display constants for the field (using I2 = #), or you could end up showing both the display constant label and the display text label:

```
246 14 $iTtitle on sleeve:$aIan Fleming's Moonraker
```

OPAC display:

Cover title:	Title on sleeve: Ian Fleming's Moonraker
--------------	------------------------------------------

You would also enter a blank in I2 if you do not want to display the field at all, e.g., because you are providing an alternate view of what will already be displayed in the 245:

```
245 10 $a9 secrets of women who get everything they
      want /$cKate White.
246 3  $aNine secrets of women who get everything they
      want
```

OPAC display:

Title:	9 secrets of women who get everything they want / Kate White.
--------	---------------------------------------------------------------

If, however, you are providing a 246 specifically for a parallel title, enter '1' in the second indicator:

```
245 10 $aDingfest =$bThingsure /$cErnst Jandl ;
        [selected and] translated from the German by
        Michael Hamburger.
246 31 $aThingsure
```

OPAC display:

Title:	Dingfest = Thingsure / Ernst Jandl ; [selected and] translated from the German by Michael Hamburger.
--------	------------------------------------------------------------------------------------------------------

Enter '0' if you are providing a 246 for any other portion of the title field, e.g., a subtitle:

```
245 00 $aTranquility$h[sound recording] :$ba Real Music
        sampler.
246 30 $aReal Music sampler
```

OPAC display:

Title:	Tranquility [sound recording] : a Real Music sampler.
--------	-------------------------------------------------------

Note that the end of field punctuation for the 246 is 'none', so 246 should not end in any punctuation, unless the last word ends in its own punctuation (e.g., an abbreviation). This may look strange, but that is the rule at this point.

Also note that you must omit initial articles in the 246, since both indicators have other definitions, so they cannot be used to tell the system how many characters to skip at the beginning of the title:

```
245 14 $aThe lottery & seven other stories$h[sound
        recording] /$cby Shirley Jackson.
246 1  $iTitle on container:$aLottery and 7 other
        stories
```

If you feel (as some catalogers do) that the initial article should be provided then you could enter the initial article in \$i, where it will display but will not interfere with indexing:

```
245 14 $aThe lottery & seven other stories$h[sound
        recording] /$cby Shirley Jackson.
246 1  $iTitle on container: The$aLottery and 7 other
        stories
```

OPAC display:

Title:	The lottery & seven other stories [sound recording] / by Shirley Jackson.
Title on container:	The Lottery and 7 other stories

-
- | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|
| A 1.7B4 | Make notes on 'commonly-known' titles or variant titles found on a resource. |
| L 1.7B4 | Always include the source of variant titles. |
| Hint | Use a 246 for a note that includes an actual title and may need an added entry:
246 1 \$iTitle on sleeve:\$aIan Fleming's Moonraker |

<i>246 \$i</i>	<i>Display text</i>
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.

<i>246 \$a</i>	<i>Variant title</i>
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.

<i>250 \$a</i>	<i>Edition statement</i>
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 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].

\$a

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]

A 7.4F1	VD Enter the year of publication as per A1.4F.
CAM	"Look for the latest date you can find anywhere on the item—credits screens, cassette label, container—and assume it represents the publication date of the item in hand. It is bracketed if it [does not come from a prescribed source] or if it is an assumed date."
Hint 2006	However, only use a 'latest date anywhere' if you do not have a publication date or a copyright date that can be used to represent a publication date.
A 7.4F2	Optional: if a date of original production differs from the date of publication, give it in a Publication Note (500—A7.7B9).
L 7.4F2	LC says to use a Publication Note (500—A7.7B9) for a note about a date of <u>production</u> if the <u>medium</u> of the video <u>has not been changed</u> (e.g., a VHS is still a VHS) and the date of production differs from the date of publication by more than two years [OCLC says one year]: 500 \$aMade in 1986.
	See L7.7B7 below if the medium of the video has been changed (e.g., a reel is now a VHS).
A 7.4F3	Enter the date of creation for unedited or unpublished films, videos, and stock shots: DtSt: s Dates: 1984, 260 ..., \$c1984. 518 \$aFilmed in its entirety in the producer's backyard, May 24, 1984.
Hint	If a video is not published, enter its date of creation in 260\$c. If that date was not on the video, its label, accom. mat., or the box, enclose the date in brackets.
A 7.7B7	Add an Edition and History Note (500) about the history of a video.
L 7.7B7	LC says to use an Edition and History Note (500) for a note about a date of <u>production</u> if the <u>medium</u> of the video <u>has been changed</u> (e.g., a motion picture reel is now a VHS or DVD) and the date of production differs from the date of publication by more than two years (OCLC says one year): 500 \$aOriginally produced as a motion picture in 1989.
Hint	See L7.4F2 above if the medium of the video has not been changed (e.g., a VHS is still a VHS).
L 7.7B7	We are also to use this note for a date of <u>release</u> if the <u>medium</u> of the video <u>has been changed</u> and the date of release differs from the date of publication by more than two years (OCLC says one year): 500 \$aOriginally released as a motion picture in 1978.
Hint	We can also use this note for a date of <u>release</u> if the <u>medium</u> of the video <u>has not been changed</u> and the date of release differs from the date of publication by more than two years (OCLC says one year): 500 \$aOriginally released in 1979.

Hint

Dates are tricky for videos. It is rare that you will actually find a date of 'publication' on a video. You are far more likely to find a copyright date, and most likely more than one of those. You may also have to deal with an original or previous release date, an original production date, changes in the video content, and changes in the video medium, or any combination of all of these issues.

Remember that you are trying to provide information in the 260\$c about when the resource in hand was published. Here are some important dates to remember for videos:

- 1977—VHS cassettes became commercially available
- 1997—DVD discs became commercially available

This means that a VHS video cannot have been published before 1977, and a DVD video cannot have been published before 1997. With these dates in mind, go looking for dates on your video.

If you find an actual publication date for a video on any of the prescribed sources, give it as the publication date. This will be very rare.

If you find a publication date, continue looking for a copyright date that you might be able to add.

If you do not find a publication date, look for a copyright date to use instead. Begin with the chief source of information—the title frames, and the most common place to find a copyright date—at the end of the film.

If a video is an original work (e.g., not a VHS or DVD version of a motion picture, or television program, etc.), then a copyright date found at the end of the video can be given as the copyright date for the entire resource, either with, or in lieu of, a publication date:

```
260    . . . , $c1999, c1998.  
260    . . . , $cc2003.
```

However, if a video is not an original work (e.g., it was originally produced as a motion picture or a television program so its medium has changed, or if its contents have been changed in any way) then a copyright date found at the end of the video is going to be for the original motion picture or program, not for the entire resource. In this case do not give that date as the copyright date for the resource, but give it in a 500 Edition and History Note instead:

```
500    $aOriginally produced as a motion picture,  
        copyrighted in 1989.
```

The next place to look is on the label of the video cassette or disc. Whether a video is an original work or not, a copyright date found on a cassette or disc label is usually for the entire resource (the complete VHS or DVD, etc.). If this proves to be the case, give it as the copyright date for the resource, either with, or in lieu of, a publication date:

```
260    . . . , $c1999, c1998.  
260    . . . , $cc2003.
```

If, however, something indicates that a copyright date found on a cassette or disc label is for something other than the entire resource (e.g., the copyright date is before the video medium was made commercially available—1977 for VHS, 1997 for DVD), then try the container (the box) or accompanying material for a later date.

If a copyright date is found on accompanying material or a video box, and evidence indicates that the date is actually the copyright for the entire resource, then give that date as the copyright date for the resource, either with, or in lieu of, a publication date:

```
260      . . . , $c1999, c1998.
260      . . . , $cc2003.
```

If a copyright date is found on accompanying material and is a copyright date for the accompanying material only, and is the only date available or the latest date available, give that date as an assumed date of publication for the entire resource in square brackets:

```
260      . . . , $c[1992]
```

If, however, a copyright date is for the package and design of the video box, only give that date as an assumed date of publication for the entire resource if you have no other date that you can use to guess a publication date:

```
260      . . . , $c[1996]
```

Publishers are apparently re-packaging videos quite frequently, so using the package and design copyright date as an assumed publication date was adding too many duplicate records to our databases. We are now encouraged to use this date only when it is the only date that might possibly indicate when the video was published.

Once you have provided publication and/or copyright date information for the resource in the 260\$c, you are encouraged to also provide notes about earlier release and/or production dates for previous editions of the work. Bear in mind that a date of previous release is not the same as a date of original production. Quite a few films end up being released a year or more after they are produced, for one reason or another. Also note that the MARC standards indicate that we are to prefer release date information over production date information.

If you know a date of original or previous release for a video, then add that information in an Edition and History Note, and:

- if the content and medium of the video has not been changed (e.g., it not now dubbed, and a VHS is still a VHS), give the publication or copyright date from 260\$c in 008 Date 1, give the original or previous release date from the note in 008 Date 2, and code Date Type 'r' (re-issue):

```
DtSt: r Dates: 1981,1979
260      $aMoscow, Idaho :$bVision Productions,$c[1981]
500      $aOriginally released in 1979.
```

- if the content or medium of the video has been changed (e.g., closed-captioning added, or a VHS is now a DVD), give the publication date from 260\$c in 008 Date 1, but code Date Type 's' (because the video is not the same as the original or previous release):

```
DtSt: s Dates: 1980,
260 $aN New York :$bMGM/CBS Home Video,$cc1980.
500 $aOriginally released as a motion picture in
1978.
```

You can make a note about an original production date in addition to, or instead of, a release date note (L7.7B7). This note will either be a Publication Note or an Edition and History Note depending on whether the medium of the film has changed.

If you know a date of original production, and the medium of the video has not been changed (e.g., VHS is still VHS), then add the production information in a Publication Note, and:

- if the content of the video has not been changed, give the publication or copyright date from 260\$c in 008 Date 1, give the production date from the note in 008 Date 2, and code Date Type 'p' (production):

```
DtSt: p Dates: 2001,1986
260 $aS Santa Monica, Calif. :$bPyramid Films,$cc2001.
500 $aMade in 1986.
```

- if the content of the video has been changed (e.g., closed-captioning added), give the publication or copyright date from 260\$c in 008 Date 1, but code Date Type 's' (because the video is not the same as the original work):

```
DtSt: s Dates: 1983,
260 $ALivonia, Mich. :$bEducational Video,$c[1983]
546 $aClosed-captioned.
500 $aMade in 1982.
```

If you know a date of original production or wish to infer it from a copyright date for the original film, and the medium of the video has been changed (e.g., a VHS is now a DVD), then add the production information in an Edition and History Note, and:

- if the content of the video has not been changed, give the publication date from 260\$c in 008 Date 1, give the original production date from the note in 008 Date 2, and code Date Type 'p' (production):

```
DtSt: p Dates: 1990,1989
260 $aN New York :$bCBS Fox Video,$cc1990.
500 $aOriginally produced as a motion picture in
1989.
```

or

```
500 $aOriginally produced as a motion picture,
copyrighted in 1989.
```

- if the content of the video has been changed (e.g., subtitling added), give the publication date from 260\$c in 008 Date 1, but code Date Type 's' (because the video is not the same as the original release):

```
DtSt: s Dates: 1993,
260 $aN New York :$bWarner Home Video,$c1993.
546 $aIn French with English subtitles.
500 $aOriginally produced as a motion picture in
1988.
```

or

```
500      $aOriginally produced as a motion picture,  
          copyrighted in 1988.
```

If you do not have an original or previous release date, or an original production date, and have both a publication date and a copyright date for a video, then give the publication date from the 260\$c in 008 Date 1, give the copyright date from the 260\$c in 008 Date 2, and code Date Type 't':

```
DtSt: t Dates: 1986,1985  
260      ..., $c1986, c1985.
```

Note that if the latest available date on a video is a copyright for its package and design, then you should use that date as an inferred date of publication, as outlined above. However, if you find a record that matches your video in every way, but the date in brackets in the 260\$c in the record is not the same as your latest available date, accept the record. Video publishers have a habit of changing packages and a different package does not merit a new record (according to the OCLC standards for when to make a new record).

If you are bringing a copy cat record in from an outside source, then you can change the date to match yours, or you can add a 500 Edition and History Note saying something like "New package and design, c1997." If you are attaching to a record already in your system, then you can add the note to the existing record.

MARC
OCLC

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

Only use 008 Date Type 'r' if you have a date of original or previous release and both the medium and the contents of a video have not been changed.

Use 008 Date Type 'p' if you cannot code 'r' and have a date of original production and the content of a video has not been changed, whether the medium of the video has or has not been changed.

Use 008 Date Type 't' if you cannot code 'r' or 'p' and have a copyright date for the video as long as the content of the video has not been changed.

If the content of a video has been changed in any way, use 008 Date Type 's'.

Use 'ca.' for 'approximate' but only if the sound recording says 'ca.' or 'approx.'; do not add the term otherwise. Do not work out durations.

A 1.5B5	If a multi-part resource is not complete, enter the SMD only. Optional: enter the number of units when the item is complete.
L 1.5B5	LC will apply this option to add the final number of units when a multipart resource is complete.

<i>300 :\$b</i>	<i>Other physical details</i>
Rule	A 1.5C
Sources of information	
BK (2.0B2)	Whole publication
ER (9.0B2)	Any source
SR (6.0B2)	Any source
VD (7.0B2)	Any source
SE (12.0B2)	First issue or first available issue: Print: the whole publication Non-print: See the applicable type of material
Preceding punctuation	Space colon (#:\$b)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	No

Hint 300\$b contains additional physical characteristics, as appropriate for the type of material being cataloged. See the following pages for more details.

A 1.5C1 Give details as appropriate for the type of material.

<i>300;\$c</i>	<i>Dimensions</i>
Rule	A 1.5D
Sources of information	
BK (2.0B2)	Whole publication
ER (9.0B2)	Any source
SR (6.0B2)	Whole publication
VD (7.0B2)	Any source
SE (12.0B2)	First issue or first available issue: Print: the whole publication Non-print: See the applicable type of material
Preceding punctuation	Space semicolon (#;\$c)
Input standards—LC: Full	Mandatory
Input standards—OCLC: Full/Min	Mandatory / Optional [varies for types of resources]
Repeatable	No

Hint 300\$c contains the dimensions of the resource, as appropriate for the type of material being cataloged. See the following pages for more details.

A 1.5D1 Give dimensions as appropriate for the type of material.

A 1.5D2 Optional: if item(s) are in a container, give the dimensions of the container.

L 1.5D2 Use your judgment to apply or not apply this option.

<i>300 #+\$e</i>	<i>Accompanying material</i>
Rule	A 1.5E
Sources of information	
BK (2.0B2)	Whole publication
ER (9.0B2)	Any source
SR (6.0B2)	Any source
VD (7.0B2)	Any source
SE (12.0B2)	First issue or first available issue: Print: the whole publication Non-print: See the applicable type of material
Preceding punctuation	Space plus sign (#+\$e)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Optional / Optional ER VD: Required if applicable / Required if applicable
Repeatable	No
Related fields	500 Accompanying material note
SR	008 AccM

Hint 300\$e contains information about numbers and types of accompanying material and, possibly, additional physical details.

A 1.5E1 Enter the number of accompanying items and the SMD for those items, or a descriptive name if there is no SMD, e.g.:

```
300    ... +$e1 pamphlet.
300    ... +$e3 videocassettes.
```

Alternately, you could use a 500 Accompanying Material Note (A 1.7B11), or make a separate record for the accompanying material, or make a multi-level description [to be avoided if possible].

L 1.5E1 See the LCRI for further details about deciding when to use 300\$e vs. 500.

Use generic English terms to describe the resource.

Hint If you are describing resources for which there is an SMD given in AACR (subrules .5), use the SMD, e.g., 1 videocassette or 1 sound cassette, etc.

If there is no SMD in AACR, describe the accompanying material as best you can:

```
300    ... +$e1 toothbrush.
```

A 1.5E1 Optional: add physical details of accompanying material in parentheses:

```
300    ... +$e1 pamphlet (11 p. : col. ill. ; 32 cm.)
```

L 1.5E1 See the rule for details on adding physical description to accompanying material.

Hint See the appropriate subrule (.5) in AACR for what to enter as the physical details for a particular type of material, e.g., for an accompanying VHS video enter:

```
300    ... +$e1 videocassette (sd., col. ; 1/2 in.)
```

<i>362\$a</i>	<i>Dates of publication and/or sequential designation</i>
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 12.3C1 See the LCRI for details on recording chronological designation: Punctuation; Choosing the chronological designation; Multiple 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 \$a1961/1962- {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 If the 1st issue of a serial has no numbering, but later issues do, supply one, based on the later issues:
 2002 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 If a date will be more useful to identify an issue, supply one from the publication date instead of a number:
 2002 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.
-

3.4

4XX	<i>Series statements</i>
Rule	A1.6
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: whole publication Non-print: see the applicable type of material
End of field punctuation	None, unless the last word ends with its own punctuation
Input standards—LC: Full	(see 440 and 490)
Input standards—OCLC: Full/Min	(see 440 and 490)
Repeatable	Yes
Indicator 1	(see 440 and 490)
Indicator 2	(see 440 and 490)
Subfields	(see 440 and 490)

Hint A 4XX field contains a series statement, transcribed exactly as it is given on a resource.

C12.1.1

What a series is

"A series is a group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole ... Publishers issue works in series to group together publications on a particular topic and for distribution and sales purposes. Series are important because they provide a potential point of access. A user may know only that a publication is issued in a particular series or may be seeking all of the publications in a particular series without knowing any of the individual titles."

Hint

If a statement about a series is present on a resource, then we are required to enter that statement as a part of the bibliographic description of the resource. AACR says that for the purposes of bibliographic description we must enter the series statement exactly as it is given on the resource (A1.6B1, C1, D1, E1).

However, series information can also be useful as a search term, so AACR also says that we should think about making an added entry for a series (A21.30L). An added entry for a series must be an established heading, i.e., the same heading must be used for the series every time it is referenced.

Therefore, according to AACR, when a series is present on a resource, we must enter a descriptive statement for the series, and might also need an added entry for the series.

2006

As of June 2006, LC will continue to enter descriptive statements for series, as per the AACR instructions, but will no longer provide added entries for series. See the CPSO website (<http://www.loc.gov/catdir/cpsso/>) for more details. So far, however, most catalogers continue to feel that patron access via series added entries is important and, therefore, should be provided. See the PCC FAQ at <http://www.loc.gov/catdir/pcc/bibco/seriesfaq.html> for further details.

If a descriptive series statement and a series added entry are exactly the same, then a single MARC field can be used (440); on the other hand, if they are different, then we must enter the descriptive statement in one field (490), and the series added entry in another field (8XX).

For new records that LC creates, all series statements will be entered in 490 fields only. LC will provide keyword access only to the 490 fields. If you wish to continue to provide browse access via established series headings, then you must continue to decide between using 440 or 490/8XX, as explained below. This means that you will have to check all LC records carefully and change 490 fields (I1=0) to 440 or 490/8XX fields as appropriate.

If a series statement is given on a resource, then our first step should be to search that statement in the LC authority file or our local authority file. Although LC will no longer be making new series authority records, existing series authority records will remain in the LC authority file and trained catalogers at PCC member libraries will continue to make new series authority records available in the LC authority file.

If the series statement on a resource matches an established heading in an authority record, then we can simply use one field for both the descriptive statement and the series added entry. To do this we enter the series title exactly as it is given on the resource in 440. There it will be both displayed as part of the description and indexed as a series added entry.

On the resource: Quality and reliability

The series statement is an established heading in an authority record:

```
130 0 $aQuality and reliability.
```

Enter the heading from the authority record as a combined series statement/series added entry in the bibliographic record:

```
440 0 $aQuality and reliability
```

But if the series statement on the resource matches a cross reference in an authority record, (i.e., it is not an established heading) then we need two fields: one for the descriptive statement exactly as it is given on the item, and one for the established heading that is given in the heading field (1XX) of the authority record. We enter the series title exactly as it is given on the resource in 490, and we enter the established heading from the 1XX heading in the authority record in an equivalent 8XX (i.e., a 100 in an authority record becomes an 800 in a bibliographic record, a 110 in an authority record becomes an 810 in a bibliographic record, a 111 in an authority record becomes an 811 in a bibliographic record, and a 130 in an authority record becomes an 830 in a bibliographic record).

On the resource: BRH quality assurance publications

The series statement on the resource is a 'see reference' in an authority record:

```
130 0 $aQuality assurance series.
430 0 $aBRH quality assurance publications.
```

Enter the series statement exactly as it is given in 490, then take the heading from the authority record and enter it as a separate series statement in an 8XX in the bibliographic record:

```
490 1 $aBRH quality assurance publications
830 0 $aQuality assurance series.
```

On the other hand, if the series statement does not match an established heading or a cross reference in an authority record, then we have to decide for ourselves whether the series statement can be established as it is given on the resource or must be established differently.

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
2006

See the LCRI for further details about series

Series statement present only in cataloging data/bibliography
Series or phrases

- 1) Unnumbered statement of the name of the body from which the publication emanated--not a series, give as quoted note if not in 260\$b

- 2) Numbered statement of the name of the body from which the publication emanated--series, if not commercial publisher
- 3) Statement of the commercial publisher or subsidiary--not a series, give as quoted note if not in 260\$b
- 4) Statement of in-house editor, etc.--not a series, give as quoted note
- 5) Lecture series--series, if appears on item
- 6) Combination of letters or letters and numbers--not a series
- 7) Slogan, motto, etc.--not a series
- 8) Unnumbered genre/characterizing word in singular form--not a series
- 9) Unnumbered phrase indicating a broad subject or category--not a series
- 10) 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

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	<p>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):</p> <p style="padding-left: 40px;">\$aAmerica's resources series</p> <p>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.</p>
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	<p>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).</p> <p>See the LCRI for further details about the title proper of a series:</p> <ul style="list-style-type: none"> 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 seems 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		<p>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:</p> <pre> 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.</pre> <p>If it is too complicated to explain these changes using 490 fields, make a Series note instead (A12.7B14.2).</p>
L 12.6B2		See L 1.6J for details about how to handle more than one series statement.
L 1.6J		<p>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:</p> <pre> 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.</pre>

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 \$I)

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."
-

440	<i>Series statement/series added entry</i>
Rule	A1.6
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: whole publication Non-print: see the applicable type of material
End of field punctuation	None, unless the last word ends with its own punctuation
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Optional
Repeatable	Yes
Indicator 1	Blank—Undefined
Indicator 2	Non-filing characters (0-9)
Subfields	
\$a	Series title proper (NR)
\$n	Number of part or section of a series(R)
. or , \$p	Name of part or section of a series (R)
,\$x	ISSN of series (NR)
#,\$v	Volume number/sequential designation (NR)

Hint

A 440 field contains a series statement entered exactly as it is given on a resource. 440 contains title information (\$a \$n \$p), ISSN (\$x), and series numbering (\$v) only. If a series statement on a resource includes a subtitle, parallel title, or statement of responsibility it must go in a 490 with an 8XX for the established heading for the series added entry.

If a series should be indexed, and can be indexed exactly as it is given on the resource, use 440 for both the series statement and the series added entry.

If a series should be indexed, but must be indexed differently than it is given on a resource, use 490 (I1 = 1) for the series statement, and provide the established heading of the series as a series added entry in an appropriate 8XX field.

If a series statement that is given on a resource does not need to be indexed, use 490 (I1 = 0) for the series statement and do not provide a series added entry.

The second indicator for the 440 field is a filing indicator. An explanation of this is given under tag 245 beginning on p. 3.2-6.

440\$a	Series title/Added entry
Rule	A1.6B
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: 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 440\$a contains a series title entered exactly as it is given on a resource. The 440 field is indexed.

A 1.6B1 Transcribe the title proper of a series as per 1.1B (see A1.6B1 under 4XX above).

440\$n	Number of part or section of a series
Rule	A1.6H2
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: whole publication Non-print: see the applicable type of material
Preceding punctuation	Period (.\$n)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable or readily available / Required if applicable
Repeatable	Yes

Hint 440\$n contains a subseries numeric designation entered exactly as it is given on a resource.

A 1.6H1 Enter both the main series title and the numeric designation of a subseries if both are named on a resource.

A 1.6H5 Enter the numeric designation of a subseries by itself, if the subseries does not have a title:

```
440 0 $aMusic for today.$nSeries 2
```

Enter the numeric designation of a subseries before its title if a subseries has both:

```
440 0 $aViewmaster science series.$n4,$pPhysics
```

<i>440.\$p or ,\$p</i>	<i>Name of part or section of a series</i>
Rule	A1.6H1
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
SR (6.0B2)	Physical carrier and label(s), accompanying textual material, container
SE (12.0B2)	First issue or first available issue: Print: whole publication Non-print: see the applicable type of material
VD (7.0B2)	Title screens, physical carrier and label(s), accompanying material, container (box)
Preceding punctuation	Period when following \$a, or \$n or \$p if for a part of a part (.\$p) Comma when following \$n if for a title of a part (,\$p)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable or readily available/ Required if applicable
Repeatable	Yes

Hint 440\$p contains a subseries title entered exactly as it is given on a resource.

A 1.6H1 Enter both the main series title and the title of a subseries if both are named on a resource:

```
440 0 $aBiblioteca del lavoro.$pSerie professionale
```

A 1.6H2 See the rule for details about entering main and subseries titles when they are in more than one language or script.

L 1.6H2 See the LCRI for details about entering parallel titles of main series and subseries.

A 1.6H3 Enter a phrase such as "new series" as a named part (440\$p) if the series is unnumbered:

```
440 0 $aMilestones of history.$pNew series
```

See 440\$v for entering such a phrase if the series is numbered.

A 1.6H4 If you are not sure whether a second series title on a resource is a subseries or a separate series, treat it as a separate series and give it in a separate 4XX, or make a Series note for it (see also A1.6J under 4XX).

A 1.6H5 Enter the numeric designation of a subseries before its title, separated by a comma, if a subseries has both:

```
440 0 $aViewmaster science series.$n4,$pPhysics
```

A 1.6H6 See the rule for details about entering parallel titles, other title information, and statements of responsibility that relate to subseries.

L 1.6H See the LCRI for further details about subseries:
 Applicability
 Additional hint
 Access points for main series and subseries
 Changes affecting heading for subseries:
 Omission/addition of main series
 Change in title of subseries

L 1.6H1 See the LCRI for details about entering main series and subseries when they are in two or more languages or scripts.

<i>440,\$x</i>	<i>ISSN of series</i>
Rule	A1.6F
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: whole publication Non-print: see the applicable type of material
Preceding punctuation	Comma (,\$x)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable or readily available/ Required if applicable
Repeatable	No

Hint 440\$x contains an ISSN for the series if it is given on a resource.

A 1.6F Enter the ISSN of the series if it appears on the resource:
 440 4 \$aThe British travel series,\$x0021-5654

L 1.6F Do not enter the initialism "ISSN" in 440\$x.

A 1.6H7 Enter the ISSN of a subseries if it appears on the resource; in which case do not give the ISSN of the main series:
 440 0 \$aJurisprudence commentée de la cour
 administrative d'appel de Douai.\$pBulletin,\$x
 1275-3114 ;\$vno. 2

<i>440 ;\$v</i>	<i>Volume number/sequential designation</i>
Rule	A1.6G
Sources of information	
BK (2.0B2)	Series title page, monograph title page, cover, rest of the publication.
ER (9.0B2)	The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information
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: whole publication Non-print: see the applicable type of material
Preceding punctuation	Space semicolon (#;\$v)
Input standards—LC: Full	Required if applicable
Input standards—OCLC: Full/Min	Required if applicable / Required if applicable
Repeatable	No

Hint 440\$v contains a series designation, such as a volume number.

A 1.6G1 Enter series numbers as given, using abbreviations from AACR App. B and numbering from AACR App. C :
440 0 \$aAdvances in space research ;\$vv. 1, no. 10

Hint Although we are to give numbering as it appears on the resource, we are instructed to use prescribed abbreviations (even for words that are already abbreviated, as per AACR App. B.5B1) and convert all non-Arabic numbering (e.g., Roman numerals or spelled out forms) into Arabic numbers.

Sometimes, however, the designation for the numbering of a series changes (e.g., from 'v.' to 'no.'), which means that the series numbering was established one way and now appears in a different way. In this case, we use a 490 to give the series statement with the numbering as it appears on the resource, and then use an 8XX field to give the series added entry with the numbering the way it was established in the 642 field of the authority record for the series (see 490\$v below for an example of a numbering change).

A 1.6G1 If numbering is a part of the title of a series, include it with the title (see 490\$a).

If an incorrect number is given, give it as given and add the correct number in square brackets (see 490\$v).

Optional: Add alternative numbers (see 490\$v) [rare, see the rule for an example].

Enter a phrase such as "new series" as a part of the numbering of the series (440 \$v) if the series is numbered:

440 2 \$aMethuen new theatrescript ;\$v2nd ser., no.
35

Enter such a phrase as a subseries title (440\$p) instead if the series is not numbered.

If numbering changes in a series and begins again with the same type of numbering (e.g., starts over at no. 1), add "[new ser.]" or some other term given in the language of the 245\$a to the number in subfield \$v:

```
440 0 $aResearch in fish studies ;$v[new ser.], no. 1
```

- L 1.6G1 See the LCRI for details about how to decide whether a series has begun a new sequence of numbering.
- L 1.6G See the LCRI for further details about numbering:
- General
 - Numbering errors
 - More than one system of numbering
 - Numbering combined with one or more letters
 - Parallel titles and numbers
 - Editions with identical series numbering
 - Inferred numbering
 - Numbering present only in cataloging data/bibliography
 - Numbering of and within a specific activity, event
- L 21.20L See also this LCRI for further details about numbering:
- Numbering grammatically integrated with series title
 - More than one system of numbering
 - Numbering errors
 - Numbering consisting of an indication of a year and sequential number within a year
 - Number preceded by one or more letters
 - Numbering for publications of the U.S. Congress
-
- A 1.6G2 See the rule for details about series numbering for multipart items.
- L 1.6G2 See the LCRI for details about series numbering for multipart items.
-
- A 1.6G3 Optional: if numbering includes a chronological designation, give the chronological designation after the numbering:
- ```
440 0 . . . ;$vv. 3 (Aug. 1971)
```
- L 1.6G3 LC does not record a chronological designation that appears with numbering of a series.
- 
- A 1.6H8 See the rule for details about numbering for a subseries.
- 
- A 12.6B1 **SE** Omit series numbering 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.
-

Hint Enter each parallel series title in separate \$a preceded by an equal sign (=):  
 490 1 \$aEnglish Chubby Spanish =\$aInglés Chubby  
 español  
 830 0 \$aEnglish Chubby Spanish.

An established series heading cannot include a parallel title, so enter the title and parallel title from the resource as the series statement in 490\$a. Then enter the established title of the series as the series added entry in 830.

| #:#                   | <i>Other title information</i>  |
|-----------------------|---------------------------------|
| Rule                  | A1.6D                           |
| Preceding punctuation | Blank and colon and blank (#:#) |

A 1.6D1 Do not give other title information for a series unless it helps to identify the series, in which case transcribe it as per 1.1E [exactly as given].

Hint Enter other title information for a series in the 490\$a with the title to which it applies, preceded by a colon (:):  
 490 1 \$aEverywoman : studies in history, literature,  
 and culture  
 830 0 \$aEverywoman

An established series heading cannot include other title information, so enter the title and other title information from the resource as the series statement in 490\$a. Then enter the established title of the series as the series added entry in 830.

| #:#                   | <i>Statement of responsibility</i>     |
|-----------------------|----------------------------------------|
| Rule                  | A1.6E                                  |
| Preceding punctuation | Blank and forward slash and blank(##/) |

A 1.6E1 Do not give a statement of responsibility for a series unless it helps to identify the series, in which case transcribe it as per 1.1F [exactly as given].

L 1.6E1 Use your judgment about adding a statement of responsibility, e.g., add it if it is on the same source as the series title and the title has little meaning without it (e.g., Report). If in doubt, leave it off.

Hint Enter the statement of responsibility for a series in the 490\$a with the title to which it applies, preceded by a slash (/):  
 490 1 \$aPublication / Speech Foundation of America  
 830 0 \$aPublication (Speech Foundation of America)

An established series heading cannot include a statement of responsibility, so enter the title and statement of responsibility from the resource as the series statement in 490\$a. Then enter the established title of the series as the series added entry in 830.

|                       | .# | Numbered part or section |
|-----------------------|----|--------------------------|
| Rule                  |    | A1.6H                    |
| Preceding punctuation |    | Period and blank (.)     |

A 1.6H1 Enter both the main series title and the designation of a subseries if both are named on a resource.

Hint Enter the main title of the series in 490\$a, followed by the numbered subseries (preceded by a period):

```
490 1 $aPublications series of the University of
 Zululand. Series C ;$vno. 1 [i.e.] 2
830 0 $aPublications series of the University of
 Zululand.$nSeries C ;$vno. 2.
```

Enter the title and numbered subseries as given on the resource as the series statement in 490\$a. Enter the established title of the series as the series added entry in 830. (The series statement in the example above needs an 830 because of the incorrect number in subfield \$v.)

A 1.6H5 Enter the designation of a subseries without a subseries title, if the subseries does not have a title:

```
490 1 $aPublications series of the University of
 Zululand. Series C ;$vno. 1 [i.e.] 2
830 0 $aPublications series of the University of
 Zululand.$nSeries C ;$vno. 2.
```

Enter the designation of the subseries (preceded by a period), followed by the title of the subseries (preceded by a comma), if a subseries has both:

```
490 1 $aAllyear tax guides. Series 500, Audits and
 appeals ;$v503
800 1 $aCrouch, Holmes F.$tAllyear tax guides.$nSeries
 500,$pAudits and appeals ;$v503.
```

Hint The series statement above needs an 800 because Crouch is responsible for all issues of the series; therefore the established heading for the series is given under his name, followed by the title of the series.

|                       | .# or ,# | Named part or section                                                                                                                                                         |
|-----------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                  |          | A1.6H                                                                                                                                                                         |
| Preceding punctuation |          | Period and blank when following \$a, or a numbered or named part if for a part of a part (.)<br>Comma and blank when following a numbered part if for a title of the part (,) |

A 1.6H1 Enter both the main series title and the title of a subseries if both are named on a resource.

Hint Enter the main title of the series in 490\$a, followed by the named subseries (preceded by a period):

```
490 1 $aThe hunting & fishing library. The freshwater
 angler.
830 0 $aFreshwater angler.
```

Enter both the title and the named subseries exactly as they are given on the resource as the series statement in 490\$a. Enter the established title of the series as the series added entry in an 830 (where it will be indexed). (The series statement in the example above needs an 830 because the title of the subseries is the established heading for the series, but the series statement included both the main series and subseries.)

Note that a named subseries is preceded by a comma if it qualifies a numbered subseries:

```
490 1 $aAllyear tax guides. Series 500, Audits and
 appeals ;$v503
800 1 $aCrouch, Holmes F.$tAllyear tax guides.$nSeries
 500,$pAudits and appeals ;$v503.
```

---

|         |                                                                                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------|
| A 1.6H2 | See the rule for details about entering main and subseries titles when they are in more than one language or script. |
|---------|----------------------------------------------------------------------------------------------------------------------|

---

|         |                                                                                                                                                                                                                                     |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A 1.6H3 | Enter a phrase like "new series" as a named part if the series is unnumbered:<br><pre>490 1 \$aHandbook of experimental pharmacology. New       series 830 0 \$aHandbuch der experimentellen Pharmakologie.       New series.</pre> |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|      |                                                                  |
|------|------------------------------------------------------------------|
| Hint | See 490\$v for entering such a phrase if the series is numbered. |
|------|------------------------------------------------------------------|

---

|         |                                                                                                                                                                                                                            |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A 1.6H4 | If you are not sure whether a second series title on a resource is a subseries or a separate series, treat it as a separate series and give it in a separate 4XX, or make a Series Note for it (see also A1.6J under 4XX). |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

---

|         |                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------------|
| A 1.6H5 | Enter the numeric designation of a subseries before its title, separated by a comma, if a subseries has both. |
|---------|---------------------------------------------------------------------------------------------------------------|

|      |                                                                                                                                                                                                                                                                                                                            |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hint | Enter the main title of the series in 490\$a, followed by the designation of the subseries (preceded by a period) and the title of the subseries (preceded by a comma):<br><pre>490 1 \$aBob books. Set 1, Kids ;\$vbk. 7 level B 800 1 \$aMaslen, Bobby Lynn.\$tBob books.\$nSet 1,\$pKids       ;\$vbk. 7 level B.</pre> |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Enter the title, the designation of the subseries, and the title of the subseries exactly as they are given on the resource as the series statement in 490\$a. Enter the established title of the series as the series added entry in 830.

---

|         |                                                                                                                                              |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|
| A 1.6H6 | See the rule for details about entering parallel titles, other title information, and statements of responsibility that relate to subseries. |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|

---

|        |                                                                                                                                                                                                                                                                      |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L 1.6H | See the LCRI for further details about subseries:<br>Applicability<br>Additional hint<br>Access points for main series and subseries<br>Changes affecting heading for subseries:<br>Omission/addition of main series<br><a href="#">Change in title of subseries</a> |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|         |                                                                                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------|
| L 1.6H1 | See the LCRI for details about entering main series and subseries when they are in two or more languages or scripts. |
|---------|----------------------------------------------------------------------------------------------------------------------|

---

| <i>490,\$x</i>                 | <i>ISSN of series</i>                                                                                                                                                                                                                        |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6B                                                                                                                                                                                                                                        |
| Sources of information         |                                                                                                                                                                                                                                              |
| BK (2.0B2)                     | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                                     |
| ER (9.0B2)                     | The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information |
| 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:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                                          |
| Preceding punctuation          | Comma (,\$x)                                                                                                                                                                                                                                 |
| Input standards—LC: Full       | Required if applicable                                                                                                                                                                                                                       |
| Input standards—OCLC: Full/Min | Required if applicable or readily available / Required if applicable                                                                                                                                                                         |
| Repeatable                     | No                                                                                                                                                                                                                                           |

Hint 490\$x contains an ISSN for the series if it is given on a resource.

A 1.6F Enter the ISSN of the series if it appears on the resource:  
 490 1 \$aOccasional papers / University of Sussex  
 Centre for Continuing Education,\$x0306-1108  
 ;\$vno. 4  
 830 0 \$aOccasional papers (University of Sussex Centre  
 for Continuing Education) ;\$vno. 4.

L 1.6F Do not enter the initialism "ISSN" in 490\$x.

A 1.6H7 Enter the ISSN of a subseries if it appears on the resource; in this case, do not give the ISSN of the main series (see 440\$x for an example). If the ISSN of the subseries is unknown, LC will give the ISSN of the main series (see 440 \$x for an example).

| <i>490 ;\$v</i>                | <i>Volume number/sequential designation</i>                                                                                                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6G                                                                                                                                                                                                                                        |
| Sources of information         |                                                                                                                                                                                                                                              |
| BK (2.0B2)                     | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                                     |
| ER (9.0B2)                     | The resource itself (title screen, main menu, program statement, initial display of information, home page, file header, or encoded metadata) or its physical carrier & labels—whichever has a coll. title and the most complete information |
| 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:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                                          |
| Preceding punctuation          | Space semicolon (#,\$v)                                                                                                                                                                                                                      |
| Input standards—LC: Full       | Required if applicable                                                                                                                                                                                                                       |
| Input standards—OCLC: Full/Min | Required if applicable or readily available / Required if applicable                                                                                                                                                                         |
| Repeatable                     | Yes                                                                                                                                                                                                                                          |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hint    | 490\$v contains a series designation, such as a volume number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| A 1.6G1 | <p>Enter numbers as given, using abbreviations from AACR App. B and numbering from AACR App. C :</p> <pre>490 1 \$aWagons west ;\$vv. 7 800 1 \$aRoss, Dana Fuller.\$tWagons west ;\$vv. 7.</pre>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Hint    | <p>Although we are to give numbering as it appears on the resource, we are instructed to use prescribed abbreviations (even for words that are already abbreviated, as per App. B.5B1) and convert all non-Arabic numbering (e.g., Roman numerals or spelled out forms) into Arabic numbers.</p> <p>Sometimes, however, the designation for the numbering of a series changes (e.g., from 'v.' to 'no.'), which means that the series numbering was established one way and now appears in a different way. In this case, we use a 490 to give the series statement with the numbering as it appears on the resource, and then use an 8XX field to give the series added entry with the numbering the way it was established in the 642 field of the authority record for the series:</p> <pre>490 1 \$aNATO ASI series. Series C, Mathematical and       physical sciences ;\$vv. 444 830 0 \$aNATO ASI series.\$nSeries C,\$pMathematical and       physical sciences ;\$vno. 444.</pre>                                                                                                                                                                                                                                                                                                                                                                           |
| A 1.6G1 | <p>Include numbering with the title of the series if it is a part of the title (see 490\$a).</p> <p>Enter an incorrect number as given and add the correct number in square brackets:</p> <pre>490 1 \$aPublications of the American Folklore Society,       bibliographical and special series ;\$vv. 31       [i.e. 33] 830 0 \$aPublications of the American Folklore Society.       \$pBibliographical and special series ;\$vv.       33.</pre> <p>Add alternative numbers (490\$v) [rare, see the rule for an example].</p> <p>Enter a phrase such as "new series" as a part of the numbering of the series (490\$v) if the series is numbered:</p> <pre>490 1 \$aCase studies / Committee on Case Studies,       Indian Institute of Public Administration       ;\$vnew series v. 6 830 0 \$aCase studies (Indian Institute of Public       Administration. Committee on Case Studies)       ;\$vnew series v. 6.</pre> <p>Enter such a phrase as a subseries title instead if the series is not numbered.</p> <p>If numbering changes in a series and begins again with the same type of numbering (e.g., starts over at no. 1), add "[new ser.]" or some other term given in the language of the 245\$a to the number in subfield \$v:</p> <pre>490 1 \$aFish studies ;\$v[new ser.], no. 1 830 0 \$aResearch in fish studies ;\$v[new ser.], no. 1.</pre> |

- L 1.6G1 See the LCRI for details about how to decide whether a series has begun a new sequence of numbering.
- L 1.6G See the LCRI for details about numbering:  
 General  
 Numbering errors  
 More than one system of numbering  
 Numbering combined with one or more letters  
 Parallel titles and numbers  
 Editions with identical series numbering  
 Inferred numbering  
 Numbering present only in cataloging data/bibliography  
 Numbering of and within a specific activity, event
- L 21.20L See also this LCRI for more details about numbering:  
 Numbering grammatically integrated with series title  
 More than one system of numbering  
 Numbering errors  
 Numbering consisting of an indication of a year and sequential number within a year  
 Number preceded by one or more letters  
 Numbering for publications of the U.S. Congress
- 
- A 1.6G2 See the rule for details about series numbering for multipart items.
- L 1.6G2 See the LCRI for details about series numbering for multipart items.
- 
- A 1.6G3 Optional: if numbering includes a chronological designation, give the chronological designation after the numbering:  
 490 . . . ;\$vv. 3 (Aug. 1971)
- L 1.6G3 LC does not record a chronological designation that appears with numbering of a series.
- 
- A 1.6H8 See the rule for details about numbering for subseries.
- 
- A 12.6B1 **SE** Omit series numbering 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.
-

## 3.5

| 5XX                            | Note area                                                                                                                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A 1.7                                                                                                                                                                                              |
| Source of information          | (1.7A2) Any source                                                                                                                                                                                 |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ), but period after closing parenthesis or bracket ( ) ] ), period inside an ending quotation mark, and give all punctuation before \$5 |
| Input standards—LC: Full       | See individual note fields                                                                                                                                                                         |
| Input standards—OCLC: Full/Min | See individual note fields                                                                                                                                                                         |
| Repeatable                     | See individual note fields                                                                                                                                                                         |
| Indicators                     | See individual note fields                                                                                                                                                                         |
| Subfields                      | See individual note fields                                                                                                                                                                         |
| Related fields                 | See individual note fields                                                                                                                                                                         |

**Hint** In the descriptions for the 5XX fields that follow, if the only commonly used subfield is \$a, then no further subfield details are given.

Notes are arranged in tag order in this section, but notes that share the 500 tag are arranged in alphabetical order by their names.

Enter each note in a separate 5XX, except when it is appropriate to combine notes.

Use a specialized 5XX field when one is available (e.g., 502 for a Dissertation Note), otherwise, enter a general note in a 500 field.

|         |                                                                                                                                                                                                       |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L 1.7A1 | End notes with a period (.) or other mark of punctuation, including a question mark (?), exclamation mark (!), or hyphen (-), but if a note ends with a closing bracket or parenthesis, add a period. |
| A 1.7A3 | See the rule for details about forms of notes:<br>Order of information<br>Quotations<br>References<br>Formal notes<br>Informal notes                                                                  |
| L 1.7A3 | See the LCRI for details about capitalization, spelling, using quotations, and entering non-Romanized data.                                                                                           |
| A 1.7A4 | See the rule for details about citing other editions and works:<br>Other works<br>Reproductions                                                                                                       |
| L 1.7A4 | See the LCRI for details about forms of citations, and about citing other editions and works.                                                                                                         |
| A 1.7A5 | Make notes for useful information that cannot be fitted into other descriptive fields. Combine notes when appropriate.                                                                                |
| A 1.7B  | Give notes in the order given in AACR, but give one note first if it is considered the most important.                                                                                                |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |             |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------|
| L 1.7B<br>2003<br>Hint | Give notes in AACR order unless you unable to do so for local reasons.                                                                                                                                                                                                                                                                                                                                                                                               |                                                                       |             |
|                        | Many Systems re-order notes into 'tag' order despite the order in which they were originally entered in the record. If your System does this, then try to get it fixed! In the meantime, entering notes in your System in the correct order is pointless, since they will be automatically rearranged when the records are loaded. On the other hand, continue to enter notes in the correct order if you are working on records outside your System, e.g., on OCLC. |                                                                       |             |
| A 21.29F               | Notes are required to justify added entries (i.e., you must never enter an added entry for a person or body or title without explaining how that person or body or title is related to the work being described). If that relationship is not already explained anywhere else in the bibliographic description of the record, add a note to explain it. You are encouraged to enter all notes that are applicable to the resource in hand.                           |                                                                       |             |
| A 1.7B                 | Enter notes in the order given in AACR:                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |             |
|                        | 1.7B1                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Nature, scope, or artistic form                                       | 500         |
|                        | 1.7B2                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Language                                                              | 546         |
|                        | 1.7B3                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Source of title proper                                                | 500         |
|                        | 1.7B4                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Variations in title                                                   | 246/500     |
|                        | 1.7B5                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Parallel/other title                                                  | 246/500     |
|                        | 1.7B6                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Statement of responsibility                                           | 500         |
|                        | 1.7B7                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Edition and history                                                   | 500         |
|                        | 1.7B8                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Material (or type of publication)<br>specific details (see ER and SE) |             |
|                        | 1.7B9                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Publication, distribution, etc.                                       | 500         |
|                        | 1.7B10                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Physical description                                                  | 500         |
|                        | 1.7B11                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Accompanying material & supplements                                   | 500         |
|                        | 1.7B12                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Series                                                                | 500         |
|                        | 1.7B13                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dissertation                                                          | 502         |
|                        | 1.7B14                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Target audience                                                       | 521         |
|                        | 1.7B16                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Additional physical form available                                    | 530         |
|                        | 1.7B17                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Summary                                                               | 520         |
|                        | 1.7B18                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Contents                                                              | 500/504/505 |
|                        | 1.7B19                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Numbers                                                               | 500         |
|                        | 1.7B20                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Restrictions on access                                                | 506         |
|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Terms governing use                                                   | 540         |
|                        | 1.7B21                                                                                                                                                                                                                                                                                                                                                                                                                                                               | "With" notes                                                          | 501         |
|                        | 1.7B23                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Item described                                                        | 500         |

| <i>500</i>                     | <i>Numbers note</i>                                                                                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A 1.7B19                                                                                                                                                   |
| Source of information          | (1.7A2) Any source                                                                                                                                         |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ), but period after closing parenthesis or bracket ( ) ] ), and give all punctuation before \$5 |
| Input standards—LC: Full       | Optional                                                                                                                                                   |
| Input standards—OCLC: Full/Min | Required if applicable / Optional                                                                                                                          |
| Repeatable                     | Yes                                                                                                                                                        |
| Indicators                     | Blank—Undefined                                                                                                                                            |
| Subfields                      |                                                                                                                                                            |
| \$a                            | Numbers note (NR)                                                                                                                                          |
| Related fields                 | 028                                                                                                                                                        |

Hint A 500 Numbers Note contains numbers found on a resource if those numbers do not belong in any of the specific number fields (010, 020, etc.)

A 1.7B19 Note "numbers associated with the item".

Hint Prefer to use a special number field for numbers whenever possible:  
 010—LCCN  
 020—ISBN  
 022—ISSN  
 024—UPC or EAN  
 028—Publisher number  
 037—Stock number  
 etc.

If none of these number fields apply, however, enter the number as a quoted note:

```
500 $a"10003."
500 $a"10003"--Cover.
```

Also use a 500 Numbers Note for complicated numbering patterns for publisher numbers. Use 028 for simple publisher's numbers. (See rule A6.7B19/SR under 028).

If a set number does not appear on each of the individual items in the set, give the set number first followed by the numbers on the individual items in parentheses. Give the brand/trade name first, and then a colon and the stock numbers:

```
500 $aLondon: 443 021-2 (443 022-2--443 023-2).
```

A 2.7B19 **BK** Note "numbers associated with the item".

A 9.7B19 **ER** Note "numbers associated with the item".

A 6.7B19 **SR** Transcribe a publisher's number exactly as it is given on the item.

If two or more numbers are present, give the principal one, if it is obvious, otherwise give them all. (See also 028)

If different consecutive numbers are on each part of a multipart item, give them inclusively. If they are not consecutive, give each number, but if there are more than three, give the first and the last number separated by a slash.

**500**  
**Numbers**

**General note**

L 6.7B19 "Separate the first and last numbers of a [consecutive] sequence by a dash"  
[instead of a slash as per A6.7B19 above].

---

A 7.7B19 **VD** Note "numbers associated with the item".

---

A 7.7B20 **SE** Note important "numbers associated with the resource".

---

| <i>500</i>                     | <i>Parallel and other title information note</i>                                                                                                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A 1.7B5                                                                                                                                                    |
| Source of information          | (1.7A2) Any source                                                                                                                                         |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ), but period after closing parenthesis or bracket ( ) ] ), and give all punctuation before \$5 |
| Input standards—LC: Full       | Optional                                                                                                                                                   |
| Input standards—OCLC: Full/Min | Required if applicable / Optional                                                                                                                          |
| Repeatable                     | Yes                                                                                                                                                        |
| Indicators                     | Blank—Undefined                                                                                                                                            |
| Subfields                      |                                                                                                                                                            |
| \$a                            | Parallel and other title information note (NR)                                                                                                             |
| Related fields                 | 246                                                                                                                                                        |

Hint A 500 Parallel and Other Title Information Note contains general wording about parallel and other title information that could not be given in 245\$b or a 246.

A 1.7B5 [The rule for a note on parallel titles and other title information gives examples only]:

246 1 \$iTitle on container:\$aFour seasons

Hint Use 246 for a note that includes an actual title and may need an added entry:

246 1 \$iSubtitle on cover:\$aTaking control of your  
life

Use a 500 Parallel title and Other Title Information Note for general wording that does not include an actual title (no added entry is required):

500 \$aParallel title in Chinese characters.

A 2.7B5 **BK** Make notes (246 or 500) on important parallel titles and other title information that is not given in the title area (245\$b).

A 9.7B5 **ER** Make notes (246 or 500) on important parallel titles and other title information that is not given in the title area (245\$b).

A 6.7B5 **SR** Make notes (246 or 500) on important parallel titles and other title information that is not given in the title area (245\$b).

A 7.7B5 **VD** Make notes (246 or 500) on important parallel titles and other title information that is not given in the title area (245\$b).

A 12.7B5 **SE** Make notes (246 or 500) on important parallel titles that are not given in the title area (245\$b):

500 \$aTitles also in the organization's other  
official languages.

A 12.7B6 Make notes (246 or 500) on important other title information that is not given in the title area (245\$b):

500 \$aSubtitle varies.

## Physical description

| <i>500</i>                     | <i>Physical description note</i>                                                                                                                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A 1.7B10                                                                                                                                                   |
| Source of information          | (1.7A2) Any source                                                                                                                                         |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ), but period after closing parenthesis or bracket ( ) ] ), and give all punctuation before \$5 |
| Input standards—LC: Full       | Optional                                                                                                                                                   |
| Input standards—OCLC: Full/Min | Required if applicable / Optional                                                                                                                          |
| Repeatable                     | Yes                                                                                                                                                        |
| Indicators                     | Blank—Undefined                                                                                                                                            |
| Subfields                      |                                                                                                                                                            |
| \$a                            | Physical description note (NR)                                                                                                                             |
| Related fields                 | 300                                                                                                                                                        |
| VD                             | 007/07( \$i)                                                                                                                                               |
| SR                             | 007/12/\$m-13/\$n ; 306                                                                                                                                    |

**Hint** A 500 Physical Description Note contains any important physical description details that cannot be given in the 300.

A 1.7B10 [The rule for a Physical Description Note gives examples only]:  
 500 \$aAcoustic recording.  
 500 \$aCompact disc.  
 500 \$aDurations: 17 min. ; 23 min. ; 9 min.

A 2.7B10 **BK** Add a 500 Physical Description Note for information about physical details that cannot be provided in the 300 field, if these details seem important:  
 500 \$aCaptions on verso of plates.  
 500 \$aPrinted on vellum.  
 500 \$aAlternate pages blank.  
 500 \$aGrade 3 Braille.  
 500 \$aBoard book.  
 500 \$aOn board pages.  
 500 \$aCloth book.

A 9.7B10 **ER** Add a 500 Physical Description Note for information about physical details that cannot be provided in the 300 field, if these details seem important, especially if they affect the use of the resource:  
 500 \$aCopy protected.  
 500 \$aContainer: 30 x 35 x 12 cm.  
 500 \$aImages display in color.

Use a 538 System Details Note for details about system requirements.

If a file is available via remote access only, give any known physical details in this note [if you do not apply the 2004 amendment option to provide a 300]:

500 \$aStereos sd.  
 500 \$a32 pages of text.

A 6.7B10 **SR** Add a 500 Physical Description Note for information about physical details that cannot be provided in the 300 field, if they seem important:  
 500 \$aCompact disc. {007/12/\$m: e}

[We are apparently not supposed to enter "Compact Disc" in 538 anymore. If you want this information to be searchable (keyword or browse), add the term "Compact disc" as a form heading (655). Add a 538 however for details about 'Enhanced CDs' that need a computer to access special features.]

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.

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' or widescreen/full screen information appears on a DVD, give it as given, in 538 (unless it is clearly an edition statement, e.g., "Widescreen edition" or "Full screen version").

---

A **SE** Changes: change physical information provided in a 300\$b to match later  
12.7B12.2 issues of a serial if new details are added to the serial.  
2002

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.
-

| 500                            | Publication, distribution, etc., note                                                                                                                      |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A 1.7B9                                                                                                                                                    |
| Source of information          | (1.7A2) Any source                                                                                                                                         |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ), but period after closing parenthesis or bracket ( ) ] ), and give all punctuation before \$5 |
| Input standards—LC: Full       | Optional                                                                                                                                                   |
| Input standards—OCLC: Full/Min | Required if applicable / Optional                                                                                                                          |
| Repeatable                     | Yes                                                                                                                                                        |
| Indicators                     | Blank—Undefined                                                                                                                                            |
| Subfields                      |                                                                                                                                                            |
| \$a                            | Publication, distribution, etc., note (NR)                                                                                                                 |
| Related fields                 | 260                                                                                                                                                        |

Hint A 500 Publication Note contains any important publication details that cannot be given in the 260.

A 1.7B9 [The rule for a Publication Note gives examples only]:  
 008 DtSt: s 18uu,  
 260 \$a[England] :\$bT. Nelson,\$c[18--]  
 500 \$aPublished in London or Manchester, 1807-1879.

A 2.7B9 **BK** Add a 500 Publication Note for publication details not given in the 260, but considered important:  
 500 \$aImprint under label reads: Humanitas-Verlag  
 Zurich.  
 500 \$a"Privately printed."

L 2.7B9 See the LCRI for details about dates of release or transmittal, e.g., "May 1979."

A 9.7B9 **ER** Add a 500 Publication Note for publication details not given in the 260, but considered important:  
 500 \$aSolely distributed by the Laboratory.  
 500 \$aUser's manual distributed by the American  
 Political Science Association, Washington,  
 D.C.

A 6.7B9 **SR** Add a 500 Publication Note for publication details not given in the 260, but considered important.

A 7.7B9 **VD** Add a 500 Publication Note for publication details not given in the 260, but considered important:  
 500 \$aDistributed in the U.S. by...

Give the date of production (in the same medium) if it differs from the date of publication:

008 DtSt: p 1984,1980  
 260 \$aLos Angeles, CA :\$bChurchill Films,\$c1984.  
 500 \$aMade in 1980.

Also give here the country of original release, if not provided elsewhere:

500 \$aFirst released in Yugoslavia.

**Publication, distribution, etc.**

- L 7.7B9            If a foreign country is not stated, but a foreign firm is the "emanator or originator", do not assume that the film was made or released in the firm's country. Give the following type of note:  
                               500        \$aA foreign film (Yugoslavia) .
- 
- A            **SE**    See the rule for details about suspended publications.  
 12.7B11.1
- Use an unformatted 362 instead of a 500 Publication Note for notes about known beginning and/or ending dates when a first or last issue of a serial is not available.
- A            Changes: If important, make a note about a change in a place of publication, publisher, or manufacturer found on a later issue (A12.4C2, 12.4D2, or 12.4G2). Use a general note if the changes are too many to note separately:  
 12.7B11.2        2002            500        \$aImprint varies.
- L            Note important changes in the place of publication, e.g.,  
 12.7B11.2        1) change in country or region  
                               2) change in a place which has been used as a qualifier for the uniform title
- If the date of the first issue of a serial is later than the date of a later issue, add a 500 Publication Note about the publication date of the first issue.
- C 10.6            Note a change in country or any change in a place of publication that is also given as the qualifier in a uniform title. Otherwise, it is up to you to determine whether the change in place is important enough to note. Code the 008 Ctry code to match the latest place of publication provided in a 500 Publication Note.
- You do not have to note a change in a commercial publisher. If such changes are frequent, add a 500 Publication Note saying, "Imprint varies." However, a change in a non-commercial publisher should probably be noted.
- If a later issue of a serial was published before the first issue, change 260\$c to the earliest date of publication and add a 500 Publication Note to explain that the first issue was published later.
- Hint            As of 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 system is not yet set up to handle a repeated 260 and does not yet display the note with the correct label (e.g., 'Publisher', 'Intervening publisher', or 'Current publisher' as per the first indicator). See 260\$b for details on using a repeated 260.
-

Hint 505\$t contains titles of the individual works or parts of works contained in a resource. If subfield \$t is used, then I2 must be '0' (Enhanced 505):

```
505 00 $tLove and peril /$rthe Marquis of Lorne --
 $tTo be or not to be /$rMrs. Alexander --
 $tThe melancholy hussar /$rThomas Hardy.
```

The example above is appropriate for title keyword indexing. However, if 505\$t are to be added to the title browse index, then you must deal with initial articles in some way. You could put initial articles in subfield \$g and capitalize the first word in the subfield \$t that follows:

```
505 00 $tLove and peril /$rthe Marquis of Lorne --
 $tTo be or not to be /$rMrs. Alexander --
 $gThe$tMelancholy hussar /$rThomas Hardy.
```

Or you could omit initial articles:

```
505 00 $tLove and peril /$rthe Marquis of Lorne --
 $tTo be or not to be /$rMrs. Alexander --
 $tMelancholy hussar /$rThomas Hardy.
```

| <i>505\$u</i>                  | <i>Uniform Resource Identifier</i> |
|--------------------------------|------------------------------------|
| Rule                           | None                               |
| Source of information          | No prescribed source               |
| Preceding punctuation          | None                               |
| Input standards—LC: Full       | Optional                           |
| Input standards—OCLC: Full/Min | Optional / Optional                |
| Repeatable                     | Yes                                |

Hint 505\$u contains a URI (e.g., a URL or URN) to provide online access to an electronic resource on the Internet. It can be used to link to a longer Contents Note, or the entire Contents Note, rather than giving contents information in the record:

```
505 0 $uhttp://lcweb.loc.gov/catdir/toc/99176484.html
```

Displays as:

Contents: <http://lcweb.loc.gov/catdir/toc/99176484.html>

Be aware that if data is accessed from an outside source, it will not be indexed in your OPAC. This means that contents information included in an outside source and referenced in a 505\$u will not be indexed (keyword or browse) in your OPAC.

Also be aware that not all 'link checkers' may be set up to check links in all of the fields for which subfield \$u is now available.

| 506                            | Restrictions on access 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 parenthesis or bracket ( ) ] ), 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 access (NR)                                                                                                                                |
| ;\$b                           | Jurisdiction (R)                                                                                                                                           |
| \$d                            | Authorized users (R)                                                                                                                                       |
| \$e                            | Authorization (R)                                                                                                                                          |
| \$u                            | Uniform Resource Identifier (R)                                                                                                                            |
| \$3                            | Materials specified (NR)                                                                                                                                   |
| Related fields                 | 540                                                                                                                                                        |

**Hint** A 506 Restrictions on Access Note contains information on the restrictions that govern access to all copies of a resource (thus restricting and limiting access to the resource).

If restrictions are imposed on the use of the resource after access has been provided, use 540 instead of 506. In the past, there has been some confusion about when to use 506 vs. 540. If you feel it is necessary to mention a special restriction or permission for the use of a resource, it is better to use 540, or an item note, rather than 506. So, put "For private home use only" in a 540 (or an item note) if you feel it must be mentioned at all.

Details on the subfields that are most commonly used in this field are given below, but you can also add:

\$c - Physical access provisions (R)

|                     |                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A 1.7B20            | Note restrictions on the use of a resource:<br>506 \$aClassified.                                                                                                                       |
| A 2.7B20 <b>BK</b>  | Add a note on restrictions as per 1.7B20:<br>506 \$aFor special distribution as authorized by Act of Congress under Public Law 89-522, and with the permission of the copyright holder. |
| A 9.7B20 <b>ER</b>  | Add a note on restrictions as per 1.7B20:<br>506 \$aSubscription required for access.                                                                                                   |
| A 6.7B20 <b>SR</b>  | Add a note on restrictions as per 1.7B20:<br>506 \$aLimited access provided to digitized preservation copy.                                                                             |
| A 7.7B20 <b>VD</b>  | Add a note on restrictions as per 1.7B20:<br>506 \$aFor administrative use only.                                                                                                        |
| A 12.7B21 <b>SE</b> | Add a note on restrictions as per 1.7B20:<br>506 \$aNo. 86 (fall 1999) for official use only.                                                                                           |
| C 13.9              | See the CONSER rule for details about Restrictions on Access Notes.                                                                                                                     |

| 538                            | System details note                                          |
|--------------------------------|--------------------------------------------------------------|
| Rule                           | A 9.7B1 ; A 6.7B10 ; A 7.7B10                                |
| Source of information          | (1.7A2) Any source                                           |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) |
| Input standards—LC: Full       | Optional                                                     |
| Input standards—OCLC: Full/Min | Required if applicable / Required if applicable              |
| Repeatable                     | Yes                                                          |
| Indicators                     | Blank—Undefined                                              |
| Subfields                      |                                                              |
| \$a                            | System details (NR)                                          |
| \$i                            | Display text (NR)                                            |
| \$su                           | Uniform Resource Identifier (R)                              |
| \$3                            | Materials specified (NR)                                     |
| Related fields                 |                                                              |
| SR                             | 500 Physical Description Note                                |
| VD                             | 007/04/\$e ; 500 Physical Description Note                   |

**Hint** A 538 System Details Note contains information about system requirements that are needed for the use of the resource.

According to *MARBI Proposal No. 2003-02: Definition of subfield \$u (URI) in Field 538 (System Details Note)*, subfield \$u is intended to be used for "recording links to technical details relating to digital resources". Subfields \$i (Display text) and \$3 (Materials specified) are intended for use with the display and identification of the materials described in subfield \$u. These subfields will, therefore, thus far appear in records for electronic resources only, and will probably be quite rare. See the MARC21 format manual for further details on the use of these subfields.

---

A 9.7B1b **ER** Add a System Details Note if the information is readily available. Give the information beginning with the term "System requirements:", and then add in the following order:

- the make and model of the computer to be used
- the amount of memory needed
- the operating system needed
- any software requirements (including the programming language, or programs needed to access the resource)
- any required or recommended peripherals
- any required or recommended hardware modifications

Separate different requirements with regular semicolons (i.e., no preceding spaces).

Nancy B.  
Olson  
workshop

If the information that is provided is too confusing to give in 9.17B1b order, take the description directly from the resource, and give it in quotations.

A computer file example:

```
538 $aData in extended ASCII character set.
```

Software examples:

```
538 $aSystem requirements: 48K RAM; Apple disk II
 with controller; col. monitor.
538 $aSystem requirements: IBM PC 386DX compatible
 or greater; 4 MB RAM; MS-DOS 5.0 or later and
 MS Windows 3.1 or later; at least 4 MB disk
 space; CD drive.
538 $aSystem requirements: Any Macintosh model,
 MacPlus and above; minimum 1MB system; System
 6.0.4 or higher; two 800KB drives or one
 SuperDrive or hard drive.
538 $aWritten in FORTRAN H with 1.5K source program.
```

---

A 9.7B1c

For a remote access electronic resource, give the mode of access in this note:  
\$aMode of access: World Wide Web.

Always begin the note with "Mode of access:"

Hint

Add an 856 to provide access via a link to the online source:

```
856 40 $uhttp://www.clir.org/pubs/reports/pub83/
 contents.html$zConnect to this title online
856 40 $uhttp://www.clir.org/pubs/reports/pub83/
 pub83.pdf$zConnect to this title online (PDF
 format)
```

---

A 6.7B10

**SR** Add a note about physical details that affect the use of the resource.

Hint

It is still under debate whether a term such as "Compact disc" reflects a system requirement (and so should be in a 538) or is simply a physical description detail (and so should be in a 500).

If you are using a 538 note for "Compact disc" instead of 500, combine other physical description information with that note instead of making a separate 500 Physical Description Note for it:

```
538 $aCompact disc, analog recording.
```

Whether you use a 538 or a 500 for "Compact disc", you should add the term "Compact disc" as a form heading (655).

Use a 538 for system requirements for an enhanced CD (CDs with additional tracks or video clips that can only be played using a computer) if available.

Add an 006 and 007 for the computer aspects of these enhanced CDs:

```
538 $aEnhanced CD system requirements: Macintosh:
 Power Mac 300 mhz, 4x CD ROM, System 7
 Quicktime 3 (Quicktime 4 included on the
 disc). PC: Pentium 2 350 mhz, 4x CD ROM,
 Windows 95 or QuickTime 3 (QuickTime 4
 installer included on the disc).
```

---

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 "DVD; region 1 encoding."

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' or widescreen/full screen information if given on a DVD (as given), unless it is clearly an edition statement, e.g., "Widescreen ed.":

```
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.

| <b>540</b>                     | <b>Terms governing use and reproduction note</b>                                                                                  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 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, or special permissions for the use of the resource. Information about use restrictions or permissions can be given in a 540 if keyword access to such information might be useful; otherwise this information can be provided in an item record note instead.

If restrictions are imposed on access to the resource, use 506 instead of 540.

|                   |                                                                                                              |
|-------------------|--------------------------------------------------------------------------------------------------------------|
| A 1.7B20          | Note restrictions on the use of the resource:<br>540 \$aRestricted to scholarly use.\$5DLC                   |
| A 2.7B20          | <b>BK</b> Add a note on restrictions as per 1.7B20.                                                          |
| A 9.7B20          | <b>ER</b> Add a note on restrictions as per 1.7B20.                                                          |
| A 6.7B20          | <b>SR</b> Add a note on restrictions as per 1.7B20.                                                          |
| A 7.7B20          | <b>VD</b> Add a note on restrictions as per 1.7B20:<br>540 \$aPublic performance rights purchased.\$5FmlbTMQ |
| A 12.7B21<br>2002 | <b>SE</b> Add a note on restrictions as per 1.7B20:<br>540 \$aRestricted to association members.\$5FmlbTMQ   |

| <b>540\$a</b>                  | <b>Terms governing use and reproduction</b> |
|--------------------------------|---------------------------------------------|
| 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.

| <b>540;\$b</b>                 | <b>Jurisdiction</b>                             |
|--------------------------------|-------------------------------------------------|
| Rule                           | None                                            |
| Source of information          | No prescribed source                            |
| Preceding punctuation          | Semicolon (;\$b)                                |
| Input standards—LC: Full       | Required if applicable                          |
| Input standards—OCLC: Full/Min | Required if applicable / Required if applicable |
| Repeatable                     | No                                              |

Hint                    540\$b contains the name of the person or body imposing the restrictions or granting permission.

| <b>540;\$c</b>                 | <b>Authorization</b>                            |
|--------------------------------|-------------------------------------------------|
| Rule                           | None                                            |
| Source of information          | No prescribed source                            |
| Preceding punctuation          | Semicolon (;\$c)                                |
| Input standards—LC: Full       | Required if applicable                          |
| Input standards—OCLC: Full/Min | Required if applicable / Required if applicable |
| Repeatable                     | No                                              |

Hint                    540\$c contains the source of authority for the restriction or permission (e.g., a contract, a specific statute, an invoice, etc.)

| <b>540;\$d</b>                 | <b>Authorized users</b>                         |
|--------------------------------|-------------------------------------------------|
| Rule                           | None                                            |
| Source of information          | No prescribed source                            |
| Preceding punctuation          | Semicolon (;\$d)                                |
| Input standards—LC: Full       | Required if applicable                          |
| Input standards—OCLC: Full/Min | Required if applicable / Required if applicable |
| Repeatable                     | No                                              |

Hint                    540\$d contains the names of special persons or bodies for whom the permission in subfield \$a apply, or against whom the restrictions in \$a do not apply.

| <b>540\$u</b>                  | <b>Uniform Resource Identifier</b> |
|--------------------------------|------------------------------------|
| Rule                           | None                               |
| Source of information          | No prescribed source               |
| Preceding punctuation          | None                               |
| Input standards—LC: Full       | Optional                           |
| Input standards—OCLC: Full/Min | Optional / Optional                |
| Repeatable                     | Yes                                |

Hint                    540\$u contains a URI (e.g., a URL or URN) to provide online access to an electronic resource on the Internet. It can be used to link to either additional or complete information about terms governing use, rather than giving that information in the record:

540        \$aRights status not evaluated. For general information see "Copyright and Other Restrictions" \$uhttp://www.loc.gov/rr/print/273\_brum.html



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

| <b>6XX,\$e</b>                 | <b>Relator term (relationship between a subject and the work)</b> |
|--------------------------------|-------------------------------------------------------------------|
| 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.

| <b>6XX \$4</b>                 | <b>Relator code (relationship between a subject and the work)</b> |
|--------------------------------|-------------------------------------------------------------------|
| 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.\$4dpc.

Be sure that your system displays the spelled out terms rather than the codes.

| <b>6XX \$2</b>                 | <b>Source of heading or term</b>                |
|--------------------------------|-------------------------------------------------|
| 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

| <b>6XX \$3</b>                 | <b>Materials specified</b> |
|--------------------------------|----------------------------|
| 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-

| <i>600</i>                     | <i>Personal name subject heading</i>                                                                                                                                                   |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                    | Type of personal name entry element                                                                                                                                                    |
| 0                              | Forename                                                                                                                                                                               |
| 1                              | Surname                                                                                                                                                                                |
| 3                              | Family name                                                                                                                                                                            |
| 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                      |                                                                                                                                                                                        |
| Name subfields                 | (see 100 for full descriptions)                                                                                                                                                        |
| \$a                            | Personal name (NR)                                                                                                                                                                     |
| \$q( )                         | Fuller form of name (NR)                                                                                                                                                               |
| \$b                            | Numeration (NR)                                                                                                                                                                        |
| ,\$c                           | Titles and other words associated with a name (R)                                                                                                                                      |
| ,\$d                           | Dates associated with a name (NR)                                                                                                                                                      |
| ,\$e                           | Relator term (R)                                                                                                                                                                       |
| \$4                            | Relator code (R)                                                                                                                                                                       |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                        |
| .\$t                           | Title of a work (NR)                                                                                                                                                                   |
| \$t                            | Title of a work preceded by an open date (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)                                                                                                                        |
| . or ,\$p                      | Name of part/section of a work (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)                                                                                                                                                      |
| ,\$m                           | Medium of performance for music (R)                                                                                                                                                    |
| ;\$o                           | Arranged statement for music—contains the abbreviation 'arr.' (NR)                                                                                                                     |
| ,\$r                           | Key for music (NR)                                                                                                                                                                     |
| 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 for full descriptions)                                                                                                                                                        |
| \$2                            | Source of heading or term (NR)                                                                                                                                                         |
| \$3                            | Materials specified (NR)                                                                                                                                                               |

## Hint

A 600 contains a personal name as a subject heading, used when a work is about the person given in the field:

```
600 10 $aHoudini, Harry,$d1874-1926.
```

The first indicator for the 600 field specifies the type of personal name found in the field. A more detailed explanation is given under tag 100 on p. 3.1-20.

The second indicator for the 600 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 Name subfields of a 600 are given under tag 100 beginning on p. 3.1-27.

Rules and coding instructions for the Title subfields of a 600 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Coding instructions for the Subject subdivision subfields (\$v, \$x, \$y, \$z) and Control subfields (\$2, \$3) of a 600 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.

---

| <b>610</b>                     | <b><i>Corporate name subject heading</i></b>                                                                                                                                           |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                    | Type of corporate name entry element                                                                                                                                                   |
| 0                              | Inverted name; a personal name in inverted order (pre-AACR2)                                                                                                                           |
| 1                              | Jurisdiction name (i.e., place, or place and name, e.g., govt. bodies)                                                                                                                 |
| 2                              | Name in direct order                                                                                                                                                                   |
| 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                      |                                                                                                                                                                                        |
| Name subfields                 | (see 110 for full descriptions)                                                                                                                                                        |
| \$a                            | Corporate name or jurisdiction name as entry element (NR)                                                                                                                              |
| .\$b                           | Each subordinate unit in a hierarchy (R)                                                                                                                                               |
| \$n                            | A number designation for a meeting entered under a corp. name (R)                                                                                                                      |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                |
| #: \$c                         | Location of meeting—when given inside parentheses (NR)                                                                                                                                 |
| \$d                            | Date of meeting—when given outside parentheses (R)                                                                                                                                     |
| #: \$d                         | Date of meeting—when given inside parentheses (R)                                                                                                                                      |
| \$d( )                         | Date of treaty signing (R)                                                                                                                                                             |
| ,\$e                           | Relator term—relationship between a name and the work (R)                                                                                                                              |
| \$4                            | Relator code (R)                                                                                                                                                                       |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                        |
| .\$t                           | Title of a work (NR)                                                                                                                                                                   |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                          |
| .\$n                           | Number of part/section of a work (R)                                                                                                                                                   |
| . or , \$p                     | Name of part/section of a work (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)                                                                                                                                                      |
| 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 610 contains a corporate name as a subject heading, used when a work is about the corporate body given in the field:

```
610 20 $aIrish Republican Army$xHistory.
```

The first indicator for the 610 field specifies the type of corporate name found in the field. A more detailed explanation is given under tag 110 on p. 3.1-30.

The second indicator for the 610 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 Name subfields of a 610 are given under tag 110 beginning on p. 3.1-39.

Rules and coding instructions for the Title subfields of a 610 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading. Note that music subfields (\$m, \$o, \$r) are omitted from X10 tables because those subfields are unlikely to be used in conjunction with a corporate name.

Coding instructions for the Subject subdivision subfields (\$v, \$x, \$y, \$z) and Control subfields (\$2, \$3) of a 610 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.

---

| <i>611</i>                     | <i>Meeting name subject heading</i>                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                    | Type of meeting name entry element                                                                                                                                                     |
| 0                              | Inverted name (not used in AACR2)                                                                                                                                                      |
| 1                              | Jurisdiction name (not used in AACR2)                                                                                                                                                  |
| 2                              | Name in direct order                                                                                                                                                                   |
| 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                      |                                                                                                                                                                                        |
| Name subfields                 | (see 111 for full descriptions)                                                                                                                                                        |
| \$a                            | Meeting name or jurisdiction name as entry element (NR)                                                                                                                                |
| \$n                            | A number designation for a meeting (R)                                                                                                                                                 |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                |
| #: \$c                         | Location of meeting—when given inside parentheses (NR)                                                                                                                                 |
| \$d                            | Date of meeting—when given outside parentheses (R)                                                                                                                                     |
| #: \$d                         | Date of meeting—when given inside parentheses (R)                                                                                                                                      |
| .\$e                           | Subordinate unit entered under a meeting name (R)                                                                                                                                      |
| \$4                            | Relator code (R)                                                                                                                                                                       |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                        |
| .\$t                           | Title of a work (NR)                                                                                                                                                                   |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                          |
| .\$n                           | Number of part/section of a work (R)                                                                                                                                                   |
| . or , \$p                     | Name of part/section of a work (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)                                                                                                                                                      |
| 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 611 contains a meeting name as a subject heading, used when a work is about the meeting given in the field:

```
611 20 $aLewis and Clark Expedition$d(1804-1806)
```

The first indicator for the 611 field is always coded '2' (Name in direct order).

The second indicator for the 611 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 Name subfields of a 611 are given under tag 111 beginning on p. 3.1-44.

Rules and coding instructions for the Title subfields of a 611 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Coding instructions for the Subject subdivision subfields (\$v, \$x, \$y, \$z) and Control subfields (\$2, \$3) of a 611 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.

---

| <b>630</b>                     | <b>Uniform title subject heading</b>                                                                                                                                                   |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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)                                                                                                                        |
| . or ,\$p                      | Name of part/section of a work (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.

---

6) "If there are many performers performing the same function (e.g., singers in an opera, actors in a drama), *make added entries only for those who are given the greatest prominence in the chief source of information.*"

*"If all are given equal prominence, make added entries only for those who are given prominence over the others in other places on the sound recording (e.g., the container, the program booklet) or, if that criterion does not apply, for those performing the most important functions (e.g., singing the principal roles, acting the principal parts)."*

- "If a performer for whom an added entry would be made according to the guidelines above is also the composer of one or more works on the recording, *make an added entry to represent the performing function in addition to any name/title access points (main entry or analytical added entries) made for his or her works.*"

L 21.30E

**Opera Houses (710):**

- *make an added entry for an opera house if it is named on a sound recording*

L 21.7B

**Name/title analytics for collections of musical works (700 or 710):**

L 21.7C

L 25.34B

L 25.34C

- see the LCRIs for details on making name/title analytical added entries for collections of musical works. LC has special rules governing the number of analytics that it will make, based on the number of composers represented. This can reduce access for your patron, so use your own judgment if you wish to make more entries. Do not make less.

**VD Choice of added entries—Videos—Summary:**

Title (A21.30J; L21.30J; C 7)

Series (A21.30L; L21.30L)

Names (A21.29D; L21.29D):

People from 245\$c (recommended for films intended for a mass audience; optional for specialized films if you already have an added entry for the production company):

Producers

Directors

Writers

Animators

(but see below for further details)

Featured players, performers, narrators

Interviewers, interviewees

Lecturers

People discussing their lives, ideas, works, etc.

Corporate bodies from 245\$c:

Production companies

Sponsors

Corporate bodies from 260\$b

Related works (A21.30G; L21.30G)

Other relationships, if useful for access (A21.30H)

Analytics (A21.30M; L21.30M)

For music videos, see also Sound recording (SR) added entries.

- L 21.29D For added entries for persons or bodies connected with a video, follow A21.29 and A21.30 and the instructions below:
- if there is no added entry for a production company, *make added entries for all persons or corporate bodies that are given in a 245\$c*:
    - *producers*
    - *directors*
    - *writers*
    - *other significant persons*
  - *however, you do not have to make added entries for those persons if there is an added entry for a production company, unless the person is*:
    - *an animator of an animated film*
    - *the producer/director of a student film*
    - *the director of a theatrical [feature] film*
    - *the filmmaker or developer of a graphic item who is attributed as the author on the data sheet*
    - *prominently named on the accompanying material ("a film by")*
  - if the main entry is for a person, filmmaker, or developer of a graphic item, *make added entries for other persons involved in production only if they have joint responsibility or collaboration, or if their contributions are significant*
  - *make added entries for all corporate bodies in the 260\$b (publishers, distributors, etc.)*
  - *make added entries for all featured players, performers, and narrators, but do NOT make added entries*:
    - for the members of a performing group if the main entry is under a performing group
    - if there are more than 3 players listed, in which case, make added entries for only those given prominence (at the beginning credits)
  - *make added entries for interviewers, interviewees, lecturers, or people discussing their lives, ideas, works, etc., if they are not already main entries*
- OLAC 2005 Make added entries for everyone from a 245\$c for "fiction and nonfiction works that are released theatrically, direct to video, or made-for-television". If, however, you have made an added entry for a production company, you do not have to make added entries for those persons for "specialized, instructional, and other similar sorts of films not intended for a mass audience".

---

**SE Choice of added entries—Serials—Summary:**

- Title (A21.30J; L21.30J; C7)
- Series (A21.30L; L21.30L)
- Names (C8):
  - Editors/compilers (A21.30D), but see below
  - Corporate bodies:
    - Prominently named (A21.30E)
    - Giving important access points (A21.30H)
    - Responsible for the serial, but not the main entry (A21.1B2)
    - Joint responsibility for the serial (A21.30C)
  - Other persons or bodies, useful for access (A21.30F)
- Related works (A21.30G; L21.30G)
  - Supplements
  - Indexes

- Subseries
  - Special issues of serials
  - Collections of extracts from serials
  - Other relationships, if useful for access (A21.30H)
  - Analytics (A21.30M; L21.30M)
- A 21.29B  
2004      **Persons, corporate bodies and, titles on later issues or parts of a serial:**
- *if you think it would be useful, make added entries for persons, corporate bodies and/or titles on later issues or parts of a serial; remember to add a note explaining such added entries*
- L 21.30D      **Editors and compilers (700):**
- *do not make an added entry for an editor unless the work is likely to be known by that editor's name*
- L 21.30E      **Corporate bodies that are more than publishers (710):**
- *make an added entry for a prominently named corporate body if it is more than merely a publisher, distributor, or manufacturer*
- C 7.5      **Analytical and related work added entries:**
- *see the CONSER rule for details about analytical added entries and related work added entries for serials*

| 7XX\$3                         | <i>Materials specified</i> |
|--------------------------------|----------------------------|
| 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      7XX\$3 indicates the particular part of a multipart item to which the added entry applies, e.g., a videocassette when it is accompanying material or is a part of a kit:

700 1 \$3Videocassette\$aGibson, Mel.

| 7XX\$5                         | <i>Institution to which field applies</i>  |
|--------------------------------|--------------------------------------------|
| Rule                           | None                                       |
| Source of information          | No prescribed source                       |
| 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 / Optional          |
| Repeatable                     | No                                         |

Hint      7XX\$5 contains the MARC21 organization code of the body to which the field applies. The source of the MARC code is the MARC Code List for Organizations.

Using this field allows you to specify that the added entry might apply to your library only, e.g., an added entry is for the co-author of the 10th chapter in a book because that person is a professor at your college:

700 1 \$aWilliamson, Nancy Joyce.\$5CaOTU

| <b>700</b>                     | <b><i>Personal name added entry</i></b>                                                                                                                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A21.30                                                                                                                                                                                                                           |
| Sources of information         |                                                                                                                                                                                                                                  |
| BK (21.0B / 2.0B2)             | Title page or title page substitute (if no title page is available)                                                                                                                                                              |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s)                                                                                                                                                                                                    |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label (s)                                                                                                                                                                                    |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: Title page or title page substitute (if no title page is available)<br>Non-print: See the applicable type of material                                                            |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 3, 4, or 5, 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                    | Type of personal name entry element                                                                                                                                                                                              |
| 0                              | Forename                                                                                                                                                                                                                         |
| 1                              | Surname                                                                                                                                                                                                                          |
| 3                              | Family name                                                                                                                                                                                                                      |
| Indicator 2                    | Type of added entry                                                                                                                                                                                                              |
| #                              | No information provided                                                                                                                                                                                                          |
| 2                              | Analytical entry                                                                                                                                                                                                                 |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 100 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Personal name (NR)                                                                                                                                                                                                               |
| \$q( )                         | Fuller form of name (NR)                                                                                                                                                                                                         |
| \$b                            | Numeration (NR)                                                                                                                                                                                                                  |
| ,\$c                           | Titles and other words associated with a name (R)                                                                                                                                                                                |
| ,\$d                           | Dates associated with a name (NR)                                                                                                                                                                                                |
| ,\$e                           | Relator term (R)                                                                                                                                                                                                                 |
| ,\$4                           | Relator code (R)                                                                                                                                                                                                                 |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| .\$t                           | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (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)                                                                                                                                                                  |
| . or ,\$p                      | Name of part/section of a work (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)                                                                                                                                                                                                |
| ,\$m                           | Medium of performance for music (R)                                                                                                                                                                                              |
| ;\$o                           | Arranged statement for music—contains the abbreviation 'arr.' (NR)                                                                                                                                                               |
| ,\$r                           | Key for music (NR)                                                                                                                                                                                                               |
| ,\$x                           | ISSN (NR)                                                                                                                                                                                                                        |
| Control Subfields              | (see 7XX above for full descriptions)                                                                                                                                                                                            |
| \$3                            | Materials specified (NR)                                                                                                                                                                                                         |
| \$5                            | Institution to which field applies (NR)                                                                                                                                                                                          |

## Hint

A 700 contains an added entry (heading) for a person that has some form of relationship with the resource being described:

```
245 10 $aOffice 97 annoyances /$cWoody Leonhard, Lee
Hudspeth, and T.J. Lee.
700 1 $aHudspeth, Lee.
700 1 $aLee, Timothy-James.
```

The first indicator for the 700 field specifies the type of personal name found in the field. A more detailed explanation is given under tag 100 on p. 3.1-20.

The second indicator for all 7XX fields specifies whether or not the added entry is analytical. A more detailed explanation is given under 7XX on p. 3.7-1.

Rules and coding instructions for the Name subfields of a 700 are given under tag 100 beginning on p. 3.1-27.

Rules and coding instructions for the Title subfields of a 700 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Coding instructions for the Control Subfields of a 700 are given under 7XX on p. 3.7-11.

The rules for when to add a 700 field are given under 7XX beginning on p. 3.7-2.

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.

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| <b>710</b>                     | <b><i>Corporate name added entry</i></b>                                                                                                                                                                                         |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A21.30                                                                                                                                                                                                                           |
| Sources of information         |                                                                                                                                                                                                                                  |
| BK (21.0B / 2.0B2)             | Title page or title page substitute (if no title page is available)                                                                                                                                                              |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s)                                                                                                                                                                                                    |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label (s)                                                                                                                                                                                    |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: Title page or title page substitute (if no title page is available)<br>Non-print: See the applicable type of material                                                            |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 3, 4, or 5, 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                    | Type of corporate name entry element                                                                                                                                                                                             |
| 0                              | Inverted name; a personal name in inverted order (pre-AACR2)                                                                                                                                                                     |
| 1                              | Jurisdiction name (i.e., place, or place and name, e.g., govt. bodies)                                                                                                                                                           |
| 2                              | Name in direct order                                                                                                                                                                                                             |
| Indicator 2                    | Type of added entry                                                                                                                                                                                                              |
| #                              | No information provided                                                                                                                                                                                                          |
| 2                              | Analytical entry                                                                                                                                                                                                                 |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 110 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Corporate name or jurisdiction name as entry element (NR)                                                                                                                                                                        |
| \$b                            | Each subordinate unit in a hierarchy (R)                                                                                                                                                                                         |
| \$n                            | A number designation for a meeting entered under a corp. name (R)                                                                                                                                                                |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                                                          |
| #:\$c                          | Location of meeting—when given inside parentheses (NR)                                                                                                                                                                           |
| \$d                            | Date of meeting —when given outside parentheses (NR)                                                                                                                                                                             |
| #:\$d                          | Date of meeting —when given inside parentheses (NR)                                                                                                                                                                              |
| \$d( )                         | Date of treaty signing (R)                                                                                                                                                                                                       |
| ,\$e                           | Relator term—relationship between a name and the work (R)                                                                                                                                                                        |
| \$4                            | Relator code (R)                                                                                                                                                                                                                 |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| \$.t                           | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                                                                    |
| \$.n                           | Number of part/section of a work (R)                                                                                                                                                                                             |
| . or \$.p                      | Name of part/section of a work (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)                                                                                                                                                                                                |
| ,\$x                           | ISSN (NR)                                                                                                                                                                                                                        |
| Control Subfields              | (see 7XX above for full descriptions)                                                                                                                                                                                            |
| \$3                            | Materials specified (NR)                                                                                                                                                                                                         |
| \$5                            | Institution to which field applies (NR)                                                                                                                                                                                          |

## Hint

A 710 contains an added entry (heading) for a corporate body that has some form of relationship with the resource being described:

```
245 00 $aHumility$h[videorecording] /$cPorchLight
 Entertainment.
710 2 $aPorchlight Entertainment.
```

The first indicator for the 710 field specifies the type of corporate name found in the field. A more detailed explanation is given under tag 110 on p. 3.1-30.

The second indicator for all 7XX fields specifies whether or not the added entry is analytical. A more detailed explanation is given under 7XX on p. 3.7-1.

Rules and coding instructions for the Name subfields of a 710 are given under tag 110 beginning on p. 3.1-39.

Rules and coding instructions for the Title subfields of a 710 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Note: music subfields (\$m, \$o, \$r) are omitted from X10 tables because those subfields are unlikely to be used in conjunction with a corporate name.

Coding instructions for the Control Subfields of a 710 are given under 7XX on p. 3.7-11.

The rules for when to add a 710 field are given under 7XX beginning on p. 3.7-2.

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.

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| 711                            | <i>Meeting name added entry</i>                                                                                                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A21.30                                                                                                                                                                                                                           |
| Sources of information         |                                                                                                                                                                                                                                  |
| BK (21.0B / 2.0B2)             | Title page or title page substitute (if no title page is available)                                                                                                                                                              |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s)                                                                                                                                                                                                    |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label (s)                                                                                                                                                                                    |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: Title page or title page substitute (if no title page is available)<br>Non-print: See the applicable type of material                                                            |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 3, 4, or 5, 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                    | Type of meeting name entry element                                                                                                                                                                                               |
| 0                              | Inverted name (not used in AACR2)                                                                                                                                                                                                |
| 1                              | Jurisdiction name (not used in AACR2)                                                                                                                                                                                            |
| 2                              | Name in direct order                                                                                                                                                                                                             |
| Indicator 2                    | Type of added entry                                                                                                                                                                                                              |
| #                              | No information provided                                                                                                                                                                                                          |
| 2                              | Analytical entry                                                                                                                                                                                                                 |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 111 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Meeting name or jurisdiction name as entry element (NR)                                                                                                                                                                          |
| \$n                            | A number designation for a meeting (R)                                                                                                                                                                                           |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                                                          |
| #:\$c                          | Location of meeting—when given inside parentheses (NR)                                                                                                                                                                           |
| \$d                            | Date of meeting —when given outside parentheses (R)                                                                                                                                                                              |
| #:\$d                          | Date of meeting —when given inside parentheses (R)                                                                                                                                                                               |
| \$.e                           | Subordinate unit entered under a meeting name (R)                                                                                                                                                                                |
| \$.4                           | Relator code (R)                                                                                                                                                                                                                 |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| \$.t                           | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                                                                    |
| \$.n                           | Number of part/section of a work (R)                                                                                                                                                                                             |
| . or ,\$.p                     | Name of part/section of a work (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)                                                                                                                                                                                                |
| \$,x                           | ISSN (NR)                                                                                                                                                                                                                        |
| Control Subfields              | (see 7XX above for full descriptions)                                                                                                                                                                                            |
| \$.3                           | Materials specified (NR)                                                                                                                                                                                                         |
| \$.5                           | Institution to which field applies (NR)                                                                                                                                                                                          |

Hint            A 711 contains an added entry (heading) for a conference or meeting that has some form of relationship with the resource being described:

```

245 00 $aScenario planning for libraries /$cJoan
 Giesecke, editor.
500 $a"The ideas for this work grew out of material
 originally presented at a conference entitled
 "Transforming Libraries: a National
 Conference and Exhibition on Leadership and
 Technology in the Information Age," Oct. 12-
 16, 1996, in Pittsburgh, Pennsylvania,
 sponsored by the Library Information
 Technology Association and the Library
 Administration and Management Association"--
 p. [ii].
711 2 $aTransforming Libraries: a National Conference
 and Exhibition on Leadership and Technology
 in the Information Age$d(1996 :$cPittsburgh,
 Pa.)

```

The first indicator for the 711 field is always coded '2' (Name in direct order).

The second indicator for all 7XX fields specifies whether or not the added entry is analytical. A more detailed explanation is given under 7XX on p. 3.7-1.

Rules and coding instructions for the Name subfields of a 711 are given under tag 111 beginning on p. 3.1-44.

Rules and coding instructions for the Title subfields of a 711 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Coding instructions for the Control Subfields of a 711 are given under 7XX on p. 3.7-11.

The rules for when to add a 711 field are given under 7XX beginning on p. 3.7-2.

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.

---

| 730                            | <i>Uniform title added entry</i>                                                                                                                                                                                                 |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A21.30                                                                                                                                                                                                                           |
| Sources of information         |                                                                                                                                                                                                                                  |
| BK (21.0B / 2.0B2)             | Title page or title page substitute (if no title page is available)                                                                                                                                                              |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s)                                                                                                                                                                                                    |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label (s)                                                                                                                                                                                    |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: Title page or title page substitute (if no title page is available)<br>Non-print: See the applicable type of material                                                            |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 3, 4, or 5, 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                    | Nonfiling characters (0-9)—but omit initial articles from ALL uniform titles (unless a title is to be indexed under an article)                                                                                                  |
| Indicator 2                    | Type of added entry                                                                                                                                                                                                              |
| #                              | No information provided                                                                                                                                                                                                          |
| 2                              | Analytical entry                                                                                                                                                                                                                 |
| 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)                                                                                                                                                                  |
| . or , \$p                     | Name of part/section of a work (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)                                                                                                                                                                                                               |
| ,\$x                           | ISSN (NR)                                                                                                                                                                                                                        |
| Control Subfields              | (see 7XX above for full descriptions)                                                                                                                                                                                            |
| \$3                            | Materials specified (NR)                                                                                                                                                                                                         |
| \$5                            | Institution to which field applies (NR)                                                                                                                                                                                          |

## Hint

A 730 contains a uniform title as an added entry (heading) for a work that has some form of relationship with the resource being described:

```
245 00 $aIsaac Asimov's Christmas /$cedited by Gardner
 Dozois and Sheila Williams.
500 $a"All stories previously appeared in Asimov's
 science fiction magazine"--T.p. verso.
730 0 $aIsaac Asimov's science fiction magazine.
```

The first indicator for the 730 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 730 should always be '0'.

The second indicator for all 7XX fields specifies whether or not the added entry is analytical. A more detailed explanation is given under 7XX on p. 3.7-1.

Rules and coding instructions for the Title subfields of a 730 are given under 130 beginning on p. 3.1-51.

Coding instructions for the Control Subfields of a 730 are given under 7XX on p. 3.7-11.

The rules for when to add a 730 field are given under 7XX beginning on p. 3.7-2.

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.

---

| 740                            | <i>Uncontrolled related/analytical title added entry</i>                                                                                                                                                                         |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A21.30J                                                                                                                                                                                                                          |
| Sources of information         |                                                                                                                                                                                                                                  |
| BK (21.0B / 2.0B2)             | Title page or title page substitute (if no title page is available)                                                                                                                                                              |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s)                                                                                                                                                                                                    |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label (s)                                                                                                                                                                                    |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: Title page or title page substitute (if no title page is available)<br>Non-print: See the applicable type of material                                                            |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 3, 4, or 5, 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                                                                                                                                                                             |
| Indicator 2                    | Type of added entry                                                                                                                                                                                                              |
| #                              | No information provided                                                                                                                                                                                                          |
| 2                              | Analytical entry                                                                                                                                                                                                                 |
| Title subfields                |                                                                                                                                                                                                                                  |
| \$a                            | Uncontrolled related/analytical title (NR)                                                                                                                                                                                       |
| \$.n                           | Number of part/section of a work (R)                                                                                                                                                                                             |
| . or , \$p                     | Name of part/section of a work (R)                                                                                                                                                                                               |
| Control Subfields              | (see 7XX above for full descriptions)                                                                                                                                                                                            |
| \$5                            | Institution to which field applies (NR)                                                                                                                                                                                          |

## Hint

A 740 contains an added entry for an analytic or related work title that is not controlled through an authority file or another bibliographic record, e.g., it is used for a title that is unique and so does not need a uniform title. Do not include a subtitle in a 740:

```
245 00 $aSpanish poetry =$bPoesía española : a dual-
 language anthology, 16th-20th centuries
 /$cedited by Angel Flores.
500 $aRev. ed. of: An anthology of Spanish poetry
 from Garcilaso to García Lorca. Doubleday,
 1961.
740 0 $aAnthology of Spanish poetry from Garcilaso to
 García Lorca.
```

In a record for a collection, if the works are by the same author as is given in the main entry, field 740 is used by some libraries for analytical title added entries instead of name/title added entries:

```
100 1 $aStout, Rex,$d1886-1975.
245 10 $aHomicide trinity$h[sound recording] /$cby Rex
 Stout.
505 0 $aEeny meeny murder mo -- Death of a demon --
 Counterfeit for murder.
740 02 $aEeny meeny murder mo.
740 02 $aDeath of a demon.
740 02 $aCounterfeit for murder.
```



| 753                            | <i>System details access to computer files</i>           |
|--------------------------------|----------------------------------------------------------|
| Rule                           | None                                                     |
| Sources of information         | Not applicable                                           |
| End of field punctuation       | None, unless the last word ends with its own punctuation |
| Input standards—LC: Full       | Optional                                                 |
| Input standards—OCLC: Full/Min | Optional / Optional                                      |
| Repeatable                     | Yes                                                      |
| Indicators                     | Blank—Undefined                                          |
| Subfields                      |                                                          |
| \$a                            | Make and model of machine (NR)                           |
| \$b                            | Programming language (NR)                                |
| \$c                            | Operating system (NR)                                    |
| Related fields                 | 538                                                      |

## Hint

A 753 contains information about the make and model of a computer, programming language, and/or operating system used with an electronic resource and its accompanying material:

753   \$aIBM PC\$bPascal\$cDOS 1.1

Use this field to give more consistent access to this information than you may be able to provide in a 538 System Details Note.

---

## 3.8

| 8XX                            | <i>Series added entries</i>                                                                                                                                                                                                      |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6 ; A21.30L                                                                                                                                                                                                                   |
| Sources of information         | Chief source and other 4XX prescribed sources                                                                                                                                                                                    |
| BK (21.0B / 2.0B2)             | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                         |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s), accompanying textual material, container                                                                                                                                                          |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label(s), accompanying material, container (box)                                                                                                                                             |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                              |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 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 8XX fields)                                                                                                                                                                                                      |
| Indicator 2                    | (see individual 8XX fields)                                                                                                                                                                                                      |
| Name subfields                 | (see individual 8XX fields)                                                                                                                                                                                                      |
| Title subfields                | (see individual 8XX fields)                                                                                                                                                                                                      |

**Hint** An 8XX field contains a series added entry heading for the resource being described.

The first indicator of the 8XX fields has a different meaning depending on the type of heading found in the field, so see the individual 8XX fields for more details.

The second indicator for all 8XX fields is blank (undefined), except for 830. The second indicator for the 830 field is a filing indicator.

An 8XX series added entry is made when an established series heading differs from the series statement that is given on a resource, or when the series statement is supplied in a note.

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.

**2006** As of June 2006, LC will no longer make series authority records nor provide series added entries in bibliographic records. See the CPSO website (<http://www.loc.gov/catdir/cpso/>) for more details. So far, however, most catalogers continue to feel that patron access via series added entries is important and should be provided. For further details see the PCC FAQ at <http://www.loc.gov/catdir/pcc/bibco/seriesfaq.html>.

Although LC will no longer be making new series authority records, existing series authority records will remain in the LC authority file and trained catalogers at PCC member libraries will continue to make new series authority records available in the LC authority file.

If you are copying an LC record (or a record from any other source) and that record has a series statement but no series added entry, then it is still up to you to decide if it would be useful to provide patron access to the series via its established series heading.

Explanations for the choice of the heading that you should use for a series added entry are given below.

For details about establishing and coding a personal name to be used in an 800, 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 an 810, 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 an 811, 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 an 830, 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.

The title of a name/title series added entry is always a uniform title, and we are to omit initial articles in uniform titles unless the title is to be indexed under the article.

For an explanation of name/title headings, see under 8XX below.

|                      |                                                                                                                                                                                                                                                                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A App. D<br>Glossary | Series: "A group of separate items related to one another by the fact that each item bears, in addition to its title proper, a collective title applying to the group as a whole."                                                                                                                                                                            |
| A 21.29              | Make added entries as per 21.30, but also make them whenever you just think they would be useful.                                                                                                                                                                                                                                                             |
| A 21.29F             | Explain an added entry in a note if it is not already explained elsewhere in the bibliographic description.                                                                                                                                                                                                                                                   |
| A 21.30L             | Make an added entry for a series if it is important.                                                                                                                                                                                                                                                                                                          |
| Hint                 | If you decide to follow LC and not provide series added entries anymore, then change your indexing to index 440 and 8XX fields as keywords only (no longer in the title browse index) and accept or create records with either 490 alone, 440, or 490 + 8XX fields as long as the series statements are entered correctly (see instructions under 4XX above). |

If you decide to continue to provide series added entries when it seems useful, then you must continue to decide between using 440 or 490/8XX for the series information, as explained below. This means that you will have to check all LC records carefully and, if you decide you need to provide a series added entry, will have to change a 490 field with I1=0 to a 440 or 490/8XX field as appropriate.

If a series that is given on a resource already has an established heading in the Library of Congress Authority File, it is a good idea to make an added entry for it (either as 440 or 8XX).

If a series is given on a resource but does not yet have an established heading in the Library of Congress Authority File, decide whether or not it would be useful as a search term for your patrons, and if so, establish a heading and make an added entry for it (either as 440 or 8XX).

L 21.30L  
2006

LC will no longer make series added entries, but this LCRI is still being maintained for PCC libraries and any other libraries wishing to make series added entries.

Use a 440 for the series statement and the series added entry if "the series statement and the numbering (if the series is numbered) are in exactly the same form as the series heading and form of numbering on the series authority record."

Also use a 440 if the only difference between the series statement on the resource and the established heading for the series is:

- the presence of an initial article (use the second indicator to skip the article in filing)
- the presence of an ISSN
- the presence or absence of quotation marks
- the presence of brackets

Other than these exceptions, use a 490 for the series statement and an 8XX for the series added entry if there is any difference between a series statement on the resource and the established form of the series heading, or between the series numbering on the resource and the form of numbering in the series authority record.

See the LCRI for further details about:

- Series added entry guidelines
- Form of series added entries
- Multipart item in a series
- Integrating resource in one or more series
- Republications
- Numbering grammatically integrated with series title
- More than one system of numbering
- Numbering errors
- Number preceded by one or more letters
- Numbering for publications of the U.S. Congress

Main series and indirectly entered subseries:

Main series is unnumbered

Main series is numbered

Hierarchy of numbered and unnumbered main series/subseries

Single series statement encompassing more than one series

One or several series headings

Hint

If a heading has already been established in an authority record for a series, then it is simple to decide on the heading to use as the series added entry in the bibliographic record.

Search for the series statement from the resource in your local authority file or the LC Authority File. If you find an authority record and:

- the series heading is in a 100 field of the authority record:
  - enter the series statement from the resource in a 490 in the bibliographic record (I1 = 1)
  - copy the series heading from the 100 in the authority record to an 800 in the bibliographic record (as the series added entry)
- the series heading is in the 110 field of the authority record:
  - enter the series statement from the resource in a 490 in the bibliographic record (I1 = 1)
  - copy the series heading from the 110 in the authority record to an 810 in the bibliographic record (as the series added entry)
- the series heading is in the 111 field of the authority record:
  - enter the series statement from the resource in a 490 in the bibliographic record (I1 = 1)
  - copy the series heading from the 111 in the authority record to an 811 in the bibliographic record (as the series added entry)
- the series heading is in the 130 field of the authority record, and the heading is exactly the same as the statement on the resource:
  - enter the series statement from the resource in (or copy the series heading from the 130 in the authority record to) a 440 in the bibliographic record (as both the series statement and the series added entry)
- the series heading is in the 130 field of the authority record, and the heading differs from the statement on the resource:
  - enter the series statement from the resource in a 490 in the bibliographic record (I1 = 1)
  - copy the series heading from the 130 in the authority record to an 830 in the bibliographic record (as the series added entry)

Watch out for second indicators and end of field punctuation when copying headings from authority records to bibliographic records.

On the other hand, if no authority record is yet available for a series, you must work out for yourself the proper form for the established heading of the series

that is to be used for the series added entry. This form depends upon the type of main entry that the entire series would have if it was cataloged as a whole.

If the main entry for the entire series cataloged as a whole would be a personal name, then enter the series added entry under the personal name. For example, Ann Martin is responsible for every work in her series:

```
490 1 $aBaby-sitters club ;$v#5
800 1 $aMartin, Ann M.,$d1955-$tBaby-sitters Club
 ;$v#5.
```

If the main entry for the entire series cataloged as a whole would be a corporate name, then enter the series added entry under the corporate name. For example, the V&A Museum is responsible for every work in its series:

```
490 0 $aLarge picture book ;$vno. 9
810 2 $aVictoria and Albert Museum.$tLarge picture
 book ;$vno. 9.
```

If the main entry for the entire series cataloged as a whole would be a meeting name, then enter the series added entry under the meeting name. For example, every work in the following series comes out of the Symposium:

```
490 1 $aProceedings of the Comparative Literature
 Symposium ;$vv. 8
811 2 $aComparative Literature
 Symposium.$tProceedings of the Comparative
 Literature Symposium ;$vv. 8.
```

If the main entry for the entire series cataloged as a whole would be a title, then enter the series added entry under its uniform title. In the following example, different authors are responsible for each work in the series, so the series must be entered under its title. Series titles in headings are always 'controlled', so are always given as uniform titles:

```
490 1 $aLiving language
830 0 $aLiving language series.
```

---

|          |                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L 21.30L | See the LCRI for very important details about when and how to make series added entries                                                                                        |
| Hint     | As a quick rule-of-thumb, make a series added entries for most series statements, but do not make a series added entry for a series that is primarily just a publisher's name. |

---

|             |                                                                                                                                                                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L 1.6 2.a.2 | <b>SR</b> If a phrase is essentially a trade name, do not give it as a series statement; give it as a quoted note if it is not given elsewhere in the record. If the name is already given elsewhere, e.g., in a publisher statement, do not even give it as a note. |
| Hint        | Watch out for a label name that looks like a series statement. These are considered to be a sales gimmick rather than a true series. They are usually found only on the container.                                                                                   |
|             | Consult <i>Phonolog</i> or <i>Swann</i> to see if a phrase is a trade name rather than a series.                                                                                                                                                                     |

---

| <b>800</b>                     | <b><i>Personal name series added entry</i></b>                                                                                                                                                                                   |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6 ; A21.30L                                                                                                                                                                                                                   |
| Sources of information         | Chief source and other 4XX prescribed sources                                                                                                                                                                                    |
| BK (21.0B / 2.0B2)             | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                         |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s), accompanying textual material, container                                                                                                                                                          |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label(s), accompanying material, container (box)                                                                                                                                             |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                              |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 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                    | Type of personal name entry element                                                                                                                                                                                              |
| 0                              | Forename                                                                                                                                                                                                                         |
| 1                              | Surname                                                                                                                                                                                                                          |
| 3                              | Family name                                                                                                                                                                                                                      |
| Indicator 2                    | Blank—Undefined                                                                                                                                                                                                                  |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 100 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Personal name (NR)                                                                                                                                                                                                               |
| \$q( )                         | Fuller form of name (NR)                                                                                                                                                                                                         |
| \$b                            | Numeration (NR)                                                                                                                                                                                                                  |
| ,\$c                           | Titles and other words associated with a name (R)                                                                                                                                                                                |
| ,\$d                           | Dates associated with a name (NR)                                                                                                                                                                                                |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| .\$t                           | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (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)                                                                                                                                                                   |
| . or ,\$p                      | Name of part/section of a work (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)                                                                                                                                                                                                |
| ,\$m                           | Medium of performance for music (R)                                                                                                                                                                                              |
| ;\$o                           | Arranged statement for music—contains the abbreviation 'arr.' (NR)                                                                                                                                                               |
| ,\$r                           | Key for music (NR)                                                                                                                                                                                                               |
| ;\$v                           | Volume/sequential designation (NR)                                                                                                                                                                                               |

## Hint

An 800 contains both a personal name and a series title. It is used when the established series heading differs from the series statement that is given on a resource, or when the series statement is supplied in a note. In particular, it is used when the main entry for the entire series would be a personal name if it was cataloged as a whole:

```
490 1 $aThe Zack files
800 1 $aGreenburg, Dan.$tZack files.
```

The first indicator for the 800 field specifies the type of personal name found in the field. A more detailed explanation is given under tag 100 on p. 3.1-20.

Rules and coding instructions for the Name subfields of an 800 are given under tag 100 beginning on p. 3.1-27.

Rules and coding instructions for the Title subfields of an 800 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

The rules for when to add an 800 field are given under 8XX beginning on p. 3.8-2.

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.

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| <b>810</b>                     | <b><i>Corporate name series added entry</i></b>                                                                                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6 ; A21.30L                                                                                                                                                                                                                   |
| Sources of information         | Chief source and other 4XX prescribed sources                                                                                                                                                                                    |
| BK (21.0B / 2.0B2)             | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                         |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s), accompanying textual material, container                                                                                                                                                          |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label(s), accompanying material, container (box)                                                                                                                                             |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                              |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 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                    | Type of corporate name entry element                                                                                                                                                                                             |
| 0                              | Inverted name; a personal name in inverted order (pre-AACR2)                                                                                                                                                                     |
| 1                              | Jurisdiction name (i.e., place, or place and name, e.g., govt. bodies)                                                                                                                                                           |
| 2                              | Name in direct order                                                                                                                                                                                                             |
| Indicator 2                    | Blank—Undefined                                                                                                                                                                                                                  |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 110 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Corporate name or jurisdiction name as entry element (NR)                                                                                                                                                                        |
| \$b                            | Each subordinate unit in a hierarchy (R)                                                                                                                                                                                         |
| \$n                            | A number designation for a meeting entered under a corp. name (R)                                                                                                                                                                |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                                                          |
| #:\$c                          | Location of meeting—when given inside parentheses (NR)                                                                                                                                                                           |
| \$d                            | Date of meeting —when given outside parentheses (R)                                                                                                                                                                              |
| #:\$d                          | Date of meeting —when given inside parentheses (R)                                                                                                                                                                               |
| \$d( )                         | Date of treaty signing (R)                                                                                                                                                                                                       |
| ,\$e                           | Relator term—relationship between a name and the work (R)                                                                                                                                                                        |
| \$4                            | Relator code (R)                                                                                                                                                                                                                 |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| \$t                            | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                                                                    |
| \$n                            | Number of part/section of a work (R)                                                                                                                                                                                             |
| . or , \$p                     | Name of part/section of a work (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)                                                                                                                                                                                                |
| ;\$v                           | Volume/sequential designation (NR)                                                                                                                                                                                               |

## Hint

An 810 contains both a corporate name and a series title. It is used when the established series heading differs from the series statement that is given on a resource, or when the series statement is supplied in a note. In particular, it is used when the main entry for the entire series would be a corporate name if it was cataloged as a whole:

```
490 1 $aCollection of intercultural studies
810 2 $aUnesco.$tCollection of intercultural studies
```

The first indicator for the 810 field specifies the type of corporate name found in the field. A more detailed explanation is given under tag 110 on p. 3.1-30.

Rules and coding instructions for the Name subfields of an 810 are given under tag 110 beginning on p. 3.1-39.

Rules and coding instructions for the Title subfields of an 810 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

Note: music subfields (\$m, \$o, \$r) are omitted from X10 tables because those subfields are unlikely to be used in conjunction with a corporate name.

The rules for when to add an 810 field are given under 8XX beginning on p. 3.8-2.

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.

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| <b>811</b>                     | <b><i>Meeting name series added entry</i></b>                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6 ; A21.30L                                                                                                                                                                                                                   |
| Sources of information         | Chief source and other 4XX prescribed sources                                                                                                                                                                                    |
| BK (21.0B / 2.0B2)             | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                         |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s), accompanying textual material, container                                                                                                                                                          |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label(s), accompanying material, container (box)                                                                                                                                             |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                              |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 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                    | Type of meeting name entry element                                                                                                                                                                                               |
| 0                              | Inverted name (not used in AACR2)                                                                                                                                                                                                |
| 1                              | Jurisdiction name (not used in AACR2)                                                                                                                                                                                            |
| 2                              | Name in direct order                                                                                                                                                                                                             |
| Indicator 2                    | Blank—Undefined                                                                                                                                                                                                                  |
| Subfields                      |                                                                                                                                                                                                                                  |
| Name subfields                 | (see 111 for full descriptions)                                                                                                                                                                                                  |
| \$a                            | Meeting name or jurisdiction name as entry element (NR)                                                                                                                                                                          |
| \$n                            | A number designation for a meeting (R)                                                                                                                                                                                           |
| \$c                            | Location of meeting—when given outside parentheses (NR)                                                                                                                                                                          |
| #:\$c                          | Location of meeting—when given inside parentheses (NR)                                                                                                                                                                           |
| \$d                            | Date of meeting—when given outside parentheses (R)                                                                                                                                                                               |
| #:\$d                          | Date of meeting—when given inside parentheses (R)                                                                                                                                                                                |
| \$.e                           | Subordinate unit entered under a meeting name (R)                                                                                                                                                                                |
| \$4                            | Relator code (R)                                                                                                                                                                                                                 |
| Title subfields                | (see 130 for full descriptions)                                                                                                                                                                                                  |
| \$.t                           | Title of a work (NR)                                                                                                                                                                                                             |
| \$t                            | Title of a work preceded by an open date (NR)                                                                                                                                                                                    |
| \$.n                           | Number of part/section of a work (R)                                                                                                                                                                                             |
| . or ,\$.p                     | Name of part/section of a work (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)                                                                                                                                                                                                |
| ;\$.v                          | Volume/sequential designation (NR)                                                                                                                                                                                               |

## Hint

An 811 contains both a meeting name and a series title. It is used when the established series heading differs from the series statement that is given on a resource, or when the series statement is supplied in a note. In particular, it is used when the main entry for the entire series would be a meeting name if it was cataloged as a whole:

```
490 0 $aProceedings of Manufacturing International
 '90
```

```
811 2 $aManufacturing International '90$d(1990
 :$cAtlanta, Ga.)$tProceedings of
 Manufacturing International '90
```

The first indicator for the 811 field is always coded '2' (Name in direct order).

Rules and coding instructions for the Name subfields of an 811 are given under tag 111 beginning on p. 3.1-44.

Rules and coding instructions for the Title subfields of an 811 are given under 130 beginning on p. 3.1-51. However, note that titles are put in subfield \$t when they follow a name in a heading.

The rules for when to add an 811 field are given under 8XX beginning on p. 3.8-2.

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.

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| <b>830</b>                     | <b><i>Uniform title series added entry</i></b>                                                                                                                                                                                   |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule                           | A1.6 ; A21.30L                                                                                                                                                                                                                   |
| Sources of information         | Chief source and other 4XX prescribed sources                                                                                                                                                                                    |
| BK (21.0B / 2.0B2)             | Series title page, monograph title page, cover, rest of the publication.                                                                                                                                                         |
| ER (21.0B / 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 (21.0B / 6.0B2)             | Physical carrier and label(s), accompanying textual material, container                                                                                                                                                          |
| VD (21.0B / 7.0B2)             | Title screens, physical carrier and label(s), accompanying material, container (box)                                                                                                                                             |
| SE (21.0B / 12.0B2)            | First issue or first available issue:<br>Print: whole publication<br>Non-print: see the applicable type of material                                                                                                              |
| End of field punctuation       | Period, question mark, exclamation mark, hyphen, ( . ? ! - ) or closing parenthesis ')'; if the final subfield is 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                    | Nonfiling characters (0-9)—but omit initial articles from ALL uniform titles (unless a title is to be indexed under an article)                                                                                                  |
| 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)                                                                                                                                                                   |
| . or ,\$p                      | Name of part/section of a work (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)                                                                                                                                                                                                               |
| ;\$v                           | Volume/sequential designation (NR)                                                                                                                                                                                               |

**Hint**

An 830 contains uniform title data. It is used when the established series heading differs from the series statement that is given on a resource, or when the series statement is supplied in a note. In particular, it is used when the main entry for the entire series would be a title if it was cataloged as a whole:

```
490 1 $aNTC language dictionaries
830 0 $aNational Textbook language dictionaries
```

The second indicator for the 830 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 830 should always be '0'.

Rules and coding instructions for the Title Subfields of an 830 are given under 130 beginning on p. 3.1-51.

## SEARCH FOR COPY CAT RECORDS

| Field                                                                                 | Pros                                                                                                                                                                                                      | Cons                                                                                                                                                                               |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LCCN<br>(010)<br><i>usually from<br/>title page<br/>verso</i>                         | Often available on books<br>Numbers are easy to search<br>Usually good, direct access to matching or<br>nearly matching records                                                                           | Occasionally does not retrieve a matching<br>record<br>Can retrieve more than one record, even<br>though they are supposed to be unique<br>Can retrieve a non-matching record      |
| ISBN<br>(020)<br><i>usually from<br/>title page<br/>verso &amp;/or<br/>back cover</i> | Often available on most types of materials<br>Numbers are easy to search<br>Usually good, direct access to matching or<br>nearly matching records                                                         | Occasionally does not retrieve a matching<br>record<br>Can retrieve more than one record, even<br>though they are supposed to be unique<br>Can retrieve a non-matching record      |
| SRN<br>(UPC/EAN)<br>(024)<br><i>usually from<br/>back cover</i>                       | Sometimes available on recent resources<br>Numbers are easy to search<br>Usually good, direct access to matching or<br>nearly matching records                                                            | Occasionally does not retrieve a matching<br>record<br>Can retrieve more than one record, even<br>though they are supposed to be unique<br>Can retrieve a non-matching record      |
| Name/Title<br>(1XX / 7XX /<br>8XX / 245)<br><i>from title page</i>                    | Usually available on most types of<br>materials<br>Names can be editors, illustrators,<br>translators, etc., not just authors<br>Combining names with titles can retrieve<br>less matches to sift through | Must know the correct form of name to<br>search, watch out for pseudonyms.<br>Others may not have provided the name as<br>a heading<br>Prolific authors can retrieve long hitlists |
| Title<br>(245)<br><i>from title page</i>                                              | Nearly always available on most types of<br>materials<br>Easy to search                                                                                                                                   | Prone to typos<br>Can retrieve many matching records to sift<br>through, especially if you truncate too<br>much                                                                    |
| Name<br>(1XX / 7XX /<br>8XX)<br><i>from title page</i>                                | Usually available on most types of<br>materials<br>Names can be editors, illustrators,<br>translators, etc., not just authors                                                                             | Must know the correct form of name to<br>search, watch out for pseudonyms.<br>Others may not have provided the name as<br>a heading<br>Prolific authors can retrieve long hitlists |
| Series<br>(4XX / 8XX)<br><i>from whole<br/>publication</i>                            | Sometimes available on most types of<br>material<br>Can narrow a search if you have a prolific<br>classic author/title, especially if you<br>combine with a name                                          | Can retrieve many matching records; use as<br>a last resort                                                                                                                        |
| Date<br>qualifier<br>(008 Date1)<br><i>from title page<br/>or verso</i>               | Usually available on most types of<br>materials<br>Can narrow a search very nicely<br>Some systems allow using date ranges                                                                                | Use only if date is VERY CLEAR,<br>otherwise others may not have chosen the<br>same date.<br>Try using a range of dates, if more than one<br>date is on the resource               |
| Material<br>qualifier<br><i>from resource</i>                                         | Can be very useful to narrow a search if<br>you are looking for a non-book record                                                                                                                         | Not very useful for finding book records,<br>since most records are still for books                                                                                                |

## Books

### 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. (ALCTS DBCW) <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, *t.p.*, *etc* = title page, other preliminaries (incl. t.p. verso and covers), and colophon; *whole* = the whole resource.

| Field                                                                                            | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>000/17</b><br>Encoding level                                                                  | If ELvl is '8', then record is CIP. If the LCCN matches and the record seems at all possible as a match, then consider it a match and skip all the criteria below.<br>Other signs of CIP:<br>263 present (projected date of publication)<br>300 contains "p. cm."<br>If ELvl is not '8' and no other CIP signs are present, then go through all the steps below.                                                                                                                |
| <b>245 \$anp</b><br>Title<br>( <i>title page</i> )                                               | 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., cover instead of title page, etc.)                                                                                                                                                                                              |
| <b>245 \$h</b><br>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.                                                                                                                                                                                                                                      |
| <b>245 \$b</b><br>Parallel title /<br>Subtitle /<br>Subsequent<br>title<br>( <i>title page</i> ) | 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., cover instead of title page, etc.)<br>OK: if they are on the resource and not in the record if it is possible that the other cataloger may have missed them. |
| <b>245 \$c</b><br>Responsibility<br>( <i>title page</i> )                                        | 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.<br>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.                                                                                                                                            |
| <b>1XX/7XX</b><br>Main entry<br>/Added entries<br>( <i>title page</i> )                          | Check only if no 245\$c (responsibility) is in the record.<br>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.                                                                                                                                                                                       |
| <b>250 \$a</b><br>Edition<br>( <i>t.p.</i> , <i>etc.</i> )                                       | Not OK: if there is a difference in edition statements involving numbers (1 <sup>st</sup> vs. 2 <sup>nd</sup> ), or languages, or geography, or content (Professional ed. vs. Regular ed.); also beware of presence vs. absence of edition statements.<br>OK: if resource or record says 1 <sup>st</sup> ed. or Pbk. ed., or Book Club ed. and the other has no ed. statement.<br>Watch out for edition statements that are actually printing information.                      |

| Field                                                                | Criteria                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>500</b><br>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.                                                                                                                                                                                                                         |
| <b>250 \$b</b><br>Edition<br>responsibility<br>( <i>t.p., etc.</i> ) | 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.<br>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.                                                           |
| <b>260 \$b</b><br>Publisher<br>( <i>t.p., etc.</i> )                 | Not OK: if there is a true difference in publisher, including a change of name.<br>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.                                                                                                                                          |
| <b>260 \$a</b><br>Place<br>( <i>t.p., etc.</i> )                     | Not OK: if there is a difference in country of publication.<br>OK: if place is in the same country, or there are multiple places on the resource and one matches in the record.                                                                                                                                                                                                               |
| <b>260 \$c</b><br>Date<br>( <i>t.p., etc.</i> )                      | 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.<br>OK: if the difference is due to cataloging interpretation.                                                                                                                     |
| <b>300 \$a</b><br>Extent<br>( <i>whole</i> )                         | 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.<br>OK if the difference is due to cataloging interpretation or errors (e.g., missing preliminary paging, or a small difference in paging, if that is the only difference in the record).                |
| <b>300 \$b</b><br>Illustrations<br>( <i>whole</i> )                  | Not OK: if there is a true difference in illustrations vs. no illustrations--ALCTS DBCW<br>OK if the difference is due to cataloging interpretation (e.g., considering minor illustrations to be 'ill.')                                                                                                                                                                                      |
| <b>300 \$c</b><br>Size<br>( <i>whole</i> )                           | Not OK: if there is a difference of more than 2 cm. other than local binding (other elements will usually also be different).                                                                                                                                                                                                                                                                 |
| <b>300 \$e</b><br>Accompanying<br>material<br>( <i>whole</i> )       | Not OK: if there is accompanying material in the record and none or different accompanying mat. with the resource or vv. (also check for a note) --ALCTS DBCW<br>OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)                                                                                           |
| <b>500</b><br>Accompanying<br>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)<br>OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)                                                                                           |
| <b>4XX</b><br>Series<br>( <i>whole</i> )                             | 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)<br>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. |
| <b>546/500</b><br>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.                                                                                                                                                                                                                                                                              |
| <b>500</b><br>Physical desc.<br>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.                                                                                                                                                                                                   |
| <b>505</b><br>Contents note                                          | Not OK: if there is an actual difference in the contents of a resource.                                                                                                                                                                                                                                                                                                                       |
| <b>533</b><br>Reproduction<br>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.                                                                                                                                                                                                                                                          |
| <b>008/23</b><br>Form                                                | Watch out for 008 Form of resource codes: 'a', 'b', 'c' (Microform), 'd' (Large print), 'r' (Photocopy), 's' (Electronic); look for confirming indications.                                                                                                                                                                                                                                   |
| <b>010</b><br>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.                                                                                                                                                                                                                          |
| <b>020</b><br>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:

|              |                                                                                                                                                                                           |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDIT:</b> | Special hints for when you are editing a record you have copied                                                                                                                           |
| <b>ORIG:</b> | Special hints for when you are creating an original record from scratch                                                                                                                   |
| <b>DE:</b>   | 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' |
| <b>M21:</b>  | Cataloging software based on MARC21, not OCLC                                                                                                                                             |
| <b>OCLC:</b> | Specific differences in the OCLC cataloging requirements                                                                                                                                  |
| <b>#:</b>    | 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 necessarily 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<br>SubF           | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Page no.<br>A: AACR<br>{Related} |
|--------------------------------------------------------------------------------------------|------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>000</b><br>Leader                                                                       | N                |                         | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>Coded information about the record; 06/Type code must match 300\$a</p> <p><b>EDIT:</b> change 05/Rec stat to "c"; upgrade 17/ELvl to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)</p> <p><b>CIP:</b> change 05/Rec stat to "p"; upgrade 17/ELvl from "8" to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)</p> <p><b>ORIG/DE:</b> make 05/Rec stat "n"; 06/Type "a"; 07/BLvl "m"; 17/ELvl "#" (LC-Full) "I" (OCLC-Full); 18/Desc "a" (AACR)</p>                                                                                                                                                                                                                                                                                                                                                                                                                    | p. 3.0-1                         |
| <b>001</b><br>Control No.                                                                  | N                |                         | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm" or "ocn") or your system's unique record no.</p> <p><b>EDIT—M21:</b> do not change LCCN or OCLC 001; change others to your own system number and prefix; <b>OCLC:</b> ignore</p> <p><b>ORIG/DE—M21:</b> enter <u>your</u> unique system number &amp; prefix; <b>OCLC:</b> supplies unique OCLC number (&amp; prefix) upon export</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | p. 3.0-6<br>{003}                |
| <b>003</b><br>Control No.<br>Identifier                                                    | N                |                         | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>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</p> <p><b>EDIT—M21:</b> if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; <b>OCLC:</b> ignore, "OCoLC" inserted upon export</p> <p><b>ORIG/DE—M21:</b> enter <u>your</u> MARC21 code to correspond to the new 001; <b>OCLC:</b> ignore, "OCoLC" inserted upon export</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | p. 3.0-9<br>{001}                |
| <b>010</b><br>LCCN<br><br>Valid LCCN<br>Invalid LCCN                                       | N<br>N<br>R      | • •<br>\$a<br>\$z       | <p><b>Src:</b> any <b>EOF:</b> none</p> <p>Supposed to identify one specific LC record, so the same number should not be valid (\$a) in different records</p> <p>For LCCN on resources that exactly match records in the LC database</p> <p>For LCCN on resources that do not exactly match records in the LC database</p> <p><b>EDIT/DE/ORIG:</b> 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</p> <p><b>M21:</b> normalize LCCN, see 010 for details:<br/>pre-2001 (3,2,6): \$a 99123456<br/>2001 on (2,4,6): \$a 2001123456</p> <p><b>OCLC:</b> do not normalize, OCLC does it for you</p> <p><b>EDIT:</b> do <u>not</u> delete 010 if the LCCN is not on a resource</p> <p><b>DE:</b> <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\$a for LCCN</p> | p. 3.0-71<br>A: 2.7B19           |
| <b>020</b><br>ISBN<br><br>Valid ISBN<br>Invalid ISBN                                       | R<br>N<br>R      | • •<br>\$a<br>\$z       | <p><b>Src:</b> any <b>EOF:</b> none</p> <p>Should identify an individual publication of a work, so the same number cannot be valid (\$a) in different records</p> <p>For ISBN that are unique (can be found in \$a in only one record)</p> <p>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</p> <p><b>EDIT/DE/ORIG:</b> <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</p> <p><b>EDIT:</b> do <u>not</u> delete 020 if the ISBN is not on a resource</p> <p><b>DE:</b> <u>delete</u> 020 if the ISBN is not on a resource; if it is, change it to \$z</p>                                                                                                                      | p. 3.0-77<br>A: 2.8              |
| <b>024</b><br>Other<br>standard<br>identifier<br><br>Valid no.<br>Added no.<br>Invalid no. | R<br>N<br>N<br>R | --<br>\$a<br>\$d<br>\$z | <p><b>Src:</b> any <b>EOF:</b> none</p> <p>I1=1 (UPC—10-12 digits below a publisher's barcode)</p> <p>I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN)</p> <p>I2=# (barcode not scanned), 0 (scanned &amp; eye-readable are the same), 1 (scanned &amp; eye-readable are different)</p> <p>Enter all digits below the barcode; normalize (no hyphens, no spaces)</p> <p>Sometimes contains price, etc., but seldom added</p> <p>Used for cancelled codes</p> <p><b>EDIT/DE/ORIG:</b> <u>add</u> if on resource</p> <p><b>DE:</b> delete 024 if the UPC/EAN is not on your resource</p>                                                                                                                                                                                                                                                                                       | p. 3.0-86<br>A: 2.7B19           |

| Field                                                                    | R | I1     | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                   | Page no.<br>A: AACR<br>{Related}      |
|--------------------------------------------------------------------------|---|--------|----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>035</b><br>Old Ctrl No.<br>Number                                     | R | •      | •  |      | <b>Src:</b> n/a<br>Contains the previous 001 for a copied record<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                  | p. 3.0-91<br>{001}                    |
|                                                                          | N | \$a    |    |      | (MARC21 code) + number, e.g., 035\$a (OCoLC) 12345678<br><b>EDIT:</b> keep 035, esp. OCLC #s—beginning with "(OCoLC)", "ocm" or "ocn"<br><b>DE:</b> delete 035 since it applies to the other record                                                                                                                                                                                                                                   |                                       |
| <b>040</b><br>Cat'g source<br>Cat'g agency<br>Input agncy<br>Modif agncy | N | •      | •  |      | <b>Src:</b> n/a<br>MARC21 Organization codes or names of agencies (DLC = LC)<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                      | p. 3.0-94                             |
|                                                                          | N | \$a    |    |      | Agency that did the cataloging                                                                                                                                                                                                                                                                                                                                                                                                        | {008Srce}                             |
|                                                                          | N | \$c    |    |      | Agency that input the record into MARC (usually the same as \$a)                                                                                                                                                                                                                                                                                                                                                                      |                                       |
|                                                                          | R | \$d    |    |      | Agency that has changed a record<br><b>EDIT—M21:</b> add your code in \$d; <b>OCLC:</b> enters your OCLC code<br><b>DE—M21:</b> change codes in \$a\$c to yours; <b>OCLC:</b> enters your OCLC code<br><b>ORIG—M21:</b> enter your code in \$a\$c; <b>OCLC:</b> enters your OCLC code                                                                                                                                                 | {000RecSt}                            |
| <b>049/852/etc.</b><br>Holdings                                          | R | •      | •  |      | <b>Src:</b> n/a<br>Enter holdings information in whatever field your local system requires<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                        | p. 3.0-103                            |
| <b>050 / 082</b><br>Classification<br>number                             | R | —      | —  |      | <b>Src:</b> n/a<br>Contains an LC (050) or DDC (082) classification number<br><b>EDIT:</b> retain all class numbers, even if you do not use any of the schemes<br><b>DE:</b> retain all class numbers, even if you do not use any of the schemes;<br>change I2 to 4 (not assigned by LC); adjust date in 050 \$b; delete if unsure<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers<br><b>EOF:</b> none | p. 3.0-104                            |
| <b>090 / 092</b><br>Local class.<br>number                               | R | •      | •  |      | <b>Src:</b> n/a<br>Add a local call number in an appropriate field<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers<br><b>EOF:</b> none                                                                                                                                                                                                                                                                 | p. 3.0-106                            |
| <b>245</b><br>Title area                                                 | N | —      | —  |      | <b>Src:</b> title page or title page substitute<br><b>EOF:</b> period, even if other punc is present, unless last word has its own period<br>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<br>I2=0-9 (non-filing characters to skip, e.g., for initial articles)                                                                   | p. 3.2-5<br>A: 2.1<br>{500 Srce}      |
| Title proper                                                             | N | \$a    |    |      | The title from the title page or substitute                                                                                                                                                                                                                                                                                                                                                                                           | {246}                                 |
| Numb. part                                                               | R | .\$n   |    |      | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| Name part                                                                | R | *\$p   |    |      | A part title when multiple works have the same common title; * preceded by a period (.p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                               | {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                                                                                                                                                                                                                                                                                                                                                                   | {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 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<br><b>EDIT/DE/ORIG:</b> check inds; field contents must match resource <u>exactly</u>                                                           | {1XX; 500;<br>7XX}                    |
| <b>1XX</b><br>Main entry<br>(100, 110,<br>111, 130)                      | N | —      | •  |      | <b>Src:</b> title page or title page substitute<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes \$4<br>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<br>I1= type of name or non-filing; I2 = blank   | p. 3.1-1<br>A: 21-25<br>{245 I1, \$c} |
| Heading                                                                  | N | \$a    |    |      | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> main vs. added entries—main entries for books: writers, artists, photographers, compilers of bibliographies; establish headings—choice of name/form of name/coding; <b>verify against authority files</b>                                                                                               |                                       |
| <b>240</b><br>Uniform title                                              | N | —      | 0  |      | <b>Src:</b> any<br>I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial articles—always 0 and omit initial articles)<br><b>EOF:</b> none                                                                                                                                                                                                                                                                  | p. 3.2-1<br>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<br><b>EDIT/DE/ORIG:</b> add if needed; <b>verify against authority files</b>                                                                                                                                                                                               |                                       |

| Field                                                                                                                  | R | I1 I2 SubF | Src EOF Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Page no. A: AACR {Related}                                                                          |
|------------------------------------------------------------------------------------------------------------------------|---|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>246</b><br>Variant title note and a.e.<br><br>Display text<br>Title proper<br>Numb. part<br>Name part<br>Rem. title | R | --         | <b>Src:</b> any<br>Different titles on a work (e.g., spine or cover), or alternatives to words in a title (e.g., spelling out a number, or ampersand), or portions of a title<br>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<br>I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants)—BK: usually # (no display const.), 4 (cover title), 8 (spine title)<br>Text to display when I2 display const. (2-8) won't do, e.g., "Container title:"<br>The variant title; omit initial articles unless they are to be filed under<br>A part number when multiple works have the same common title<br>A part title when multiple works have the same common title; * preceded by a period (.Sp), but by a comma if a part has a number and a title (.Sn, \$p)<br>Usually a subtitle<br><b>EDIT/DE/ORIG:</b> add if useful<br><b>DE:</b> delete any 246 that do not apply to the different edition | p. 3.2-38<br>A: 2.7B4-6; 21.30J<br>{245}                                                            |
| <b>250</b><br>Edition area<br><br>Edition<br>Resp.                                                                     | N | ••         | <b>Src:</b> title page or title page substitute, other preliminaries (incl. t.p. verso and covers), colophon<br>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., 1 <sup>st</sup> )<br>Look for ... "edition" "issue" "version", and words implying different versions<br>Responsibility for the edition, not the original work<br><b>EDIT/DE/ORIG:</b> add if on resource<br><b>DE:</b> delete if not on resource                                                                                                                                                                                                                                                                                                                                                                                                                          | p. 3.2-56<br>A: 2.2<br>{500 Ed.}<br><br>{7XX}                                                       |
| <b>260</b><br>Imprint area<br><br>Place<br>Publisher<br>Dates                                                          | R | •          | <b>Src:</b> title page or title page substitute, other preliminaries (incl. t.p. verso and covers), colophon<br><b>EOF:</b> period, hyphen, parenthesis, bracket, or angle bracket<br>Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs<br>Give first place, or guess, or "[S.l.]"; add place in your country if not 1 <sup>st</sup> (;\$a)<br>Give first publisher, or "[s.n.]"; add other publishers on chief source (:\$b)<br>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))                                                                                                                                                                              | p. 3.2-66<br>A: 2.4<br><br>{008Ctry}<br>{008GPub}<br>{008Dates;<br>500 Ed.;<br>008DtSt}             |
| <b>263</b><br>Proj. pub. date                                                                                          |   |            | Projected publication date, not needed once resource is published<br><b>CIP:</b> delete the field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |
| <b>300</b><br>Physical desc.<br><br>Extent<br>Other phys.<br>Size<br>Accom. mat.                                       | R | ••         | <b>Src:</b> whole resource<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows<br>Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record<br>Common terms are: "p." "v." "sheet(s)" "column(s)" "leaves" "# of plates"; if unpagged: [count] or enter "1 v. (unpagged)" ; if large print, add "(large print)"<br>Usual terms are: "ill." &/or "map(s)"<br>Height in cm. to next highest: 22.1 = 23 cm.<br>Enter a valid SMD or if none, a generic term; can add physical desc., e.g.: +\$e1 v. (11 p. : ill. ; 22 cm.)<br><b>CIP:</b> add pagination, illustrations (if applicable), dimensions                                                                                                                                                                                                                                                                            | p. 3.3-5<br>A: 2.5<br>{000Type}<br><br>{008Ills: f}<br><br>{008 Ills}<br><br>{006; 007<br>500 AccM} |
| <b>440</b><br>Series statement + added entry<br><br>Series title<br>Numb. part<br>Name part<br>ISSN<br>Series no.      | R | • _        | <b>Src:</b> series title page, monograph title page, covers, rest of the resource<br><b>EOF:</b> none<br>The series statement and added entry when indexed exactly as given on a resource; be consistent in indexing or not indexing; 440 are indexed<br>I2=0-9 (characters to skip, e.g., for initial articles)<br>A series title transcribed exactly as given<br>A subseries number, not for series numbering (\$v)<br>Subseries title; * preceded by period (.Sp), or comma if no. and title (.Sn, \$p)<br>Rarely known, but can be added if known<br>Use App. B for abbreviations, App. C for numbers (Arabic, e.g., One = 1)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                        | p. 3.4-7<br>A: 2.6                                                                                  |

| Field                                                            | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Page no.<br>A: AACR<br>{Related}                    |
|------------------------------------------------------------------|---|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>490</b><br>Series<br>statement,<br>diff. or no<br>added entry | R | — •           | <b>Src:</b> series title page, monograph title page, covers, rest of the resource<br><b>EOF:</b> none<br>The series statement exactly as given on a resource when indexed differently (with 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)                                                                   | p. 3.4-13<br>A: 2.6                                 |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given                                                                                                                                                                                                                                                                                                                                         |                                                     |
| <b>5XX</b><br>NOTE AREA                                          |   |               | <b>Src for all notes:</b> any<br><b>EOF for all notes:</b> period, question mark, exclamation mark, hyphen, but period after closing bracket or parenthesis, unless otherwise specified; ending punctuation precedes \$5<br><b>In all 5XX fields,</b> \$a contains the note itself, and so will not be listed below, unless other subfields are also needed<br><b>EDIT/DE/ORIG:</b> add useful notes<br><b>DE:</b> delete notes that do not apply to the new edition | p. 3.5-1<br>A: 2.7                                  |
| <b>500</b><br>Nature, etc.                                       | R | • •           | Make a note about the nature, scope, or artistic form of the resource unless it is already obvious, e.g., "Arabic reader."                                                                                                                                                                                                                                                                                                                                           | p. 3.5-17<br>A: 2.7B1                               |
| <b>546</b><br>Language                                           | R | • •           | Make a language note unless the language is apparent from the rest of the description, e.g., add if multiple languages are present or if a resource is a translation; used to use 500, change it to 546; if 546 is present, 041 should also be present                                                                                                                                                                                                               | p. 3.5-73<br>A: 2.7B2<br>{008Lang;<br>041}          |
| <b>041</b><br>Language<br>codes                                  | R | — •           | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter codes for languages when the 008Lang is not enough, i.e., when mult. languages are involved in a resource; if 546 is present, 041 should be added except 'closed captioned'; can have an 041 without a 546; repeat subfields; code in \$a must match code in 008Lang unless 008Lang = 'mul' or blank I1=0—no translation; I1=1—translation involved                                                                     | p. 3.0-98<br>{008Lang;<br>546; 500;<br>765/767}     |
| Code of text                                                     | R | \$a           | Codes for multiple languages associated with a resource, except SR (\$d)                                                                                                                                                                                                                                                                                                                                                                                             |                                                     |
| Code of summ                                                     | R | \$b           | Codes for language(s) of summaries, abstracts, or subtitles                                                                                                                                                                                                                                                                                                                                                                                                          |                                                     |
| Code of SR                                                       | R | \$d           | Codes for language(s) of sung or spoken content of a sound recording                                                                                                                                                                                                                                                                                                                                                                                                 |                                                     |
| Code of libret                                                   | R | \$e           | Codes for language(s) of librettos, e.g., lyrics in multiple languages                                                                                                                                                                                                                                                                                                                                                                                               |                                                     |
| Code of TOC                                                      | R | \$f           | Codes for language(s) of tables of contents in multiple languages                                                                                                                                                                                                                                                                                                                                                                                                    |                                                     |
| Code of accm                                                     | R | \$g           | Codes for language(s) of accompanying material                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                     |
| Code of transl                                                   | R | \$h           | Codes for language(s) of the original work                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
| <b>500</b><br>Source of title<br>proper                          | R | • •           | Make a note about the source of the title proper, if it is not from the chief source of information, e.g., "Title from cover."                                                                                                                                                                                                                                                                                                                                       | p. 3.5-28<br>A: 2.7B3<br>{245}                      |
| <b>500</b><br>Variant /<br>parallel /<br>other titles            | R | • •           | Use this note for general wording about variant titles, parallel titles, and/or other title information, e.g., "Subtitle varies on spine."<br>Use 246 instead for wording that includes an actual variant title, parallel title and/or other title information, e.g., "Title on cover: ..."                                                                                                                                                                          | p. 3.5-21+34<br>A: 2.7B4-5<br>{246}                 |
| <b>500</b><br>Statement of<br>resp.                              | R | • •           | Make a note for: persons or bodies responsible for the work, but not given in the 245\$c, e.g., "Additional authors: ..."; persons or bodies not responsible for, but connected with the work, e.g., "Based on the poem by ..."; persons or bodies connected with previous editions of the work, e.g., "Previous edition entered under: ..."                                                                                                                         | p. 3.5-29<br>A: 2.7B6<br>{245\$c; 7XX}              |
| <b>500</b><br>Edition &<br>history /<br>Repub.                   | R | • •           | Make a note about: edition info. that does not fit in a 250, e.g., "Reprinted with corrections."; the bibliographic history of a work, e.g., "Previous ed.: ..."; related work information, e.g., "Sequel to: ..."; republication information (different publisher, same text), e.g., "Originally published: ..."                                                                                                                                                    | p. 3.5-9<br>A: 2.7B7<br>{250; 7XX }<br>{008DtSt: r} |
| <b>500</b><br>Publication,<br>etc.                               | R | • •           | Make a note about publication details not given in 260, e.g., "Privately printed."                                                                                                                                                                                                                                                                                                                                                                                   | p. 3.5-25<br>A: 2.7B9<br>{260}                      |
| <b>500</b><br>Physical<br>description                            | R | • •           | Make a note about physical description details that could not be given in 300, e.g., "Printed on hand-made paper."                                                                                                                                                                                                                                                                                                                                                   | p. 3.5-22<br>A: 2.7B10<br>{300}                     |

| Field                                                                                | R                          | I1 I2<br>SubF                             | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Page no.<br>A: AACR<br>{Related}                |
|--------------------------------------------------------------------------------------|----------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 500<br>Accomp.<br>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<br>A: 2.7B11<br>{006; 300\$e}          |
| 500<br>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<br>A: 2.7B12<br>{4XX}                 |
| 502<br>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<br>A: 2.7B13                          |
| 521<br>Target<br>audience<br>Note<br>Source                                          | R<br>N<br>N                | –<br>\$a<br>\$b                           | • Make a note for brief information about the intended audience for a work; this note should only be added if the information <u>is stated on the item</u><br>I1=# (Audience), 0-4 (other display constants), 8 (no display constant)<br>E.g., "For nurses and health care practitioners."<br>Name or abbreviation of the source of the note if it is not from item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | p. 3.5-57<br>A: 2.7B14<br>{008Audn}             |
| 530<br>Add. forms<br>Note<br>Source<br>Conditions<br>Order #<br>URI                  | R<br>N<br>N<br>N<br>R      | • •<br>\$a<br>;\$b<br>;\$c<br>;\$d<br>\$u | • Make a note, if desired, for additional physical forms in which the work has been issued<br>The other format of the resource, e.g., "Issued also on microfiche."<br>Where the other format is available from<br>Cost, etc. of the other format<br>Stock no., etc. of the other format<br>Link to an Internet site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | p. 3.5-61<br>A: 2.7B16<br><br><br><br><br>{856} |
| 520<br>Summary<br><br>Note<br>Expansion<br>URI                                       | R<br>N<br>N<br>R           | –<br>\$a<br>\$b<br>\$u                    | • Make a note for a brief <u>objective</u> summary of the content of the work, preferably with good keywords (for indexing to provide additional access)<br>I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant)<br>Brief summary note<br>Longer summary note, if necessary<br>Link to an Internet site<br><b>EDIT/DE/ORIG:</b> check for typos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-54<br>A: 2.7B17                          |
| 504<br>Bibliography                                                                  | R                          | • •                                       | Make this note in the standard LC format:<br>"Includes bibliographical references"—if references are scattered<br>"Includes bibliographical references (p.)"—if references are grouped                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.5-38<br>A: 2.7B18<br>{008Cont: b}          |
| 500<br>Index                                                                         | R                          | • •                                       | Combine this note with 504 if one is present<br>Either "Includes index." or "Includes indexes."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | p. 3.5-13<br>A: 2.7B18                          |
| 500<br>Unformatted<br>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<br>A: 2.7B18                          |
| 505<br>Formatted<br>contents<br><br>Note<br><br>Misc. info.<br>Resp.<br>Title<br>URI | R<br>N<br>R<br>R<br>R<br>R | – –<br>\$a<br>\$g<br>/\$r<br>--\$t<br>\$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<br>I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in \$a), 0 (\$r\$g present)<br>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<br>Data that is not to be indexed<br>Names, indexed in Name Keyword<br>Titles, indexed in Title Keyword and, in some systems, Title Browse<br>Link to an Internet site<br><b>EDIT:</b> Change from basic (\$a) to enhanced (\$t\$r\$g) if names are included | p. 3.5-39<br>A: 2.7B18                          |
| 500<br>Numbers                                                                       | R                          | • •                                       | Use this note for numbers you don't know what else to do with<br>E.g., "10003."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | p. 3.5-19<br>A: 2.7B19<br>{010/020/...}         |
| 590<br>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<br><b>EDIT/DE:</b> delete 590 found in a record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.5-83<br>A: 2.7B20                          |
| 506<br>Restrictions<br>Note<br>Jurisdiction                                          | R<br>N<br>R                | • •<br>\$a<br>;\$b                        | • Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource<br>The restrictions imposed, e.g., "Classified."<br>The agent imposing the restrictions, e.g., "Secretary of the Treasury."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-44<br>A: 2.7B20<br>{540}                 |

| Field                                                                                                                                                                                | R | I1 | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Page no.<br>A: AACR<br>{Related}                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 540<br>Terms govern.<br>use/reprod.<br>Note<br>Jurisdiction<br>Institution                                                                                                           | R | •  | •  |      | If important, use this searchable note for special permissions or restrictions re. the use or reproduction of a resource; if the information does not need to be searchable, you could use a note in an item/holdings record instead<br>The local restriction or permission, e.g., "Permission granted to copy freely."<br>The agent imposing the restriction or granting permission, if available<br>Code for the institution to which the special restrictions or permissions apply                                                                                                                                                                                                                                                                                                                                       | p. 3.5-68<br>A: 2.7B20<br>{506}                  |
| 586<br>Awards                                                                                                                                                                        | R | -  |    |      | <b>EOF:</b> none<br>Names of award(s) won by the resource, e.g., Caldecott, Dove, Grammy, Emmy, etc.; for consistency either always add or always not add<br>I1=# ("Awards:"), 8 (no display constant)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | p. 3.5-82                                        |
| 6XX<br>Subject<br>headings<br>(600, 610,<br>611, 630,<br>650, 651,<br>655)<br><br>Heading                                                                                            | R | -  | -  |      | <b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes \$2, \$3, \$4<br>I1= type of name, or non-filing, or blank; I2 = heading source; most common:<br>0=Library of Congress SH (preferred)<br>1=LC Annotated Children's SH (Juv. material should have both 0 and 1)<br>4=Local subject headings<br>7=Source is provided in \$2<br>Consider adding new 655 (genre/form headings)—patrons like them<br>The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects<br><b>EDIT/DE/ORIG:</b> add useful subject headings; establish names—choice of name/form of name/coding; <b>verify against authority files</b><br><b>DE:</b> delete subject headings that do not apply to the new edition | p. 3.6-1<br>A: 22-25                             |
| 7XX<br>Added entries<br>(700, 710,<br>711, 730)<br><br>Heading                                                                                                                       | R | -  | -  |      | <b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$3, \$4, \$5<br>I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic)<br>Establish headings—choice of name/form of name/coding; <b>verify against authority files</b><br>The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> 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<br><b>DE:</b> delete added entries that do not apply to the new edition                             | p. 3.7-7<br>A: 21-25<br>{245\$c;<br>500 Resp}    |
| 8XX<br>Series added<br>entries<br>(800, 810,<br>811, 830)<br><br>Heading                                                                                                             | R | -  | •  |      | <b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$4<br>I1= type of name or non-filing; I2 = blank or non-filing<br>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; <b>verify against authority files</b><br>The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>DE:</b> delete series added entries that do not apply to the new edition                                                                                                                                                                                                                                  | p. 3.8-1<br>A: 21.30L                            |
| 006<br>Add. material<br>char.                                                                                                                                                        | R |    |    |      | <b>Src:</b> n/a <b>EOF:</b> none<br>It is useful to add codes for accompanying material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | p. 3.0-10<br>{300\$e;<br>500 AccM}               |
| 007<br>Phys. desc.<br>fixed field                                                                                                                                                    | R |    |    |      | <b>Src:</b> n/a <b>EOF:</b> none<br>Code for the physical form of non-print accompanying material; it is not necessary to code for print materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | p. 3.0-22<br>{245\$h;<br>300\$a\$e;<br>500 AccM} |
| 008<br>Fixed field<br>M21 order (SS = system supplied)<br>Entrd: SS DtSt: Ctry:<br>Ills: Audn: Form: Cont:<br>GPub: Conf: Fest: Indx:<br>M/E: # LitF: Biog: Lang:<br>MRec: # Srce: d | N |    |    |      | <b>Src:</b> n/a <b>EOF:</b> none<br>Add codes for all 008 positions from the 008 Books codes list<br>OCLC order ( <i>italics</i> = 000 codes; SS = system supplied):<br>OCLC: SS <i>Rec stat:</i> n Entered: SS Replaced: SS<br>Used: SS <i>Type:</i> a <i>ELvl:</i> Srce: d<br>Audn: <i>Ctrl:</i> # <i>Lang:</i> <i>BLvl:</i> m Form:<br>Conf: Biog: MRec: # Ctry: Cont:<br>GPub: LitF: Indx: <i>Desc:</i> Ills:<br>Fest: DtSt: Dates:                                                                                                                                                                                                                                                                                                                                                                                     | p. 3.0-40                                        |

**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:**

|              |                                                                                                                                                                                           |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDIT:</b> | Special hints for when you are editing a record you have copied                                                                                                                           |
| <b>ORIG:</b> | Special hints for when you are creating an original record from scratch                                                                                                                   |
| <b>DE:</b>   | 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' |
| <b>M21:</b>  | Cataloging software based on MARC21, not OCLC                                                                                                                                             |
| <b>OCLC:</b> | Specific differences in the OCLC cataloging requirements                                                                                                                                  |
| <b>#:</b>    | 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 necessarily 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<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Page no.<br>A: AACR<br>{Related} |
|--------------------------------------------------------------------------------------------|------------------|--------|----|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>000</b><br>Leader                                                                       | N                |        |    |                   | <b>Src:</b> n/a<br>Coded information about the record. 06/Type code must match 300\$a<br><b>EDIT:</b> change 05/Rec stat to "c"; upgrade 17/ELvl to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)<br><b>ORIG/DE:</b> 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)<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | p. 3.0-1                         |
| <b>001</b><br>Control No.                                                                  | N                |        |    |                   | <b>Src:</b> n/a<br>Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm" or "ocn") or your system's unique record no.<br><b>EDIT—M21:</b> do not change LCCN or OCLC 001; change others to your own system number and prefix; <b>OCLC:</b> ignore<br><b>ORIG/DE—M21:</b> enter <u>your</u> unique system number & prefix; <b>OCLC:</b> supplies unique OCLC number (& prefix) upon export<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-6<br>{003}                |
| <b>003</b><br>Control No.<br>Identifier                                                    | N                |        |    |                   | <b>Src:</b> n/a<br>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<br><b>EDIT—M21:</b> if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; <b>OCLC:</b> ignore, "OCoLC" inserted upon export<br><b>ORIG/DE—M21:</b> enter <u>your</u> MARC21 code to correspond to the new 001; <b>OCLC:</b> ignore, "OCoLC" inserted upon export<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-9<br>{001}                |
| <b>010</b><br>LCCN<br><br>Valid LCCN<br>Invalid LCCN                                       | N<br>N<br>R      | •<br>• |    | \$a<br>\$z        | <b>Src:</b> any<br>Supposed to identify one specific LC record, so the same number should not be valid (\$a) in different records<br>For LCCN on resources that exactly match records in the LC database<br>For LCCN on resources that do not exactly match records in the LC database<br><b>EDIT/DE/ORIG:</b> 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<br><b>M21:</b> normalize LCCN, see 010 for details:<br>pre-2001 (3,2,6): \$a 99123456<br>2001 on (2,4,6): \$a 2001123456<br><b>OCLC:</b> do not normalize, OCLC does it for you<br><b>EDIT:</b> do <u>not</u> delete 010 if the LCCN is not on a resource; ignore suffixes<br><b>DE:</b> <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\$a for LCCN<br><b>EOF:</b> none | p. 3.0-71<br>A: 9.7B19           |
| <b>020</b><br>ISBN<br><br>Valid ISBN<br>Invalid ISBN                                       | R<br>N<br>R      | •<br>• |    | \$a<br>\$z        | <b>Src:</b> any<br>Should identify an individual publication of a work, so the same number cannot be valid (\$a) in different records<br>For ISBN that are unique (can be found in \$a in only one record)<br>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<br><b>EDIT/DE/ORIG:</b> <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<br><b>EDIT:</b> do <u>not</u> delete 020 if the ISBN is not on a resource<br><b>DE:</b> <u>delete</u> 020 if the ISBN is not on a resource; if it is, change it to \$z<br><b>EOF:</b> none                                                                                                                             | p. 3.0-77<br>A: 9.8              |
| <b>024</b><br>Other<br>standard<br>identifier<br><br>Valid no.<br>Added no.<br>Invalid no. | R<br>N<br>N<br>R | —<br>— |    | \$a<br>\$d<br>\$z | <b>Src:</b> any<br>I1=1 (UPC—10-12 digits below a publisher's barcode)<br>I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN)<br>I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)<br>Enter all digits below the barcode; normalize (no hyphens, no spaces)<br>Sometimes contains price, etc., but seldom added<br>Used for cancelled codes<br><b>EDIT/DE/ORIG:</b> <u>add</u> if on resource<br><b>DE:</b> delete 024 if the UPC/EAN is not on your resource<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                              | p. 3.0-86<br>A: 9.7B19           |



| Field                                               | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Page no.<br>A: AACR<br>{Related}                                 |
|-----------------------------------------------------|---|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>1XX</b><br>Main entry<br>(100, 110,<br>111, 130) | N | — •           | <b>Src:</b> video title screens, physical carrier and label(s)<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes \$4<br>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<br>I1= type of name or non-filing; I2 = blank                                                                | p. 3.1.1<br>A: 21-25<br>{245 I1, \$c}                            |
| Heading                                             | N | \$a           | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> 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; <b>verify against authority files</b>                                                                                                                                               |                                                                  |
| <b>240</b><br>Uniform title                         | N | — 0           | <b>Src:</b> any<br>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<br>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<br><b>EDIT/DE/ORIG:</b> add if needed; <b>verify against authority files</b>                                                                                                                                                                                                                                                                           |                                                                  |
| <b>246</b><br>Variant title<br>note and a.e.        | R | — —           | <b>Src:</b> any<br>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<br>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<br>I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); VD: usually # (no display const.)                                                                     | p. 3.2-38<br>A: 9.7B4-6;<br>21.30J<br>{245}                      |
| Title proper                                        | N | \$a           | The variant title; omit initial articles unless they are to be filed under                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                  |
| Numb. part                                          | R | .\$n          | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
| Name part                                           | R | *\$p          | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                         |                                                                  |
| 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:"<br><b>EDIT/DE/ORIG:</b> add if useful<br><b>DE:</b> delete any 246 that do not apply to the different edition                                                                                                                                                                                                                                                                                                                     |                                                                  |
| <b>250</b><br>Edition area                          | N | • •           | <b>Src:</b> 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.<br><b>EOF:</b> period<br>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., 1 <sup>st</sup> ) | p. 3.2-56<br>A: 9.2<br>{500 Ed. if<br>source dif.<br>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<br><b>EDIT/DE/ORIG:</b> add if on resource<br><b>DE:</b> delete if not on resource                                                                                                                                                                                                                                                                                                                                                                          | {7XX}                                                            |
| <b>260</b><br>Imprint area                          | R | — •           | <b>Src:</b> 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.<br><b>EOF:</b> period, hyphen, parenthesis, bracket, or angle bracket<br>Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs                                                                  | p. 3.2-66<br>A: 9.4                                              |
| Place                                               | R | \$a           | Give first place, or guess, or "[S.I.]"; add place in your country if not 1 <sup>st</sup> (;\$a)                                                                                                                                                                                                                                                                                                                                                                                                                  | {008Ctry}                                                        |
| Publisher                                           | R | :\$b          | Give first publisher, or "[s.n.]"; add other publishers on chief source (:\$b)                                                                                                                                                                                                                                                                                                                                                                                                                                    | {008GPub;<br>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;<br>008DtSt}                                           |

| Field                                                            | R | I1 I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Page no.<br>A: AACR<br>{Related}            |
|------------------------------------------------------------------|---|-------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>300</b><br>Physical desc.                                     | R | • •   |      | <b>Src:</b> any source<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows<br>Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record<br>Give physical details for a remote access ER in a Physical Description Note.                                                                                                                                                                                              | p. 3.3-10<br>A: 9.5<br>{000Type;<br>007/00} |
| Extent                                                           | R | \$a   |      | Enter Arabic number and SMD from 9.5B1 (e.g., computer optical disc) or a commonly known term (e.g., CD-ROM or DVD-ROM)                                                                                                                                                                                                                                                                                                                                                                                                                                     | {007/01}                                    |
| Other phys.                                                      | N | :\$b  |      | Enter 'sd.' and/or 'col.' if appropriate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | {007/05;<br>007/03}                         |
| Size                                                             | N | ;\$c  |      | Enter disc size in inches, e.g., CD/DVD = 4 3/4 in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | {007/04}                                    |
| Accomp. mat.                                                     | N | +\$e  |      | Enter a valid SMD or if none, a generic term; can add physical desc., e.g.:<br>+\$e1 v. (11 p. : ill. ; 22 cm.)                                                                                                                                                                                                                                                                                                                                                                                                                                             | {006; 007<br>500 AccM}                      |
| <b>440</b><br>Series<br>statement +<br>added entry               | R | • _   |      | <b>Src:</b> 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.<br><b>EOF:</b> none<br>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)                                                                                    | p. 3.4-7<br>A: 9.6                          |
| 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  |      | Subseries title; * preceded by period (.\$p), or comma if no. and title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| <b>490</b><br>Series<br>statement,<br>diff. or no<br>added entry | R | _ •   |      | <b>Src:</b> 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.<br><b>EOF:</b> none<br>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) | p. 3.4-13<br>A: 9.6                         |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |
| <b>5XX</b><br>NOTE AREA                                          |   |       |      | <b>Src for all notes:</b> any<br><b>EOF for all notes:</b> period, question mark, exclamation mark, hyphen, but period after closing bracket or parenthesis, unless otherwise specified; ending punctuation precedes \$5<br><b>In all 5XX fields,</b> \$a contains the note itself, and so will not be listed below, unless other subfields are also needed<br><b>EDIT/DE/ORIG:</b> add useful notes<br><b>DE:</b> delete notes that do not apply to the new edition                                                                                        | p. 3.5-1<br>A: 9.7                          |
| <b>500</b><br>Nature, scope<br><b>516</b><br>Type of file        | R | • •   |      | Make a note about the nature or scope of the resource unless it is already obvious, e.g., "Text", "Computer program", "Computer game", "Streaming video"; use either a 516 or a 500, or combine this information in a 520                                                                                                                                                                                                                                                                                                                                   | p. 3.5-17<br>A: 9.7B1<br>{008File}          |
| <b>538</b><br>System details                                     | R | • •   |      | Make a note about specific system requirements affecting access; begin with the term "System requirements:", then take wording from the resource, separate different requirements with regular semicolons; make separate 538 for different platforms, e.g., "System requirements for Windows:" and "System requirements for Macintosh:"<br>For remote access ER, give the mode of access beginning with the term "Mode of access:" ; add an 856\$u to provide an online link to the resource                                                                | p. 3.5-65<br>A: 9.7B1<br>{856}              |

| Field                                          | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Page no.<br>A: AACR<br>{Related}                   |
|------------------------------------------------|---|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 546<br>Language                                | R | • •           | Make a language note unless the language is apparent from the rest of the description, e.g., add if multiple languages are present or if a resource is a translation; we used to use 500, change it to 546; if 546 is present, 041 should be added; give programming languages in 538                                                                                                                                                                                                                                                                                                                  | p. 3.5-74<br>A: 9.7B2<br>{008Lang;<br>041}         |
| 041<br>Language<br>codes                       | R | – •           | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter codes for languages when the 008Lang is not enough, i.e., when multiple languages are involved in a resource; if 546 is present, 041 should be added except 'closed captioned'; can have an 041 without a 546; repeat subfields; code in \$a must match code in 008Lang unless 008Lang = 'mul' or blank<br>I1=0—no translation; I1=1—translation involved                                                                                                                                                                                                 | p. 3.0-98<br>{008Lang;<br>546; 500;<br>765/767}    |
| Code of text                                   | R | \$a           | Codes for multiple languages associated with a resource, except SR (\$d)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |
| Code of summ                                   | R | \$b           | Codes for language(s) of summaries, abstracts, or subtitles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |
| Code of SR                                     | R | \$d           | Codes for language(s) of sung or spoken content of a sound recording                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |
| Code of libret                                 | R | \$e           | Codes for language(s) of librettos, e.g., lyrics in multiple languages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |
| Code of TOC                                    | R | \$f           | Codes for language(s) of tables of contents in multiple languages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |
| Code of accm                                   | R | \$g           | Codes for language(s) of accompanying material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |
| Code of transl                                 | R | \$h           | Codes for language(s) of the original work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |
| 500<br>Source of title<br>proper               | R | • •           | Always make a note about the source of the title proper, e.g., "Title from disc surface." or "Title from title screen (viewed on Dec. 17, 2003)."<br>Add the source of the edition statement, but only if it is not the same as the title proper, e.g., "Title from disc surface; ed. statement from title screen."<br>Always add the date of viewing for a remote access ER, e.g., "Title from home page (viewed on Sept. 12, 2003)."                                                                                                                                                                 | p. 3.5-28<br>A: 9.7B3<br>A: 9.7B7<br><br>A: 9.7B22 |
| 500<br>Variant /<br>parallel /<br>other titles | R | • •           | Use this note for general wording about variant titles, parallel titles, and/or other title information, e.g., "Subtitle varies on container."<br>Use 246 instead for wording that includes an actual variant title, parallel title and/or other title information, e.g., "Title on container: ..."                                                                                                                                                                                                                                                                                                    | p. 3.5-21+34<br>A: 9.7B4-5<br>{246}                |
| 500<br>Statement of<br>resp.                   | R | – •           | Make a note for: persons or bodies responsible for the work, but not given in the 245\$c, e.g., "Additional contributors to program: ..."; persons or bodies not responsible for, but connected with the work, e.g., "Web site hosted by ..."; persons or bodies connected with previous editions of the work, e.g., "Program initially developed by ..."                                                                                                                                                                                                                                              | p. 3.5-29<br>A: 9.7B6<br>{505; 7XX}                |
| 500<br>Edition &<br>history /<br>Repub.        | R | • •           | Make a note about: the edition being described, or the bibliographic history of the work, e.g., "Updated version of ..."; minor changes (e.g., 9.2B4), if important, e.g., "Monochrome version recoded for color."; other related works, e.g., "Based on: [Title, if no responsibility]"; dates and details given below, if important:<br>- dates covered by contents of the file, e.g., "Sermons, 1970-1900."<br>- dates when data were collected, e.g., "Data collected May-Aug. 1981."<br>- dates of accompanying material, if different from file, e.g., "Includes supplementary file dated 1981." | p. 3.5-10<br>A: 9.7B7<br>{250; 7XX}                |
| 500<br>Type & extent                           | R | • •           | Make a note of additional information about the type and size of the electronic resource if not given elsewhere, e.g., "File is in Postscript format."                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-31<br>A: 9.7B8                              |
| 500<br>Publication,<br>etc.                    | R | • •           | Make a note about publication details not given in 260, e.g., "Solely distributed by ..." or "User's manual distributed by ..."                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | p. 3.5-25<br>A: 9.7B9<br>{260}                     |
| 500<br>Physical<br>description                 | R | • •           | Make a note about physical description details that could not be given in 300, e.g., "Container: 30 x 35 x 12 cm."; could be used for pages of text and ill. info. for a remote access ER                                                                                                                                                                                                                                                                                                                                                                                                              | p. 3.5-22<br>A: 9.7B10<br>{300}                    |
| 500<br>Accomp.<br>material                     | R | • •           | Make a note instead of 300\$c to provide more details about accompanying material, e.g., its location, different titles, etc., e.g., "Accompanied by disc containing trial versions of seven programs."; use 556 instead for documentation                                                                                                                                                                                                                                                                                                                                                             | p. 3.5-7<br>A: 9.7B11<br>{006; 300\$c;<br>556}     |
| 556<br>Info. re. doc.                          | R | • •           | Make a note about documentation for the resource, e.g., "User documentation available as a Word file."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-80<br>A: 9.7B11<br>{500AccM}                |
| 500<br>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<br>A: 9.7B12<br>{4XX}                    |



| Field                                                                                                                                      | R | I1 | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Page no.<br>A: AACR<br>{Related}                 |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|----|----|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>6XX</b><br>Subject headings<br>(600, 610, 611, 630, 650, 651, 655)<br><br>Heading                                                       | R | -- |    |      | <p><b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes \$2, \$3, \$4</p> <p>I1= type of name, or non-filing, or blank; I2 = heading source; most common:<br/>                     0=Library of Congress SH (preferred)<br/>                     1=LC Annotated Children's SH (Juv. material should have both 0 and 1)<br/>                     4=Local subject headings<br/>                     7=Source is provided in \$2</p> <p>Consider adding new 655 (genre/form headings)—patrons like them;</p> <p>The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects</p> <p><b>EDIT/DE/ORIG:</b> add useful subject headings; establish names—choice of name/form of name/coding; <b>verify against authority files</b></p> <p><b>DE:</b> delete subject headings that do not apply to the new edition</p> | p. 3.6-1<br>A: 22-25                             |
| <b>7XX</b><br>Added entries<br>(700, 710, 711, 730)<br><br>Heading                                                                         | R | -- |    |      | <p><b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$3, \$4, \$5</p> <p>I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic)</p> <p>Establish headings—choice of name/form of name/coding; <b>verify against authority files</b></p> <p>The name or uniform title; additional subfields may be added to differentiate between names or titles</p> <p><b>EDIT/DE/ORIG:</b> add useful added entries, e.g.: prominent corporate bodies; related works; analytics; people or bodies from 245\$c; other people or bodies if needed</p> <p><b>DE:</b> delete added entries that do not apply to the new edition</p>                                                                                                                                                                                                                           | p. 3.7-7<br>A: 21-25<br>{245\$c;<br>500 Resp}    |
| <b>8XX</b><br>Series added entries<br>(800, 810, 811, 830)<br><br>Heading                                                                  | R | -  | *  |      | <p><b>Src:</b> see 490 <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$4</p> <p>I1= type of name or non-filing; I2 = blank or non-filing</p> <p>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; <b>verify against authority files</b></p> <p>The name or uniform title; additional subfields may be added to differentiate between names or titles</p> <p><b>DE:</b> delete series added entries that do not apply to the new edition</p>                                                                                                                                                                                                                                                                                                                           | p. 3.8-1<br>A: 21.30L                            |
| <b>856</b><br>Electronic loc.                                                                                                              | R |    |    |      | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>Add for a remote access ER, if 538\$u is not used to provide a link to a site</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | p. 3.8-14<br>{538}                               |
| <b>006</b><br>Add. material char.                                                                                                          | R |    |    |      | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | p. 3.0-10<br>{300\$e;<br>500 AccM}               |
| <b>007</b><br>Phys. desc. fixed field                                                                                                      | R |    |    |      | <p><b>Src:</b> n/a <b>EOF:</b> none</p> <p>Always add an ER 007 for all ER; also useful to add for accompanying non-print material</p> <p>CD: co# g _____ ; remote: cr# n _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | p. 3.0-22<br>{245\$h;<br>300\$a\$e;<br>500 AccM} |
| <b>008</b><br>Fixed field<br>M21 order (SS = system supplied)<br>Entrd: SS DtSt: Dates: Ctry:<br>Audn: File: GPub:<br>Lang: MRec: # Src: d | N |    |    |      | <p><b>EOF:</b> none <b>Src:</b> n/a</p> <p>Add codes for all 008 positions from the 008 Videos codes list</p> <p>OCLC order (<i>italics</i> = 000 codes; SS = system supplied):<br/>                     OCLC: SS <i>Rec stat:</i> n<br/>                     Entered: SS Replaced: SS Used: SS<br/>                     Type: m <i>ELvl:</i> Src: d Audn: <i>Ctrl:</i> # Lang:<br/> <i>BLvl:</i> m File: GPub: MRec: # Ctry:<br/>                     Desc: DtSt: Dates: ,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.0-49                                        |

## 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-1.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>

| Field                                                                                      | R                    | I1     | I2 | SubF              | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Page no.<br>A: AACR<br>{Related} |
|--------------------------------------------------------------------------------------------|----------------------|--------|----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>000</b><br>Leader                                                                       | N                    |        |    |                   | <b>Src:</b> n/a <b>EOF:</b> none<br>Coded information about the record. 06/Type code must match 300\$a<br><b>EDIT:</b> change 05/Rec stat to "c"; upgrade 17/ELvl to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)<br><b>ORIG/DE:</b> 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                         |
| <b>001</b><br>Control No.                                                                  | N                    |        |    |                   | <b>Src:</b> n/a <b>EOF:</b> none<br>Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm" or "ocn") or your system's unique record no.<br><b>EDIT—M21:</b> do not change LCCN or OCLC 001; change others to your own system number and prefix; <b>OCLC:</b> ignore<br><b>ORIG/DE—M21:</b> enter <u>your</u> unique system number & prefix; <b>OCLC:</b> supplies unique OCLC number (& prefix) upon export                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-6<br>{003}                |
| <b>003</b><br>Control No.<br>Identifier                                                    | N                    |        |    |                   | <b>Src:</b> n/a <b>EOF:</b> none<br>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<br><b>EDIT—M21:</b> if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; <b>OCLC:</b> ignore, "OCoLC" inserted upon export<br><b>ORIG/DE—M21:</b> enter <u>your</u> MARC21 code to correspond to the new 001; <b>OCLC:</b> ignore, "OCoLC" inserted upon export                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-9<br>{001}                |
| <b>010</b><br>LCCN<br><br>Valid LCCN<br>Invalid LCCN                                       | N<br><br>N<br>R      | •<br>• |    | \$a<br>\$z        | <b>Src:</b> any <b>EOF:</b> none<br>Supposed to identify one specific LC record, so the same number should not be valid (\$a) in different records<br>For LCCN on resources that exactly match records in the LC database<br>For LCCN on resources that do not exactly match records in the LC database<br><b>EDIT/DE/ORIG:</b> 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<br><b>M21:</b> normalize LCCN, see 010 for details:<br>pre-2001 (3,2,6): \$a 99123456<br>2001 on (2,4,6): \$a 2001123456<br><b>OCLC:</b> do not normalize, OCLC does it for you<br><b>EDIT:</b> do <u>not</u> delete 010 if the LCCN is not on a resource; ignore suffixes<br><b>DE:</b> <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\$a for LCCN | p. 3.0-71<br>A: 6.7B19           |
| <b>020</b><br>ISBN<br><br>Valid ISBN<br>Invalid ISBN                                       | R<br><br>N<br>R      | •<br>• |    | \$a<br>\$z        | <b>Src:</b> any <b>EOF:</b> none<br>Should identify an individual publication of a work, so the same number cannot be valid (\$a) in different records<br>For ISBN that are unique (can be found in \$a in only one record)<br>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<br><b>EDIT/DE/ORIG:</b> <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<br><b>EDIT:</b> do <u>not</u> delete 020 if the ISBN is not on a resource<br><b>DE:</b> <u>delete</u> 020 if the ISBN is not on a resource; if it is, change it to \$z                                                                                                                             | p. 3.0-77<br>A: 6.8              |
| <b>024</b><br>Other<br>standard<br>identifier<br><br>Valid no.<br>Added no.<br>Invalid no. | R<br><br>N<br>N<br>R | —<br>— |    | \$a<br>\$d<br>\$z | <b>Src:</b> any <b>EOF:</b> none<br>I1=1 (UPC—10-12 digits below a publisher's barcode)<br>I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN)<br>I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)<br>Enter all digits below the barcode; normalize (no hyphens, no spaces)<br>Sometimes contains price, etc., but seldom added<br>Used for cancelled codes<br><b>EDIT/DE/ORIG:</b> <u>add</u> if on resource<br><b>DE:</b> delete 024 if the UPC/EAN is not on your resource                                                                                                                                                                                                                                                                                                              | p. 3.0-86<br>A: 6.7B19           |

| Field                                                                    | R | I1 I2 SubF | Src EOF Hints                                                                                                                                                                                                                                                                                                                                                                                                                  | Page no. A: AACR {Related}                 |
|--------------------------------------------------------------------------|---|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>028</b><br>Publisher number                                           | R | --         | <b>Src:</b> any<br>Supposed to identify a particular video, sound recording, score, etc.<br>I1=0 (issue number—most common), 1 (matrix number), 2 (plate number)<br>I2=0 (not display, not index), 1 (display and index), 2 (display but not index), 3 (not display but index)                                                                                                                                                 | <b>EOF:</b> none<br>p. 3.0-88<br>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<br><b>EDIT/DE/ORIG:</b> add if on resource; watch out for indicators<br><b>EDIT:</b> do <u>not</u> delete 028 if the number is not on your resource<br><b>DE:</b> delete 028 if the number is not on your resource                                                                                                                                              | {260\$b}                                   |
| <b>035</b><br>Old Ctrl No. Number                                        | R | • •        | <b>Src:</b> n/a<br>Contains the previous 001 for a copied record<br>(MARC21 code) + number, e.g., 035\$a (OCoLC) 12345678                                                                                                                                                                                                                                                                                                      | <b>EOF:</b> none<br>p. 3.0-91<br>{001}     |
|                                                                          | N | \$a        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
|                                                                          | N | \$c        | <b>EDIT:</b> keep 035, esp. OCLC #s—beginning with "(OCoLC)", "ocm" or "ocn"                                                                                                                                                                                                                                                                                                                                                   |                                            |
|                                                                          | R | \$d        | <b>DE:</b> delete 035 since it applies to the other record                                                                                                                                                                                                                                                                                                                                                                     |                                            |
| <b>040</b><br>Cat'g source<br>Cat'g agency<br>Input agncy<br>Modif agncy | N | • •        | <b>Src:</b> n/a<br>MARC21 Organization codes or names of agencies (DLC = LC)                                                                                                                                                                                                                                                                                                                                                   | <b>EOF:</b> none<br>p. 3.0-94              |
|                                                                          | N | \$a        | Agency that did the cataloging                                                                                                                                                                                                                                                                                                                                                                                                 | {008Srce}                                  |
|                                                                          | N | \$c        | Agency that input the record into MARC (usually the same as \$a)                                                                                                                                                                                                                                                                                                                                                               |                                            |
|                                                                          | R | \$d        | Agency that has changed a record<br><b>EDIT—M21:</b> add your code in \$d; <b>OCLC:</b> enters your OCLC code<br><b>DE—M21:</b> change codes in \$a\$c to yours; <b>OCLC:</b> enters your OCLC code<br><b>ORIG—M21:</b> enter your code in \$a\$c; <b>OCLC:</b> enters your OCLC code                                                                                                                                          | {000RecSt}                                 |
| <b>049/852/etc.</b><br>Holdings                                          | R | • •        | <b>Src:</b> n/a<br>Enter holdings information in whatever field your local system requires                                                                                                                                                                                                                                                                                                                                     | <b>EOF:</b> none<br>p. 3.0-103             |
| <b>050 / 082</b><br>Classification number                                | R | --         | <b>Src:</b> n/a<br>Contains an LC (050) or DDC (082) classification number<br><b>EDIT:</b> retain all class numbers, even if you do not use any of the schemes<br><b>DE:</b> 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<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers                 | <b>EOF:</b> none<br>p. 3.0-104             |
| <b>090 / 092</b><br>Local class. number                                  | R | • •        | <b>Src:</b> n/a<br>Add a local call number in an appropriate field<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers                                                                                                                                                                                                                                                                              | <b>EOF:</b> none<br>p. 3.0-106             |
| <b>245</b><br>Title area                                                 | N | --         | <b>Src:</b> physical carrier and labels<br><b>EOF:</b> period, even if other punc is present, unless last word has its own period<br>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<br>I2=0-9 (non-filing characters to skip, e.g., for initial articles)                                                                    | p. 3.2-5<br>A: 6.1<br>{500 Srce}           |
| Title proper                                                             | N | \$a        | The title from the chief source                                                                                                                                                                                                                                                                                                                                                                                                | {246}                                      |
| Numb. part                                                               | R | .\$n       | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| Name part                                                                | R | *\$p       | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                      | {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 | /Sc        | 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<br><b>EDIT/DE/ORIG:</b> check inds; field contents must match resource <u>exactly</u> | {1XX; 500; 511; 7XX}                       |

| Field                                               | R | I1   | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                           | Page no.<br>A: AACR<br>{Related}            |
|-----------------------------------------------------|---|------|----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>1XX</b><br>Main entry<br>(100, 110,<br>111, 130) | N | —    | •  |      | <b>Src:</b> physical carrier and labels<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes \$4<br>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 (see 21.23)<br>I1= type of name or non-filing; I2 = blank       | p. 3.1-10<br>A: 21-25<br>{245 I1, \$c}      |
| Heading                                             | N | \$a  |    |      | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> main vs. added entries—main entries for sound recordings are: writers of spoken words, composers of music, or (for collections by different authors) principal performers; establish headings—choice of name/form of name/coding; <b>verify against authority files</b>                                         |                                             |
| <b>240</b><br>Uniform title                         | N | —    | 0  |      | <b>Src:</b> any<br>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<br>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<br><b>EDIT/DE/ORIG:</b> add if needed; <b>verify against authority files</b>                                                                                                                                                                                                       |                                             |
| <b>246</b><br>Variant title<br>note and a.e.        | R | —    | —  |      | <b>Src:</b> any<br>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<br>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<br>I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); SR: usually # (no display const.) | p. 3.2-38<br>A: 6.7B4-6;<br>21.30J<br>{245} |
| Title proper                                        | N | \$a  |    |      | The variant title; omit initial articles unless they are to be filed under                                                                                                                                                                                                                                                                                                                                                                    |                                             |
| Numb. part                                          | R | .\$n |    |      | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
| Name part                                           | R | *\$p |    |      | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                     |                                             |
| 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:"<br><b>EDIT/DE/ORIG:</b> add if useful<br><b>DE:</b> delete any 246 that do not apply to the different edition                                                                                                                                                                                                                                                 |                                             |
| <b>250</b><br>Edition area                          | N | •    | •  |      | <b>Src:</b> physical carrier and labels, accompanying textual material, container (box)<br><b>EOF:</b> period<br>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., 1 <sup>st</sup> )                                                                                  | p. 3.2-56<br>A: 6.2<br>{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<br><b>EDIT/DE/ORIG:</b> add if on resource<br><b>DE:</b> delete if not on resource                                                                                                                                                                                                                                                                                                      | {7XX}                                       |
| <b>260</b><br>Imprint area                          | R | —    | •  |      | <b>Src:</b> physical carrier and labels, accompanying textual material, container (box)<br><b>EOF:</b> period, hyphen, parenthesis, bracket, or angle bracket<br>Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs                                                                                                                                                   | p. 3.2-66<br>A: 6.4                         |
| Place                                               | R | \$a  |    |      | Give first place, or guess, or "[S.I.]"; add place in your country if not 1 <sup>st</sup> (;\$a)                                                                                                                                                                                                                                                                                                                                              | {008Ctry}                                   |
| Publisher                                           | R | :\$b |    |      | Give first publisher, or "[s.n.]; add other publishers on chief source (:\$b)                                                                                                                                                                                                                                                                                                                                                                 | {028\$b}                                    |
| Dates                                               | R | ,\$c |    |      | Give publication date (\$c1990), add copyright date if different (\$c1990, p1989); if no publication date give copyright date (\$cp1999); if no date, guess (\$c[1989?] or \$c[19--] or \$c[199-], etc.); copyright date must be copyright of sound (look for © before 1971, (p) after 1970); cassettes available 1965; CDs available 1982                                                                                                    | {008Dates;<br>008DtSt}                      |

| Field                                                            | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Page no.<br>A: AACR<br>{Related}                     |
|------------------------------------------------------------------|---|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>300</b><br>Physical desc.                                     | R | • •           | <b>Src:</b> any source<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows<br>Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record                                                                                                                                                                                       | p. 3.3-15<br>A: 6.5<br>{000Type}                     |
| Extent                                                           | R | \$a           | Enter 'sound ...' (cassette, disc, etc.); add (playing time) if provided, as provided                                                                                                                                                                                                                                                                                                                                                                                | {007/01;<br>306}                                     |
| Other phys.                                                      | N | :\$b          | Enter: type of playback (analog vs. digital); number of sound channels (e.g., mono. or stereo or quad.); recording/reprod. char. (e.g., Dolby processed)<br>See rules for adding playing speed, groove char. and tracks (not needed for CDs or standard cassettes)                                                                                                                                                                                                   | {007/12;<br>007/03;<br>007/05;<br>007/08;<br>007/04} |
| Size                                                             | N | ;\$c          | Enter disc size in inches, e.g., CD = 4 3/4 in.; do not enter size for standard cassettes                                                                                                                                                                                                                                                                                                                                                                            | {007/06}                                             |
| Accomp. mat.                                                     | N | +\$e          | Enter a valid SMD or if none, a generic term; can add physical desc., e.g.:<br>+\$e1 v. (11 p. : ill. ; 22 cm.)                                                                                                                                                                                                                                                                                                                                                      | {006; 007<br>500 AccM}                               |
| <b>306</b><br>Playing Time                                       | N | • •<br>\$a    | <b>EOF:</b> none. Code the playing time given in a 300\$a, 500 Physical description note or 505 contents note; enter as hhhmss, e.g., 1hr., 30 min. = 013000 or 35 sec. = 000035; repeat \$a for up to 6 durations if given separately                                                                                                                                                                                                                               | p. 3.3-28<br>{300\$a; 500<br>Phys; 505}              |
| <b>440</b><br>Series<br>statement +<br>added entry               | R | • _           | <b>Src:</b> physical carrier and labels, accompanying textual material, container (box)<br><b>EOF:</b> none<br>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)                                                                                                                                                  | p. 3.4-7<br>A: 6.6                                   |
| 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          | Subseries title; * preceded by period (.\$p), or comma if no. and title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                                  |                                                      |
| <b>490</b><br>Series<br>statement,<br>diff. or no<br>added entry | R | _ •           | <b>Src:</b> physical carrier and labels, accompanying textual material, container (box)<br><b>EOF:</b> none<br>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)                                                               | p. 3.4-13<br>A: 6.6                                  |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given                                                                                                                                                                                                                                                                                                                                         |                                                      |
| <b>5XX</b><br>NOTE AREA                                          |   |               | <b>Src for all notes:</b> any<br><b>EOF for all notes:</b> period, question mark, exclamation mark, hyphen, but period after closing bracket or parenthesis, unless otherwise specified; ending punctuation precedes \$5<br><b>In all 5XX fields,</b> \$a contains the note itself, and so will not be listed below, unless other subfields are also needed<br><b>EDIT/DE/ORIG:</b> add useful notes<br><b>DE:</b> delete notes that do not apply to the new edition | p. 3.5-1<br>A: 6.7                                   |
| <b>500</b><br>Publisher's<br>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                                                                                                                                                                                                                                                                                                            | p. 3.5-19<br>A: 6.7B19<br>{028}                      |
| <b>500</b><br>Nature, etc.                                       | R | • •           | Make a note about the nature, scope, or artistic form of the resource unless it is already obvious, e.g., "Opera in two acts.", "Dub music.", or "Musical play."                                                                                                                                                                                                                                                                                                     | p. 3.5-18<br>A: 6.7B1<br>{008Comp;<br>047}           |
| <b>047</b><br>Form of music                                      | N | • •<br>\$a    | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter multiple form of musical composition codes in separate \$a as applicable                                                                                                                                                                                                                                                                                                                                                | p. 3.0-102<br>{008Comp;<br>500Nature}                |

| Field                                          | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                          | Page no.<br>A: AACR<br>{Related}                     |
|------------------------------------------------|---|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 546<br>Language                                | R | • •           | Make a language note unless the language is apparent from the rest of the description, e.g., add if multiple languages are present or if a resource is a translation; we used to use 500, change it to 546; if 546 is present, 041 should be added                                                                                                                           | p. 3.5-74<br>A: 6.7B2<br>{008Lang;<br>041}           |
| 041<br>Language<br>codes                       | R | – •           | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter codes for languages when the 008Lang is not enough, i.e., when multiple languages are involved in a resource; if 546 is present, 041 should be added; can have an 041 without a 546; repeat subfields; code in \$a must match code in 008Lang unless 008Lang = 'mul' or blank<br>I1=0—no translation; I1=1—translation involved | p. 3.0-98<br>{008Lang;<br>546; 500;<br>765/767}      |
| Code of text                                   | R | \$a           | Codes for multiple languages associated with a resource, except SR (\$d)                                                                                                                                                                                                                                                                                                     |                                                      |
| Code of summ                                   | R | \$b           | Codes for language(s) of summaries, abstracts, or subtitles                                                                                                                                                                                                                                                                                                                  |                                                      |
| Code of SR                                     | R | \$d           | Codes for language(s) of sung or spoken content of a sound recording                                                                                                                                                                                                                                                                                                         |                                                      |
| Code of libret                                 | R | \$e           | Codes for language(s) of librettos, e.g., lyrics in multiple languages                                                                                                                                                                                                                                                                                                       |                                                      |
| Code of TOC                                    | R | \$f           | Codes for language(s) of tables of contents in multiple languages                                                                                                                                                                                                                                                                                                            |                                                      |
| Code of acm                                    | R | \$g           | Codes for language(s) of accompanying material                                                                                                                                                                                                                                                                                                                               |                                                      |
| Code of transl                                 | R | \$h           | Codes for language(s) of the original work                                                                                                                                                                                                                                                                                                                                   |                                                      |
| 500<br>Source of title<br>proper               | R | • •           | Make a note about the source of the title proper, if it is not from the chief source of information, e.g., "Title from container."                                                                                                                                                                                                                                           | p. 3.5-28<br>A: 6.7B3<br>{245}                       |
| 500<br>Variant /<br>parallel /<br>other titles | R | • •           | Use this note for general wording about variant titles, parallel titles, and/or other title information, e.g., "Subtitle varies on container."<br>Use 246 instead for wording that includes an actual variant title, parallel title and/or other title information, e.g., "Title on container: ..."                                                                          | p. 3.5-21+34<br>A: 6.7B4-5<br>{246}                  |
| 500<br>Statement of<br>resp.                   | R | • •           | Make a note for: persons or bodies responsible for the work, but not given in the 245\$c or 511, e.g., "Additional author: ..."; persons or bodies not responsible for, but connected with the work, e.g., "Based on a poem by ..." or "Recorded for the Shakespeare Recording Society."                                                                                     | p. 3.5-29<br>A: 6.7B6<br>{245\$c; 511;<br>7XX}       |
| 511<br>Participant or<br>performer             | R | – •           | Make a note about featured performers and their medium of performance, presenters, &/or narrators unless they are already given in a 505 contents note; give Name(s), function ; Name(s) function.<br>I1 = 0 (no display constant), 1 (Cast)                                                                                                                                 | p. 3.5-48<br>A: 6.7B6<br>{505; 7XX}                  |
| 500<br>Edition &<br>history /<br>Repub.        | R | • •           | Make a note about: edition information that does not fit in a 250 (e.g., "Abridged."); the bibliographic history of a work, e.g., "Previous ed.: ..."; related work information, e.g., "From the sound track of the motion picture."; reissue/re-release information, e.g., "Reissue of: ..."                                                                                | p. 3.5-11<br>A: 6.7B7<br>{250; 7XX }<br>{008DtSt: r} |
| 518<br>Date / time /<br>place                  | R | • •           | Make a note about when &/or where a sound recording was recorded, broadcast, etc., e.g., "Recording of a speech given at [place], on [date]."                                                                                                                                                                                                                                | p. 3.5-52<br>A: 6.7B7<br>{008DtSt: p}                |
| 500<br>Publication,<br>etc.                    | R | • •           | Make a note about publication details not given in 260, e.g., "Distributed in ... by ..."                                                                                                                                                                                                                                                                                    | p. 3.5-25<br>A: 6.7B9<br>{260}                       |
| 500<br>Physical<br>description                 | R | • •           | Make a note about physical description details that could not be given in 300, e.g., "Compact disc, analog recording.", "Compact disc, digital recording.", (for a tape) "Digital recording.", "Analog recording; digitally remastered."                                                                                                                                     | p. 3.5-22<br>A: 6.7B10<br>{007/12-13;<br>300; 538}   |
| 538<br>System details                          | R | • •           | Make a note about specific system requirements affecting access, e.g., computer requirements (if available) for enhanced CDs (CDs with additional tracks or video clips that can only be played using a computer), e.g., "Enhanced CD system requirements: ..."                                                                                                              | p. 3.5-66<br>A: 7.7B10<br>{006 ER;<br>007 ER}        |
| 500<br>Accomp.<br>material                     | R | • •           | Make a note instead of 300\$a to provide more details about accompanying material, e.g., its location, different titles, etc., e.g., "Critical notes on insert." or "Lyrics on inner liner." or "Autobiographical note on slipcase." or "Accompanied by a teacher's guide."                                                                                                  | p. 3.5-7<br>A: 6.7B11<br>{006; 300\$a<br>008AccM:}   |
| 500<br>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<br>A: 6.7B12<br>{4XX}                      |
| 502<br>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<br>A: 6.7B13                               |

| Field                                                                             | R | I1 | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Page no.<br>A: AACR<br>{Related}                |
|-----------------------------------------------------------------------------------|---|----|----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>521</b><br>Target audience<br>Note<br>Source                                   | R | -  | .  |      | Make a note for brief information about the intended audience for a work; this note should only be added if the information <u>is stated on the item</u><br>I1=# (Audience), 0-4 (other display constants), 8 (no display constant)<br>E.g., "Parental advisory, explicit lyrics."<br>Name or abbreviation of the source of the note if it is not from item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | p. 3.5-57<br>A: 6.7B14<br>{008Audn}             |
| <b>530</b><br>Add. forms<br>Note<br>Source<br>Conditions<br>Order #<br>URI        | R | .  | .  |      | Make a note, if desired, for additional physical forms in which the work has been issued<br>The other format of the resource, e.g., "Issued also on CD."<br>Where the other format is available from<br>Cost, etc. of the other format<br>Stock no., etc. of the other format<br>Link to an Internet site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | p. 3.5-61<br>A: 6.7B16<br><br><br><br><br>{856} |
| <b>520</b><br>Summary<br>Note<br>Expansion<br>URI                                 | R | -  | .  |      | Make a note for a brief <u>objective</u> summary of the content of the work, preferably with good keywords (for indexing to provide additional access)<br>I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant)<br>Brief summary note<br>Longer summary note, if necessary<br>Link to an Internet site<br><b>EDIT/DE/ORIG:</b> check for typos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | p. 3.5-54<br>A: 6.7B17                          |
| <b>500</b><br>Unformatted contents                                                | R | .  | .  |      | Use this note for a vague note on contents, e.g., "This recording of 1954 radio material contains public service appeals sponsored by the American Cancer Society."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | p. 3.5-32<br>A: 6.7B18                          |
| <b>505</b><br>Formatted contents<br>Note<br>Misc. info.<br>Resp.<br>Title<br>URI  | R | -  | -  |      | List the contents of a sound recording, e.g., songs, stories, or poems, either fully or in part; keyword indexed, so check spelling and coding<br>I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in \$a), 0 (\$r\$st\$g present)<br>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<br>Data that is not to be indexed<br>Names, indexed in Name Keyword<br>Titles, indexed in Title Keyword and, in some systems, Title Browse<br>Link to an Internet site<br><b>EDIT:</b> Change from basic (\$a) to enhanced (\$t\$r\$g) if names are included | p. 3.5-39<br>A: 6.7B18                          |
| <b>500</b><br>Numbers                                                             | R | .  | .  |      | Use this note for numbers you don't know what else to do with (e.g., "10003.")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | p. 3.5-19<br>A: 6.7B19<br>{028 etc.}            |
| <b>590</b><br>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<br><b>EDIT/DE:</b> delete 590 found in a record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | p. 3.5-83<br>A: 6.7B20                          |
| <b>506</b><br>Restrictions<br>Note<br>Jurisdiction                                | R | .  | .  |      | Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource<br>The restrictions imposed, e.g., "Available to staff and students of the School of Music only."<br>The agent imposing the restrictions, if available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-44<br>A: 6.7B20<br>{540}                 |
| <b>540</b><br>Terms govern.<br>use/reprod.<br>Note<br>Jurisdiction<br>Institution | R | .  | .  |      | If important, use this searchable note for special permissions or restrictions re. the use or reproduction of a resource; if the information does not need to be searchable, you could use a note in an item/holdings record instead<br>The local restriction or permission, e.g., "Copying for preservation purposes permitted."<br>The agent imposing the restriction or granting permission, if available<br>Code for the institution to which the special restrictions or permissions apply                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.5-68<br>A: 6.7B20<br>{506}                 |
| <b>586</b><br>Awards                                                              | R | -  | .  |      | <b>EOF:</b> none<br>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<br>I1=# ("Awards:"), 8 (no display constant)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | p. 3.5-82                                       |

## 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/dvd/dvdprimer0.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.

## Videos

### 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 6.0B1 to 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.

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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).

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## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>028/500</b><br>Publisher number                                                                   | NOT ok: if numbers are different and any sign of another difference.<br>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.                                                                                                                                                                                                                                                        |
| <b>245 \$anp</b><br>Title<br>( <i>video &amp; label</i> )                                            | 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.)                                                                                                                                                                                              |
| <b>245 \$h</b><br>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.                                                                                                                                                                                                                                            |
| <b>245 \$b</b><br>Parallel title /<br>Subtitle /<br>Subsequent title<br>( <i>video &amp; label</i> ) | 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.)<br>OK: if they are on the resource and not in the record if it is possible that the other cataloger may have missed them. |
| <b>245 \$c</b><br>Responsibility<br>( <i>video &amp; label</i> )                                     | 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 (also check 508).<br>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.                                                                                                                                 |
| <b>1XX/7XX</b><br>Main entry<br>/Added entries<br>( <i>video &amp; label</i> )                       | Check only if no 245\$c (responsibility) is in the record.<br>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.                                                                                                                                                                                             |
| <b>511</b><br>Performer note                                                                         | NOT ok: if there is a difference in performers, narrators, etc.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>508</b><br>Credits note                                                                           | NOT ok: if there is a difference in persons or bodies listed in credits (also check 245\$c).                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>250 \$a</b><br>Edition<br>( <i>VLAB</i> )                                                         | NOT ok: if there is a difference in edition statements involving numbers (1 <sup>st</sup> vs. 2 <sup>nd</sup> ), or languages, or geography, or content (Longer version. vs. Shorter version.); also beware of presence vs. absence of edition statements.<br>OK: if resource or record says 1 <sup>st</sup> ed. and the other has no ed. statement.                                                                                                                                  |

| Field                                                 | Criteria                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>500</b><br>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.                                                                                                                                                                                                         |
| <b>250 \$b</b><br>Edition<br>responsibility<br>(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.<br>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.                                                           |
| <b>260 \$b</b><br>Publisher<br>(VLAB)                 | NOT ok: if there is a true difference in publisher, including a change of name.<br>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.                                                                                  |
| <b>260 \$a</b><br>Place<br>(VLAB)                     | NOT ok: if there is a difference in country of publication.<br>OK: if place is in the same country, or there are multiple places on the resource and one matches in the record.                                                                                                                                                                                                               |
| <b>260 \$c</b><br>Date<br>(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.<br>OK: if the difference is due to cataloging interpretation or just package & design copyright.                                                                                                                                                        |
| <b>300 \$a</b><br>Extent                              | NOT ok: if there is a difference in SMD (e.g., videodisc vs. videocassette)<br>NOT ok: if there is a difference in number of SMD (e.g., 1 videocassette vs. 2 videocassettes).<br>NOT ok: if there is a significant difference in playing time.<br>OK if the difference is due to cataloging interpretation or errors (e.g., cassette instead of videocassette).                              |
| <b>300 \$b</b><br>Sound<br>Color                      | NOT ok: if there is a difference between sound and silent, be careful of interpretation<br>NOT ok: if there is a difference between color vs. black & white, be careful of interpretation.                                                                                                                                                                                                    |
| <b>300 \$c</b><br>Size                                | NOT ok: if there is a difference in size of disc or tape width (e.g., 1/2 in. vs. 1/4 in.)                                                                                                                                                                                                                                                                                                    |
| <b>300 \$e</b><br>Accompanying<br>material<br>(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)<br>OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)                                                                                                    |
| <b>500</b><br>Accompanying<br>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)<br>OK if the difference in accompanying material is minor (e.g., the number of copies of the same accompanying material is different)                                                                                           |
| <b>4XX</b><br>Series<br>(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)<br>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. |
| <b>538</b><br>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. Also check for a 500 Physical description note for this information.                                                                                                                           |
| <b>546/500</b><br>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.                                                                                                                        |
| <b>500</b><br>Physical desc.<br>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.                                                                                                                                                                               |
| <b>505</b><br>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.                                                                                                                                                                                                                                               |
| <b>020</b><br>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:

|              |                                                                                                                                                                                           |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDIT:</b> | Special hints for when you are editing a record you have copied                                                                                                                           |
| <b>ORIG:</b> | Special hints for when you are creating an original record from scratch                                                                                                                   |
| <b>DE:</b>   | 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' |
| <b>M21:</b>  | Cataloging software based on MARC21, not OCLC                                                                                                                                             |
| <b>OCLC:</b> | Specific differences in the OCLC cataloging requirements                                                                                                                                  |
| <b>#:</b>    | 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 necessarily 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<br>SubF         | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Page no.<br>A: AACR<br>{Related}           |
|--------------------------------------------------------------------------------------------|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>000</b><br>Leader                                                                       | N                |                       | <b>Src:</b> n/a<br>Coded information about the record. 06/Type code must match 300\$a<br><b>EDIT:</b> change 05/Rec stat to "c"; upgrade 17/ELvl to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)<br><b>ORIG/DE:</b> make 05/Rec stat "n"; 06/Type "g"; 07/BLvl "m"; 17/ELvl "#" (LC-Full) "I" (OCLC-Full); 18/Desc "a" (AACR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EOF:</b> none<br>p. 3.0-1               |
| <b>001</b><br>Control No.                                                                  | N                |                       | <b>Src:</b> n/a<br>Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm" or "ocn") or your system's unique record no.<br><b>EDIT—M21:</b> do not change LCCN or OCLC 001; change others to your own system number and prefix; <b>OCLC:</b> ignore<br><b>ORIG/DE—M21:</b> enter <u>your</u> unique system number & prefix; <b>OCLC:</b> supplies unique OCLC number (& prefix) upon export                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>EOF:</b> none<br>p. 3.0-6<br>{003}      |
| <b>003</b><br>Control No.<br>Identifier                                                    | N                |                       | <b>Src:</b> n/a<br>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<br><b>EDIT—M21:</b> if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; <b>OCLC:</b> ignore, "OCoLC" inserted upon export<br><b>ORIG/DE—M21:</b> enter <u>your</u> MARC21 code to correspond to the new 001; <b>OCLC:</b> ignore, "OCoLC" inserted upon export                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>EOF:</b> none<br>p. 3.0-9<br>{001}      |
| <b>010</b><br>LCCN<br><br>Valid LCCN<br>Invalid LCCN                                       | N<br>N<br>R      | <br>\$a<br>\$z        | <b>Src:</b> any<br>Supposed to identify one specific LC record, so the same number should not be valid (\$a) in different records<br>For LCCN on resources that exactly match records in the LC database<br>For LCCN on resources that do not exactly match records in the LC database<br><b>EDIT/DE/ORIG:</b> 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<br><b>M21:</b> normalize LCCN, see 010 for details:<br>pre-2001 (3,2,6): \$a 99123456<br>2001 on (2,4,6): \$a 2001123456<br><b>OCLC:</b> do not normalize, OCLC does it for you<br><b>EDIT:</b> do <u>not</u> delete 010 if the LCCN is not on a resource; ignore suffixes<br><b>DE:</b> <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\$a for LCCN | <b>EOF:</b> none<br>p. 3.0-71<br>A: 7.7B19 |
| <b>020</b><br>ISBN<br><br>Valid ISBN<br>Invalid ISBN                                       | R<br>N<br>R      | <br>\$a<br>\$z        | <b>Src:</b> any<br>Should identify an individual publication of a work, so the same number cannot be valid (\$a) in different records<br>For ISBN that are unique (can be found in \$a in only one record)<br>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<br><b>EDIT/DE/ORIG:</b> <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<br><b>EDIT:</b> do <u>not</u> delete 020 if the ISBN is not on a resource<br><b>DE:</b> <u>delete</u> 020 if the ISBN is not on a resource; if it is, change it to \$z                                                                                                                             | <b>EOF:</b> none<br>p. 3.0-77<br>A: 7.8    |
| <b>024</b><br>Other<br>standard<br>identifier<br><br>Valid no.<br>Added no.<br>Invalid no. | R<br>N<br>N<br>R | <br>\$a<br>\$d<br>\$z | <b>Src:</b> any<br>I1=1 (UPC—10-12 digits below a publisher's barcode)<br>I1=3 (EAN—numbers below a publisher's barcode, for monographs beginning with '978' and looking like the related ISBN)<br>I2=# (barcode not scanned), 0 (scanned & eye-readable are the same), 1 (scanned & eye-readable are different)<br>Enter all digits below the barcode; normalize (no hyphens, no spaces)<br>Sometimes contains price, etc., but seldom added<br>Used for cancelled codes<br><b>EDIT/DE/ORIG:</b> <u>add</u> if on resource<br><b>DE:</b> delete 024 if the UPC/EAN is not on your resource                                                                                                                                                                                                                                                                                                              | <b>EOF:</b> none<br>p. 3.0-86<br>A: 7.7B19 |

| Field                                                                    | R                | I1 I2<br>SubF            | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Page no.<br>A: AACR<br>{Related}                         |
|--------------------------------------------------------------------------|------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>028</b><br>Publisher number                                           | R                | --                       | <b>Src:</b> any<br>Supposed to identify a particular video, sound recording, score, etc.<br>I1=4 (videorecording number)<br>I2=0 (not display, not index), 1 (display and index), 2 (display but not index), 3 (not display but index)                                                                                                                                                                                                                                                                                                                                                                                      | <b>EOF:</b> none<br>p. 3.0-88<br>A: 6.7B19               |
| Publisher no.<br>Source.                                                 | N<br>N           | \$a<br>\$b               | Enter exactly as given, including spaces and punctuation<br>Brand or trade name associated with the number, matches 260\$b<br><b>EDIT/DE/ORIG:</b> add if on resource; watch out for indicators<br><b>EDIT:</b> do <u>not</u> delete 028 if the number is not on your resource<br><b>DE:</b> delete 028 if the number is not on your resource                                                                                                                                                                                                                                                                               | {260\$b}                                                 |
| <b>035</b><br>Old Ctrl No.<br>Number                                     | R<br>N           | • •<br>\$a               | <b>Src:</b> n/a<br>Contains the previous 001 for a copied record<br>(MARC21 code) + number, e.g., 035\$a (OCoLC) 12345678<br><b>EDIT:</b> keep 035, esp. OCLC#s—beginning with "(OCoLC)", "ocm" or "ocn"<br><b>DE:</b> delete 035 since it applies to the other record                                                                                                                                                                                                                                                                                                                                                      | <b>EOF:</b> none<br>p. 3.0-91<br>{001}                   |
| <b>040</b><br>Cat'g source<br>Cat'g agency<br>Input agncy<br>Modif agncy | N<br>N<br>N<br>R | • •<br>\$a<br>\$c<br>\$d | <b>Src:</b> n/a<br>MARC21 Organization codes or names of agencies (DLC = LC)<br>Agency that did the cataloging<br>Agency that input the record into MARC (usually the same as \$a)<br>Agency that has changed a record<br><b>EDIT—M21:</b> add your code in \$d; <b>OCLC:</b> enters your OCLC code<br><b>DE—M21:</b> change codes in \$a\$c to yours; <b>OCLC:</b> enters your OCLC code<br><b>ORIG—M21:</b> enter your code in \$a\$c; <b>OCLC:</b> enters your OCLC code                                                                                                                                                 | <b>EOF:</b> none<br>p. 3.0-94<br>{008Srce}<br>{000RecSt} |
| <b>049/852/etc.</b><br>Holdings                                          | R                | • •                      | <b>Src:</b> n/a<br>Enter holdings information in whatever field your local system requires                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EOF:</b> none<br>p. 3.0-103                           |
| <b>050 / 082</b><br>Classification number                                | R                | --                       | <b>Src:</b> n/a<br>Contains an LC (050) or DDC (082) classification number<br><b>EDIT:</b> retain all class numbers, even if you do not use any of the schemes<br><b>DE:</b> 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<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers                                                                                                                                                                                                              | <b>EOF:</b> none<br>p. 3.0-104                           |
| <b>090 / 092</b><br>Local class. number                                  | R                | • •                      | <b>Src:</b> n/a<br>Add a local call number in an appropriate field<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>EOF:</b> none<br>p. 3.0-106                           |
| <b>245</b><br>Title area                                                 | N                | --                       | <b>Src:</b> video title screens, physical carrier and label(s)<br><b>EOF:</b> period, even if other punc is present, unless last word has its own period<br>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<br>I2=0-9 (non-filing characters to skip, e.g., for initial articles)                                                                                                                                                                                                                                          | p. 3.2-5<br>A: 7.1<br>{500 Srce}                         |
| Title proper                                                             | N                | \$a                      | The title from the chief source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | {246}                                                    |
| Numb. part                                                               | R                | .\$n                     | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
| Name part                                                                | R                | *\$p                     | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | {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                | /Sc                      | 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<br><b>EDIT/DE/ORIG:</b> check inds; field contents must match resource <u>exactly</u> | {1XX; 500;<br>508; 511;<br>7XX}                          |

| Field                                               | R | I1   | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                | Page no.<br>A: AACR<br>{Related}            |
|-----------------------------------------------------|---|------|----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>1XX</b><br>Main entry<br>(100, 110,<br>111, 130) | N | —    | •  |      | <b>Src:</b> video title screens, physical carrier and label(s)<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or closing parenthesis, but ending punctuation precedes \$4<br>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<br>I1= type of name or non-filing; I2 = blank | p. 3.1-1<br>A: 21-25<br>{245 I1, \$c}       |
| Heading                                             | N | \$a  |    |      | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> 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; <b>verify against authority files</b>                                                                                |                                             |
| <b>240</b><br>Uniform title                         | N | —    | 0  |      | <b>Src:</b> any<br>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<br>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<br><b>EDIT/DE/ORIG:</b> add if needed; <b>verify against authority files</b>                                                                                                                                                                                                            |                                             |
| <b>246</b><br>Variant title<br>note and a.e.        | R | —    | —  |      | <b>Src:</b> any<br>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<br>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<br>I2=# (no display constant), 0 (portion of title), 1 (parallel title), 2-8 (display constants); VD: usually # (no display const.)      | p. 3.2-38<br>A: 7.7B4-6;<br>21.30J<br>{245} |
| Title proper                                        | N | \$a  |    |      | The variant title; omit initial articles unless they are to be filed under                                                                                                                                                                                                                                                                                                                                                                         |                                             |
| Numb. part                                          | R | .\$n |    |      | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                       |                                             |
| Name part                                           | R | *\$p |    |      | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                          |                                             |
| 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:"<br><b>EDIT/DE/ORIG:</b> add if useful<br><b>DE:</b> delete any 246 that do not apply to the different edition                                                                                                                                                                                                                                                      |                                             |
| <b>250</b><br>Edition area                          | N | •    | •  |      | <b>Src:</b> video title screens, physical carrier and label(s), accompanying material, container (box)<br><b>EOF:</b> period<br>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., 1 <sup>st</sup> )                                                                        | p. 3.2-56<br>A: 7.2<br>{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<br><b>EDIT/DE/ORIG:</b> add if on resource<br><b>DE:</b> delete if not on resource                                                                                                                                                                                                                                                                                                           | {7XX}                                       |
| <b>260</b><br>Imprint area                          | R | —    | •  |      | <b>Src:</b> video title screens, physical carrier and label(s), accompanying material, container (box)<br><b>EOF:</b> period, hyphen, parenthesis, bracket, or angle bracket<br>Publication information found on the resource; transcribed as given, but App. B for abbreviations; I1=# for all monographs                                                                                                                                         | p. 3.2-66<br>A: 7.4                         |
| Place                                               | R | \$a  |    |      | Give first place, or guess, or "[S.I.]"; add place in your country if not 1 <sup>st</sup> (;\$a)                                                                                                                                                                                                                                                                                                                                                   | {008Ctry}                                   |
| Publisher                                           | R | :\$b |    |      | Give first publisher, or "[s.n.]; add other publishers on chief source (:\$b); add distributors (:\$b)                                                                                                                                                                                                                                                                                                                                             | {008GPub;<br>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 or package; VHS available 1977; DVDs available 1997                                                                                                                                                                  | {008Dates;<br>008DtSt}                      |

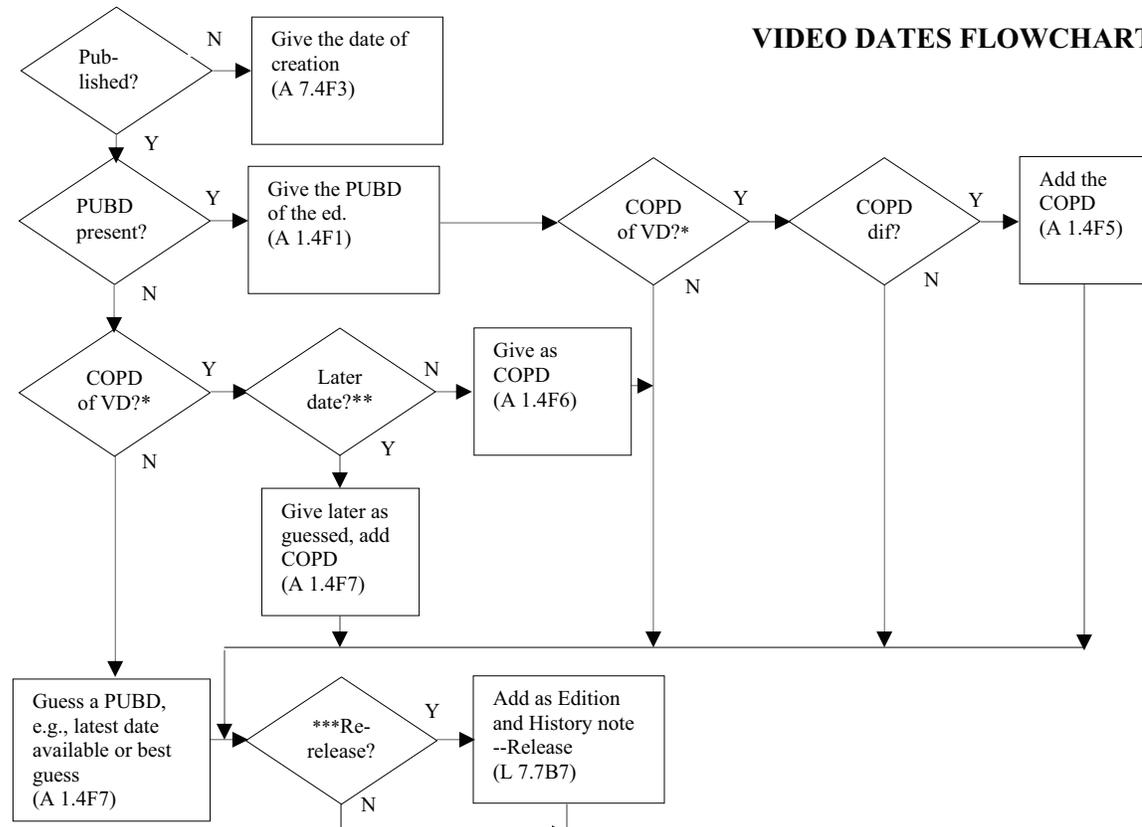
| Field                                                     | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Page no.<br>A: AACR<br>{Related}           |
|-----------------------------------------------------------|---|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 300<br>Physical desc.                                     | R | • •           | <b>Src:</b> any source<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows<br>Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record                                                                                                                                                                                                                                                                   | p. 3.3-21<br>A: 7.5<br>{000Type}           |
| Extent                                                    | R | \$a           | Enter 'video ...' (cassette, disc, etc.); add (playing time) if provided, as provided                                                                                                                                                                                                                                                                                                                                                                                                                                                            | {007/01 ;<br>008TMat ;<br>008Time}         |
| Other phys.                                               | N | ;\$b          | Enter 'sd.' or 'si.'; 'col.' or 'b&w', or 'col. and b&w', or 'col. with b&w sequences', or 'b&w with col. sequences'                                                                                                                                                                                                                                                                                                                                                                                                                             | {007/05;<br>007/06;<br>007/08}             |
| Size                                                      | N | ;\$c          | Enter tape or disc size in inches, e.g., VHS = 1/2 in., CD/DVD = 4 3/4 in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | {007/03}                                   |
| Accomp. mat.                                              | N | +\$e          | Enter a valid SMD or if none, a generic term; can add physical desc., e.g.:<br>+\$e1 v. (11 p. : i11. ; 22 cm.)                                                                                                                                                                                                                                                                                                                                                                                                                                  | {006; 007<br>500 AccM}                     |
| 440<br>Series<br>statement +<br>added entry               | R | • _           | <b>Src:</b> video title screens, physical carrier and label(s), accompanying material, container (box)<br><b>EOF:</b> none<br>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)                                                                                                                                                                                                               | p. 3.4-7<br>A: 7.6                         |
| 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          | Subseries title; * preceded by period (.\$p), or comma if no. and title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| 490<br>Series<br>statement,<br>diff. or no<br>added entry | R | • _           | <b>Src:</b> video title screens, physical carrier and label(s), accompanying material, container (box)<br><b>EOF:</b> none<br>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)                                                                                                                            | p. 3.4-13<br>A: 7.6                        |
| 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)<br><b>EDIT/DE/ORIG:</b> transcribe exactly as given                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            |
| 5XX<br>NOTE AREA                                          |   |               | <b>Src for all notes:</b> any<br><b>EOF for all notes:</b> period, question mark, exclamation mark, hyphen, but period after closing bracket or parenthesis, unless otherwise specified; ending punctuation precedes \$5<br><b>In all 5XX fields,</b> \$a contains the note itself, and so will not be listed below, unless other subfields are also needed<br><b>EDIT/DE/ORIG:</b> add useful notes<br><b>DE:</b> delete notes that do not apply to the new edition                                                                             | p. 3.5-1<br>A: 7.7                         |
| 538<br>System details                                     | R | • •           | Make a note about specific system requirements affecting access, e.g., "VHS." "DVD." "Enhanced DVD." "Web-enabled DVD."; add details about sound here, e.g., "VHS; Hi-Fi", or in 546; also add physical description details using wording on DVDs for other details, e.g., "DVD; region 1 encoding; dual-layer format; aspect ratio 1.85:1; original film anamorphic widescreen; reproduced using pan-and-scan technique", etc.                                                                                                                  | p. 3.5-67<br>A: 7.7B10<br>{007/04}         |
| 500<br>Nature, etc.                                       | R | • •           | Make a note about the nature, scope, or artistic form of the resource unless it is already obvious, e.g., "Documentary."                                                                                                                                                                                                                                                                                                                                                                                                                         | p. 3.5-18<br>A: 7.7B1                      |
| 546<br>Language                                           | R | • •           | Make a lang note unless the lang is apparent from the rest of the description, e.g., add if multiple langs are present or if a resource is a translation; we used to use 500, change it to 546; if 546 is present, 041 should be added; add "Closed-captioned.", "Subtitles for the deaf and hard-of-hearing (SDH)", "Described for the visually impaired.", etc., if appropriate, and add 655s; add sound after langs if different, e.g., "Sound track in English (5.1 surround) or Spanish (Dolby surround), with optional English subtitles." | p. 3.5-74<br>A: 7.7B2<br>{008Lang;<br>041} |

| Field                                           | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Page no.<br>A: AACR<br>{Related}                     |
|-------------------------------------------------|---|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>041</b><br>Language codes                    | R | — •           | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter codes for languages when the 008Lang is not enough, i.e., when multiple languages are involved in a resource; if 546 is present, 041 should be added except 'closed captioned'; can have an 041 without a 546; repeat subfields; code in \$a must match code in 008Lang unless 008 Lang = 'mul' or blank<br>I1=0—no translation; I1=1—translation involved                                                                       | p. 3.0-98<br>{008Lang;<br>546; 500;<br>765/767}      |
| Code of text                                    | R | \$a           | Codes for languages associated with a resource, except SR (\$d)                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |
| Code of summ                                    | R | \$b           | Codes for language(s) of summaries, abstracts, or subtitles                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |
| Code of SR                                      | R | \$d           | Codes for language(s) of sung or spoken content of a sound recording                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |
| Code of libret                                  | R | \$e           | Codes for language(s) of librettos, e.g., lyrics in multiple languages                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |
| Code of TOC                                     | R | \$f           | Codes for language(s) of tables of contents in multiple languages                                                                                                                                                                                                                                                                                                                                                                                                             |                                                      |
| Code of accm                                    | R | \$g           | Codes for language(s) of accompanying material                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                      |
| Code of transl                                  | R | \$h           | Codes for language(s) of the original work                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      |
| <b>500</b><br>Source of title proper            | R | • •           | Make a note about the source of the title proper, if it is not from the chief source of information, e.g., "Title from container."                                                                                                                                                                                                                                                                                                                                            | p. 3.5-28<br>A: 7.7B3<br>{245}                       |
| <b>500</b><br>Variant / parallel / other titles | R | • •           | Use this note for general wording about variant titles, parallel titles, and/or other title information, e.g., "Subtitle varies on container."<br>Use 246 instead for wording that includes an actual variant title, parallel title and/or other title information, e.g., "Title on container: ..."                                                                                                                                                                           | p. 3.5-21+34<br>A: 7.7B4-5<br>{246}                  |
| <b>511</b><br>Participant or performer          | R | — •           | Make a note about featured participants, players, performers, presenters, &/or narrators (if seen) unless they are already given in a 505 contents note; give Function, Name(s) ; Function, Name(s).<br>I1 = 0 (no display constant), 1 (Cast)                                                                                                                                                                                                                                | p. 3.5-45<br>A: 7.7B6<br>{505; 7XX}                  |
| <b>508</b><br>Credits                           | R | • •           | Make a note about responsibility for the production of a video not already given in 245\$c, but only if important; for 'feature films' only provide if an added entry is needed; enter as "Function, Name ; Function, Name, Name"; e.g.: Photographers ; Film editors ; Cameramen; Cinematographers ; Animators ; Artists ; Illustrators ; Graphics ; Photo editors ; Editors ; usually add: Narrators (if not seen) ; Voices ; Music                                         | p. 3.5-47<br>A: 7.7B6<br>{7XX}                       |
| <b>500</b><br>Edition & history / Repub.        | R | • •           | Make a note about:<br>- edition information that does not fit in a 250 (e.g., "Shorter version of...")<br>- the bibliographic history of a work (e.g., "Remake of ..." or "Based on the novel by ...")<br>- related work information (e.g., "Sequel to: ...")<br>- original release in the same or different medium, e.g., ("Originally released in ...")<br>- original production in the same or a different medium (e.g., "Originally produced as a motion picture in ...") | p. 3.5-11<br>A: 7.7B7<br>{250; 7XX }<br>{008DtSt: r} |
| <b>518</b><br>Date / time / place               | R | • •           | Make a note about when &/or where a video was broadcast, filmed, etc., e.g., "Filmed on location in [place] from [date] to [date]."                                                                                                                                                                                                                                                                                                                                           | p. 3.5-52<br>A: 7.7B7                                |
| <b>500</b><br>Publication, etc.                 | R | • •           | Make a note about publication details not given in 260, e.g., "First released in [Country]."                                                                                                                                                                                                                                                                                                                                                                                  | p. 3.5-25<br>A: 7.7B9<br>{260}                       |
| <b>500</b><br>Physical description              | R | • •           | Make a note about physical description details that could not be given in 300, e.g., "Dolby, stereo." or "Technicolor."; however, combine these details in 538 if it is present                                                                                                                                                                                                                                                                                               | p. 3.5-22<br>A: 7.7B10<br>{300; 538}                 |
| <b>500</b><br>Accomp. material                  | R | • •           | Make a note instead of 300\$e to provide more details about accompanying material, e.g., its location, different titles, etc., e.g., "Accompanied by user manual."                                                                                                                                                                                                                                                                                                            | p. 3.5-7<br>A: 7.7B11<br>{006; 300\$e}               |
| <b>500</b><br>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<br>A: 7.7B12<br>{4XX}                      |
| <b>502</b><br>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<br>A: 7.7B13                               |

| Field                                                                             | R | I1 | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Page no.<br>A: AACR<br>{Related}                |
|-----------------------------------------------------------------------------------|---|----|----|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 521<br>Target audience<br>Note<br>Source                                          | R | -  | .  |      | Make a note for brief information about the intended audience for a work; this note should only be added if the information <u>is stated on the item</u><br>I1=# (Audience), 0-4 (other display constants), 8 (no display constant)<br>E.g., "For nurses and health care practitioners."<br>Name or abbreviation of the source of the note if it is not from item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | p. 3.5-57<br>A: 7.7B14<br>{008Audn}             |
| 530<br>Add. forms<br>Note<br>Source<br>Conditions<br>Order #<br>URI               | R | .  | .  |      | Make a note, if desired, for additional physical forms in which the work has been issued<br>The other format of the resource, e.g., "Issued also on DVD."<br>Where the other format is available from<br>Cost, etc. of the other format<br>Stock no., etc. of the other format<br>Link to an Internet site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | p. 3.5-61<br>A: 7.7B16<br><br><br><br><br>{856} |
| 520<br>Summary<br><br>Note<br>Expansion<br>URI                                    | R | -  | .  |      | Make a note for a brief <u>objective</u> summary of the content of the work, preferably with good keywords (for indexing to provide additional access)<br>I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant)<br>Brief summary note<br>Longer summary note, if necessary<br>Link to an Internet site<br><b>EDIT/DE/ORIG:</b> check for typos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | p. 3.5-54<br>A: 7.7B17                          |
| 500<br>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<br>A: 7.7B18                          |
| 505<br>Formatted contents<br><br>Note<br><br>Misc. info.<br>Resp.<br>Title<br>URI | 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<br>I1=0 ("Contents:"), 1 ("Incomplete contents:"), 2 ("Partial contents:"), 8 (no display constant); I2=# (all text in \$a), 0 (\$r\$t\$g present)<br>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<br>Data that is not to be indexed<br>Names, indexed in Name Keyword<br>Titles, indexed in Title Keyword and, in some systems, Title Browse<br>Link to an Internet site<br><b>EDIT:</b> Change from basic (\$a) to enhanced (\$t\$r\$g) if names are included | p. 3.5-39<br>A: 7.7B18                          |
| 500<br>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<br>A: 6.7B19<br>{028 etc.}            |
| 590<br>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<br><b>EDIT/DE:</b> delete 590 found in a record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | p. 3.5-83<br>A: 7.7B20                          |
| 506<br>Restrictions<br>Note<br>Jurisdiction                                       | R | .  | .  |      | Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource<br>The restrictions imposed, e.g., "For administrative use only."<br>The agent imposing the restrictions, if available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | p. 3.5-44<br>A: 7.7B20<br>{540}                 |
| 540<br>Terms govern. use/reprod.<br>Note<br>Jurisdiction<br>Institution           | R | .  | .  |      | If important, use this searchable note for special permissions or restrictions re. the use or reproduction of a resource; if the information does not need to be searchable, you could use a note in an item/holdings record instead<br>The local restriction or permission, e.g., "Public performance permitted."<br>The agent imposing the restriction or granting permission, if available<br>Code for the institution to which the special restrictions or permissions apply                                                                                                                                                                                                                                                                                                                                                                                                                      | p. 3.5-68<br>A: 7.7B20<br>{506}                 |
| 586<br>Awards                                                                     | R | -  | .  |      | <b>EOF:</b> none<br>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<br>I1=# ("Awards:"), 8 (no display constant)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | p. 3.5-82                                       |

| Field                                                                                                                                                                                                                                                                                                                                                                                                         | R | I1 | I2 | SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Page no.<br>A: AACR<br>{Related}                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>6XX</b><br>Subject headings<br>(600, 610, 611, 630, 650, 651, 655)                                                                                                                                                                                                                                                                                                                                         | R | _  | _  |      | <b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis—ending punctuation precedes \$2, \$3, \$4<br>I1= type of name, or non-filing, or blank; I2 = heading source; most common:<br>0=Library of Congress SH (preferred)<br>1=LC Annotated Children's SH (Juv. material should have both 0 and 1)<br>4=Local subject headings<br>7=Source is provided in \$2<br>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<br>A: 22-25                                   |
| Heading                                                                                                                                                                                                                                                                                                                                                                                                       | N |    |    | \$a  | The name, uniform title or subject; additional subfields may be added to differentiate between names, titles, or subjects<br><b>EDIT/DE/ORIG:</b> add useful subject headings; establish names—choice of name/form of name/coding; <b>verify against authority files</b><br><b>DE:</b> delete subject headings that do not apply to the new edition                                                                                                                                                                                                                                                                                              |                                                        |
| <b>7XX</b><br>Added entries<br>(700, 710, 711, 730)                                                                                                                                                                                                                                                                                                                                                           | R | _  | _  |      | <b>Src:</b> any <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$3, \$4, \$5<br>I1= type of name or non-filing; I2 = 2 (analytic—for a part), # (not analytic)<br>Establish headings—choice of name/form of name/coding; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                                                     | p. 3.7-9<br>A: 21<br>L 21.29D<br>{245\$c;<br>500 Resp} |
| Heading                                                                                                                                                                                                                                                                                                                                                                                                       | N |    |    | \$a  | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>EDIT/DE/ORIG:</b> 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<br><b>DE:</b> delete added entries that do not apply to the new edition |                                                        |
| <b>8XX</b><br>Series added entries<br>(800, 810, 811, 830)                                                                                                                                                                                                                                                                                                                                                    | R | _  | .  |      | <b>Src:</b> see 490 <b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but ending punctuation precedes \$4<br>I1= type of name or non-filing; I2 = blank or non-filing<br>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; <b>verify against authority files</b>                                                                                                                                                                                                                                           | p. 3.8-1<br>A: 21.30L                                  |
| Heading                                                                                                                                                                                                                                                                                                                                                                                                       | N |    |    | \$a  | The name or uniform title; additional subfields may be added to differentiate between names or titles<br><b>DE:</b> delete series added entries that do not apply to the new edition                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        |
| <b>006</b><br>Add. material char.                                                                                                                                                                                                                                                                                                                                                                             | R |    |    |      | <b>Src:</b> n/a <b>EOF:</b> none<br>It is useful to add codes for accompanying material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | p. 3.0-10<br>{300\$e;<br>500 AccM}                     |
| <b>007</b><br>Phys. desc. fixed field                                                                                                                                                                                                                                                                                                                                                                         | R |    |    |      | <b>Src:</b> n/a <b>EOF:</b> none<br>Always add a VD 007 for all VD; also useful to add for accompanying non-print material<br>M21: VHS: vf#_baho_<br>DVD: vd#_vaiz_<br>OCLC: VHS: \$av \$bf \$d_ \$eb \$fa \$gh \$ho \$i_<br>DVD: \$av \$bd \$d_ \$ev \$fa \$gi \$hz \$i_<br>03/\$d (color): b (b&w), c (color), m (mixed), z (other), u (unknown)<br>08/\$i: (channels): m (mono), q (quad/surr.), s (stereo), u (unknown), z (other)                                                                                                                                                                                                           | p. 3.0-22<br>{245\$h;<br>300\$a\$e;<br>500 AccM}       |
| <b>008</b><br>Fixed field                                                                                                                                                                                                                                                                                                                                                                                     | N |    |    |      | <b>EOF:</b> none <b>Src:</b> n/a<br>Add codes for all 008 positions from the 008 Videos codes list                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-60                                              |
| M21 order (SS = system supplied)   OCLC order ( <i>italics</i> = 000 codes; SS = system supplied):<br>Entrd: SS DtSt: Dates: Ctry:   OCLC: SS Rec stat: n<br>Time: Audn: AccM: # GPub:   Entered: SS Replaced: SS Used: SS<br>Form: M/E: # TMat: v Tech:   Type: g ELvl: Srce: d Audn: Ctrl: # Lang:<br>Lang: MRec: # Srce: d   BLvl: m Form: GPub: Time: MRec: # Ctry:<br>Desc: TMat: v Tech: DtSt: Dates: , |   |    |    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                        |

VIDEO DATES FLOWCHART



PUBD: Publication date of video  
 COPD: Copyright date of video

\* COPD of VD: is the COPD for the whole video itself, e.g., from video label, NOT just the film or the package & design ©

\*\*Later date: is there a later date available, e.g., accompanying material ©

\*\*\*Re-release: does the resource give an original release date (not © date)

\*\*\*Prod date: does the resource give an original production date or © date of the original

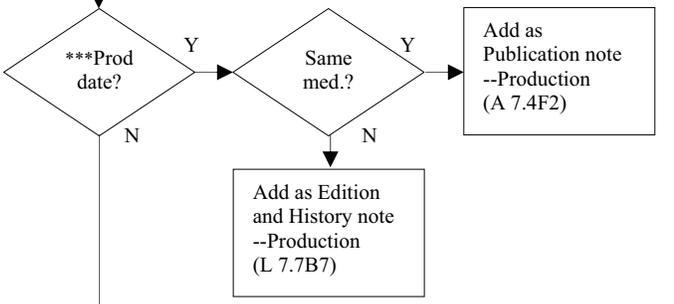
**A 7.4F3--Give the date of creation**  
 260 \$c1984.  
 500 \$aFilmed in the producer's backyard, May 24, 1984.  
 008 s 1984,

**A 1.4F1—Give the PUBD of the ed.**  
 260 \$c1998.  
 008 s 1998,

**A 1.4F5—Add the COPD**  
 260 \$c1986, c1985.  
 008 t 1986,1985

**A 1.4F6--Give as COPD**  
 260 \$cc1988.  
 008 s 1988,

**A 1.4F7—Guess a PUBD**  
 260 \$c[199-]  
 008 s 199u,



**L 7.7B7 Add as Edition and History note--Release**  
 260 \$c1981.  
 500 \$aOriginally released in 1979.  
 008 r 1981,1979 (content/medium unchanged)  
 008 s 1981, (content/medium changed)

**A 7.4F2 Add as Publication note--Production**  
 260 \$c2001.  
 500 \$aMade in 1986.  
 008 p 2001,1986 (content unchanged)  
 008 s 2001, (content changed)

**L 7.7B7 Add as Edition and History note--Production**  
 260 \$c1990.  
 500 \$aOriginally produced as a motion picture in 1988.  
 008 p 1990,1988 (content unchanged)  
 008 s 1990, (content changed)

**Give later as guessed, add COPD (A 1.4F7)**  
 260 \$c[1991], c1989.  
 008 t 1991,1989

NOTES:

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>008/34 S/L</b>                                  | If the record is 'latest entry' (1) you may create a 'successive entry' (0) record. (OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>245 \$anp</b><br>Title<br>( <i>title page</i> ) | <p>Not OK if:</p> <ul style="list-style-type: none"> <li>• 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 (\$a\$n\$p)—but see below. (A21.2)</li> <li>• a word is added anywhere in the title (\$a\$n\$p) that changes the meaning of the title or indicates a change in scope—but see below. (A21.2)</li> <li>• a different corporate body is named anywhere in the title. (A21.2)</li> <li>• 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)</li> <li>• the serial is given a completely different title. (A21.2)</li> </ul> <p>OK if:</p> <ul style="list-style-type: none"> <li>• a word is added, changed, reordered, or dropped after the first 5 words (or 6, if there is an initial article) of the title (\$a\$n\$p), as long as the meaning of the title or scope of the material is not changed (A21.2/OCLC)</li> <li>• 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)</li> <li>• an article, preposition, or conjunction is added, deleted, or changed anywhere in the title. (A21.2)</li> <li>• 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)</li> <li>• punctuation is the only change, including initialisms with or without separating punctuation and words with or without hyphens. (A21.2)</li> <li>• 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)</li> <li>• later issues <u>have</u> a parallel title that was <u>not</u> on the first issue or <u>do not have</u> a parallel title that <u>was</u> on the first issue. (OCLC)</li> <li>• words linking the title to the numbering are added, deleted, or changed. (A21.2)</li> <li>• different titles are used on other issues of a serial according to a regular pattern. (A21.2)</li> <li>• a title fluctuates unintentionally (OCLC)</li> <li>• 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)</li> <li>• 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)</li> </ul> <p>In case of doubt, consider changes to be MINOR and make notes and (if useful) added entries for them.</p> |

| Field                                                     | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>245 \$h</b><br>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. (OCLC)                                                                                                                                                                                                                                                                                                        |
| <b>245 \$b</b><br>Par / Subtitle<br>( <i>title page</i> ) | OK if: a parallel title or subtitle is added, deleted, or changed; make a note if considered important (A121D3 and A12.1E2).                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>245 \$c</b><br>Responsibility<br>( <i>title page</i> ) | Not OK if: the corporate body or person that was the main entry is no longer responsible. (A21.3)<br>OK if: the statement of responsibility is added, deleted or changed (except above); make a note if considered important (A12.1F5)                                                                                                                                                                                                                                                                                                                   |
| <b>1XX</b><br>Main entry<br>( <i>title page</i> )         | Not OK if:<br><ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> <li>• single responsibility for the entire serial is different</li> </ul> OK if: there is a change in a place used as a qualifier in a uniform title. (OCLC) |
| <b>250 \$a</b><br>Edition<br>( <i>t.p., etc.</i> )        | Not OK if: there is any variation in statements re content, abridgment / enlargement, number or language or geography. (OCLC)<br>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)                                                                                                                                                                                                                                                 |
| <b>500</b><br>Edition note                                | Not OK if: a note about edition changes, e.g., condensed, is needed and not present, or present and not applicable. (OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>260 \$b Publ</b><br>( <i>t.p., etc.</i> )              | 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)                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>260 \$a Place</b><br>( <i>t.p., etc.</i> )             | OK if: there is a change in place of publication. (A12.4C2 / OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>260 \$c</b><br>Date<br>( <i>t.p., etc.</i> )           | Not OK if: there is a true difference in beginning or ending publication date, or © date used as publication date.<br>OK if: the difference is due to cataloging interpretation. (OCLC)                                                                                                                                                                                                                                                                                                                                                                  |
| <b>300 \$a</b><br>Extent<br>( <i>whole</i> )              | 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)<br>OK if: other physical details or dimensions change; if important make a note. (A12.5D1-2)                                                                                                                                                                                                                                                                                                                           |
| <b>310 / 008Freq</b><br>Frequency                         | Not OK if: there is really a difference in frequency (e.g., annual vs. quarterly), look for other details too. (OCLC)<br>OK if: there is a change in the frequency of a serial. (OCLC)                                                                                                                                                                                                                                                                                                                                                                   |
| <b>362 \$a</b><br>Numbering<br>( <i>whole</i> )           | OK if: numbering system changes or if it begins over in the same form, with or without wording such as 'new series'. (A12.3G)                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4XX</b><br>Series<br>( <i>whole</i> )                  | OK if: a series statement is added, deleted, or changed; either add as additional 4XX or make a note. (A12.6B2 / OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>546/500</b><br>Language note                           | Not OK if: the language of the item is different to the language(s) given in a note in the record. (OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>500</b> Physical<br>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)                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>533</b><br>Repr. note                                  | Not OK if: this field is absent, or present, or different (OCLC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>008/23 Form</b>                                        | Watch out for 008 Form of item codes: 'a', 'b', 'c' (Microform), 'd' (Large print), 'r' (Photocopy), 's' (Electronic); look for confirming indications. (OCLC)                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>010</b><br>LCCN                                        | OK if: an LCCN is present on the item and absent from the record or vv. or if it is different in either.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>022</b><br>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

| Field                                                                | R                | I1 I2<br>SubF                | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Page no.<br>A: AACR<br>{Related} |
|----------------------------------------------------------------------|------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>000</b><br>Leader                                                 | N                |                              | <b>Src:</b> n/a <b>EOF:</b> none<br>Coded information about the record. 06/Type code must match 300\$a<br><b>EDIT:</b> change 05/Rec stat to "c"; upgrade 17/ELvl to "#" (LC-Full) or "I" (OCLC-Full); upgrade 18/Desc to "a" (AACR)<br><b>ORIG/DE:</b> 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                         |
| <b>001</b><br>Control No.                                            | N                |                              | <b>Src:</b> n/a <b>EOF:</b> none<br>Should identify one record in one database; should be an LC no. (001=010) or an OCLC no. (prefix "ocm" or "ocn") or your system's unique record no.<br><b>EDIT—M21:</b> do not change LCCN or OCLC 001; change others to your own system number and prefix; <b>OCLC:</b> ignore<br><b>ORIG/DE—M21:</b> enter <u>your</u> unique system number & prefix; <b>OCLC:</b> supplies unique OCLC number (& prefix) upon export                                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-6<br>{003}                |
| <b>003</b><br>Control No.<br>Identifier                              | N                |                              | <b>Src:</b> n/a <b>EOF:</b> none<br>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<br><b>EDIT—M21:</b> if 001 is unchanged—ignore, 001 is changed—change to your MARC code to correspond; <b>OCLC:</b> ignore, "OCoLC" inserted upon export<br><b>ORIG/DE—M21:</b> enter <u>your</u> MARC21 code to correspond to the new 001; <b>OCLC:</b> ignore, "OCoLC" inserted upon export                                                                                                                                                                                                                                                                                                                                                                                                                                               | p. 3.0-9<br>{001}                |
| <b>010</b><br>LCCN<br><br>Valid LCCN<br>Invalid LCCN                 | N<br>N<br>R      | <br>• •<br>\$a<br>\$z        | <b>Src:</b> any <b>EOF:</b> none<br>Supposed to identify one specific LC record, so the same number should not be valid (\$a) in different records<br>For LCCN on resources that exactly match records in the LC database<br>For LCCN on resources that do not exactly match records in the LC database<br><b>EDIT/DE/ORIG:</b> 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<br><b>M21:</b> normalize LCCN, see 010 for details:<br>pre-2001 (3,2,6): \$a 99123456<br>2001 on (2,4,6): \$a 2001123456<br><b>OCLC:</b> do not normalize, OCLC does it for you<br><b>EDIT:</b> do <u>not</u> delete 010 if the LCCN is not on a resource; ignore suffixes<br><b>DE:</b> <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 | p. 3.0-71<br>A: 9.7B19           |
| <b>020</b> ISBN                                                      |                  |                              | DO NOT ADD TO SERIALS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| <b>022</b><br>ISSN<br><br>Valid ISSN<br>Incorrect ISSN<br>Canc. ISSN | R<br>N<br>R<br>R | <br>• •<br>\$a<br>\$y<br>\$z | <b>Src:</b> any <b>EOF:</b> none<br>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 <u>not</u> ok to have one ISSN valid (\$a) in two records<br>For ISSN that are unique (can be found in \$a in only one record)<br>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<br>For ISSN that are cancelled by the ISSN Center<br><b>EDIT/DE/ORIG:</b> <u>add</u> if on resource; normalize (4 digits hyphen 4 digits); use \$y if the same ISSN is in \$a in multiple records<br><b>EDIT:</b> do <u>not</u> delete 022 if the ISSN is not on your resource<br><b>DE:</b> <u>delete</u> 022 if the ISSN is not on your resource                                                                                  | p. 3.0-82<br>A: 12.8             |
| <b>035</b><br>Old Ctrl No.<br>Number                                 | R<br>N           | <br>• •<br>\$a               | <b>Src:</b> n/a <b>EOF:</b> none<br>Contains the previous 001 for a copied record<br>(MARC21 code) + number, e.g., 035\$a (OCoLC) 12345678<br><b>EDIT:</b> keep 035, esp. OCLC #s—beginning with "(OCoLC)", "ocm" or "ocn"<br><b>DE:</b> delete 035 since it applies to the other record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | p. 3.0-91<br>{001}               |
| <b>037</b><br>Source of acq.<br>Stock no.<br>Source of no.           | R<br>N<br>N      | <br>• •<br>\$a<br>\$b        | <b>Src:</b> any <b>EOF:</b> none, unless the final word ends with punctuation<br>Stock number, source, terms, etc.; <u>optional</u> to add<br>Enter number as given, with spaces, punctuation, etc.<br>Full or abbreviated name and/or address of supplier<br><b>EDIT/DE:</b> change if changed on later issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | p. 3.0-92                        |

| Field                                                                    | R                | I1 I2<br>SubF            | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Page no.<br>A: AACR<br>{Related}         |
|--------------------------------------------------------------------------|------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>040</b><br>Cat'g source<br>Cat'g agency<br>Input agncy<br>Modif agncy | N<br>N<br>N<br>R | • •<br>\$a<br>\$c<br>\$d | <b>Src:</b> n/a<br>MARC21 Organization codes or names of agencies (DLC = LC)<br><b>EOF:</b> none<br>Agency that did the cataloging<br>Agency that input the record into MARC (usually the same as \$a)<br>Agency that has changed a record<br><b>EDIT—M21:</b> add your code in \$d; <b>OCLC:</b> enters your OCLC code<br><b>DE—M21:</b> change codes in \$a\$c to yours; <b>OCLC:</b> enters your OCLC code<br><b>ORIG—M21:</b> enter your code in \$a\$c; <b>OCLC:</b> enters your OCLC code                                                 | p. 3.0-94<br>{008Srce}<br>{000RecSt}     |
| <b>049/852/etc.</b><br>Holdings                                          | R                | • •                      | <b>Src:</b> n/a<br>Enter holdings information in whatever field your local system requires<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                                                                                  | p. 3.0-103                               |
| <b>050 / 082</b><br>Classification<br>number                             | R                | — —                      | <b>Src:</b> n/a<br>Contains an LC (050) or DDC (082) classification number<br><b>EDIT:</b> retain all class numbers, even if you do not use any of the schemes<br><b>DE:</b> retain all class numbers, even if you do not use any of the schemes;<br>change I2 to 4 (not assigned by LC); adjust date in 050 \$b; delete if unsure<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers                                                                                                                               | p. 3.0-104                               |
| <b>090 / 092</b><br>Local class.<br>number                               | R                | • •                      | <b>Src:</b> n/a<br>Add a local call number in an appropriate field<br><b>ORIG—OCLC:</b> add either 090/050 or 092/082, etc., for other catalogers<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                           | p. 3.0-106                               |
| <b>245</b><br>Title area                                                 | N                | — —                      | <b>Src:</b> First issue or first available issue: print—title page or title page<br>substitute; non-print—see the appropriate type of material<br><b>EOF:</b> period, even if other punc is present, unless last word has its own period<br>I1=0 (title is indexed as main entry, so needs no added entry), 1 (title is not<br>indexed as main entry, so needs an added entry); 1XX=1, no 1XX=0<br>I2=0-9 (non-filing characters to skip, e.g., for initial articles)                                                                           | p. 3.2-5<br>A: 12.1<br>{500 Srce}        |
| Title proper                                                             | N                | \$a                      | The title from the title page or substitute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | {246}                                    |
| Numb. part                                                               | R                | .\$n                     | A part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                          |
| Name part                                                                | R                | *\$p                     | A part title when multiple works have the same common title; * preceded by a<br>period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                    | {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<br>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<br>resp.                                                    | N                | / \$c                    | A statement from the title page or substitute saying who is responsible for the<br>intellectual / artistic content of the entire serial; must be responsible for the<br>entire serial, e.g., an issuing body; rarely a person; NOT an editor; separate<br>statements for different functions with space-semicolon-space<br><b>EDIT/DE/ORIG:</b> check inds; field contents must match resource <u>exactly</u><br><b>Changes:</b> may add a note for minor changes to titles, parallel titles, other<br>titles, and statements of responsibility | {1XX; 500;<br>7XX}<br>{246;<br>500 Resp} |
| <b>1XX</b><br>Main entry<br>(100, 110,<br>111, 130)                      | N                | — •                      | <b>Src:</b> First issue or first available issue: print—title page or title page<br>substitute; non-print—see the appropriate type of material<br><b>EOF:</b> period, question mark, exclamation mark, hyphen, or closing<br>parenthesis, but ending punctuation precedes \$4<br>The established heading for a person or corporate body solely or primarily<br>responsible for a work, or the first named person or body in a list of 3 or<br>less, or if none of these, then a uniform title<br>I1= type of name or non-filing; I2 = blank     | p. 3.1.5<br>A: 21-25<br>{245 I1, \$c}    |
| Heading                                                                  | N                | \$a                      | The name or uniform title; additional subfields may be added to differentiate<br>between names or titles<br><b>EDIT/DE/ORIG:</b> main vs. added entries—main entries for serials: corporate<br>bodies possible, people seldom; establish headings—choice of name/form of<br>name/coding; <b>verify against authority files</b>                                                                                                                                                                                                                  |                                          |
| <b>240</b><br>Uniform title                                              | N                | — 0                      | <b>Src:</b> any<br>I1=0 (don't display), 1 (display); I2=0-9 (characters to skip, e.g., for initial<br>articles—always 0 and omit initial articles)<br><b>EOF:</b> none                                                                                                                                                                                                                                                                                                                                                                         | p. 3.2-1<br>A: 25                        |
| Title                                                                    | N                | \$a                      | The uniform title, when a personal, corporate or conference main entry (1XX)<br>is present; additional subfields may be added to differentiate between titles<br><b>EDIT/DE/ORIG:</b> add if needed; <b>verify against authority files</b>                                                                                                                                                                                                                                                                                                      |                                          |

| Field                                 | R | I1 | I2 | SubF         | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Page no.<br>A: AACR<br>{Related}             |
|---------------------------------------|---|----|----|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 246<br>Variant title<br>note and a.e. | R | -- |    |              | <p><b>Src:</b> any<br/>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<br/><b>EOF:</b> none<br/>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<br/>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>                                | p. 3.2-38<br>A: 12.7B4-6;<br>21.30J<br>{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 part number when multiple works have the same common title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| Name part                             | R |    |    | *\$p         | A part title when multiple works have the same common title; * preceded by a period (.\$p), but by a comma if a part has a number and a title (.\$n, \$p)                                                                                                                                                                                                                                                                                                                                                                                             |                                              |
| Rem. title                            | N |    |    | :\$b         | Usually a subtitle<br><b>EDIT/DE/ORIG:</b> add if useful<br><b>Changes:</b> may add a note for (and possibly index) minor changes to titles, parallel titles, and/or subtitles<br><b>DE:</b> delete any 246 that do not apply to the different edition                                                                                                                                                                                                                                                                                                |                                              |
| 250<br>Edition area                   | N |    |    | • •          | <p><b>Src:</b> 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<br/><b>EOF:</b> period<br/>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.) &amp; App. C for numbers (Arabic and ordinals as, e.g., 1st); rare for serials, generally use 362 instead, unless regional, language, etc.</p> | p. 3.2-56<br>A: 12.2<br>{500 Ed.}            |
| Edition Resp.                         | N |    |    | \$a<br>/\$b  | Look for ... "edition" "issue" "version", and words implying different versions<br>Responsibility for the edition, not the original work<br><b>EDIT/DE/ORIG:</b> add if on resource<br><b>Changes:</b> may add a note for minor changes to edition statements<br><b>DE:</b> delete if not on resource                                                                                                                                                                                                                                                 | {7XX}<br>{500 Ed}                            |
| 260<br>Imprint area                   | R |    |    | •            | <p><b>Src:</b> First issue or first available issue: print—whole resource; non-print—see the appropriate type of material<br/><b>EOF:</b> period, hyphen, parenthesis, bracket, or angle bracket<br/>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>                                                                      | p. 3.2-66<br>A: 12.4                         |
| Place                                 | R |    |    | \$a          | Give first place, or guess, or "[S.l.]"; add place in your country if not 1 <sup>st</sup> (;\$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))<br>1 <sup>st</sup> &/or last issue—give 1 <sup>st</sup> &/or last date or guess; no 1 <sup>st</sup> or last issue—no \$c<br><b>Changes:</b> may add a note for changes to place &/or publisher                           | {008Dates;<br>008DtSt;<br>362}<br>{500 Pub}  |
| 300<br>Physical desc.                 | R |    |    | • •          | <p><b>Src:</b> First issue or first available issue: print—whole resource; non-print—see the appropriate type of material<br/><b>EOF:</b> period, question mark, exclamation mark, hyphen, or parenthesis, but period after others if 4XX follows<br/>Use terms allowed by the rules but use App. B for abbreviations; description must match coding given in 000/06 Type of record</p>                                                                                                                                                               | p. 3.3-25<br>A: 12.5<br>{000Type}            |
| Extent                                | R |    |    | \$a          | Print: enter no. of "v."; if incomplete, just "v."; Nonprint: see the appr. type of material                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| Other phys. Size                      | N |    |    | :\$b<br>;\$c | Print: enter "ill." &/or "map(s)"; Nonprint.: see the appr. type of material<br>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<br><b>Changes:</b> may add a note for changes to 'other physical details'                                                                                                                                                                                                                                                                                                                       | {006; 007<br>500 AccM}<br>{500 Phys}         |



| Field                                                       | R | I1 I2<br>SubF | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                           | Page no.<br>A: AACR<br>{Related}                |
|-------------------------------------------------------------|---|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 546<br>Language                                             | R | • •           | Make a language note unless the language is apparent from the rest of the description, e.g., add if multiple languages are present or if a resource is a translation; used to use 500, change it to 546; if 546 is present, 041 should also be present                                                                                                                                                        | p. 3.5-74<br>A: 12.7B2<br>{008Lang;<br>041}     |
| 041<br>Language<br>codes                                    | R | – •           | <b>Src:</b> n/a<br><b>EOF:</b> none<br>Enter codes for languages when the 008Lang is not enough, i.e., when mult. languages are involved in a resource; if 546 is present, 041 should be added except 'closed captioned'; can have an 041 without a 546; repeat subfields; code in \$a must match code in 008Lang unless 008 Lang = 'mul' or blank<br>I1=0—no translation; I1=1—translation involved          | p. 3.0-98<br>{008Lang;<br>546; 580;<br>765/767} |
| Code of text                                                | R | \$a           | Codes for multiple languages associated with a resource, except SR (\$d)                                                                                                                                                                                                                                                                                                                                      |                                                 |
| Code of summ                                                | R | \$b           | Codes for language(s) of summaries, abstracts, or subtitles                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| Code of SR                                                  | R | \$d           | Codes for language(s) of sung or spoken content of a sound recording                                                                                                                                                                                                                                                                                                                                          |                                                 |
| Code of libret                                              | R | \$e           | Codes for language(s) of librettos, e.g., lyrics in multiple languages                                                                                                                                                                                                                                                                                                                                        |                                                 |
| Code of TOC                                                 | R | \$f           | Codes for language(s) of tables of contents in multiple languages                                                                                                                                                                                                                                                                                                                                             |                                                 |
| Code of acm                                                 | R | \$g           | Codes for language(s) of accompanying material                                                                                                                                                                                                                                                                                                                                                                |                                                 |
| Code of transl                                              | R | \$h           | Codes for language(s) of the original work                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
| 500<br>Source of title<br>proper                            | R | • •           | Make a note about the source of the title proper, if it is not from the chief source of information, e.g., "Title from cover."; can combine with a 'Description based on' note, but not with a 'Latest issue consulted' note                                                                                                                                                                                  | p. 3.5-28<br>A: 12.7B3<br>{245}                 |
| 500<br>Variant /<br>parallel /<br>other titles              | R | • •           | Use this note for general wording about title changes, variant titles, parallel titles, and/or other title information, e.g., "Subtitle varies."<br>Use 246 instead for wording that includes an actual change of title, variant title, parallel title and/or other title information, e.g., "Title on cover: ..."                                                                                            | p. 3.5-21+34<br>A: 12.7B4-6<br>{246}            |
| 500<br>Statement of<br>resp.                                | R | • •           | Make a note for statements of responsibility that are not given in the 245\$c, e.g., the fuller form of a name that is abbrev. elsewhere; add a note about an editor only if he or she is an important identifier, e.g., "Editor, 1960-1999:..."<br><b>Changes:</b> may add a note for minor changes to general statements of responsibility, e.g., changes to editors                                        | p. 3.5-30<br>A: 12.7B7<br>{245\$c;7XX}          |
| 550<br>Resp-Issuing<br>body                                 | R | • •           | Make a note for responsible corp. bodies not given in 245\$c; current and former issuing bodies, and that a resource is an official organ of a society, etc., e.g., "Official journal of: ... "; use wording from resource<br><b>Changes:</b> may add a note for minor changes of issuing bodies                                                                                                              | p. 3.5-77<br>A: 12.7B7<br>{7XX}<br>{245\$c}     |
| 580<br>Linking entry<br>complexity /<br>Bibliog.<br>history | R | • •           | Make a free text note about the bibliographic history of a serial (e.g., "Previous ed.: ..."), or about important relationships for a serial if no linking 76X-78X is available or if a note cannot be generated from 76X-78X to express the relationship between any immediately preceding/succeeding, or simultaneously issued resource (e.g., "Issued also in a German translation.")                      | p. 3.5-81<br>A: 12.7B8<br>{76X-78X}             |
| 525<br>Supplement<br>note                                   | R | • •           | Make a note when supplements are irregular, informal, numerous or unimportant and not described separately, or a free text note if there is no linking 770/772 or if a note cannot be generated from 770/772, e.g., "Numerous supplements."                                                                                                                                                                   | p. 3.5-59<br>A: 12.7B8<br>{770/772}             |
| 500<br>Edition                                              | R | • •           | <b>Changes:</b> may add a note for minor changes to edition statements, e.g., "Ed. statement varies: International ed., 1998- "                                                                                                                                                                                                                                                                               | p. 3.5-12<br>A: 12.7B9<br>{250}                 |
| 515<br>Numbering<br>peculiarities                           | R | • •           | Make a note to explain periods that are not calendar years, or irregularities or peculiarities in numbering or publication patterns, e.g., "Report year ends June 30."                                                                                                                                                                                                                                        | p. 3.5-50<br>A: 12.7B10<br>{362}                |
| 500<br>Publication,<br>etc.                                 | R | • •           | Make a note about publication details not given in 260, e.g., "Privately printed."<br><b>Changes:</b> may add a note for changes to place &/or publisher (260 someday)                                                                                                                                                                                                                                        | p. 3.5-25<br>A: 12.7B11<br>{260}                |
| 500<br>Physical<br>description                              | R | • •           | Make a note about physical description details that could not be given in 300, e.g., "Printed on hand-made paper."<br><b>Changes:</b> May add a note for minor changes to 300\$b info.                                                                                                                                                                                                                        | p. 3.5-22<br>A: 12.7B12<br>{300}                |
| 500<br>Accomp.<br>material                                  | R | • •           | Make a note instead of 300\$c to provide more details about accompanying material for all issues, e.g., location, different titles, etc., e.g., "Accompanied by slides in pockets."; also use this note instead of 300\$c if accompanying material is irregular, or becomes available for all later issues or to indicate the frequency of the material, e.g., "CD accompanies every 10 <sup>th</sup> issue." | p. 3.5-7<br>A: 12.7B13<br>{006; 300\$c}         |

| Field                                                                      | R                          | I1 I2<br>SubF                             | Src<br>EOF<br>Hints                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Page no.<br>A: AACR<br>{Related}                |
|----------------------------------------------------------------------------|----------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 500<br>Series                                                              | R                          | • •                                       | Make a note about series details that could not be given in 4XX, e.g., "Also issued without a series statement."<br><b>Changes:</b> May add a note for changes to series information that are too frequent or too complicated to express with 490/8XX                                                                                                                                                                                                                                 | p. 3.5-27<br>A: 12.7B14<br>{4XX}                |
| 521<br>Target<br>audience<br>Note<br>Source                                | R<br>N<br>N                | –<br>\$a<br>\$b                           | Make a note for brief information about the intended audience for a work; this note should only be added if the information is <u>stated on the item</u><br>I1=# (Audience), 0-4 (other display constants), 8 (no display constant)<br>E.g., "For nurses and health care practitioners."<br>Name or abbreviation of the source of the note if it is not from item                                                                                                                     | p. 3.5-57<br>A: 12.7B15                         |
| 530<br>Add. forms<br>Note<br>Source<br>Conditions<br>Order #<br>URI        | R<br>N<br>N<br>N<br>N<br>R | • •<br>\$a<br>;\$b<br>;\$c<br>;\$d<br>\$u | Make a note, if desired, for additional physical forms in which the work has been issued<br>The other format of the resource, e.g., "Issued also on microfiche."<br>Where the other format is available from<br>Cost, etc. of the other format<br>Stock no., etc. of the other format<br>Link to an Internet site                                                                                                                                                                     | p. 3.5-61A:<br>12.7B16<br><br><br><br><br>{856} |
| 555<br>Cumulative<br>index<br>Cum index<br>URI                             | R<br>N<br>N                | –<br>\$a<br>\$u                           | I1=# ("Indexes:")<br>Make a note about cumulative indexes [same publisher]; use 500 for an "Includes index" note.<br>E.g., "Vols. 1 (1917)-10 (1944) in v. 11, no. 1."<br>Link to an Internet site                                                                                                                                                                                                                                                                                    | p. 3.5-78<br>A: 12.7B17<br><br><br>{856}        |
| 520<br>Summary<br><br>Note<br>Expansion<br>URI                             | R<br>N<br>N<br>R           | –<br>\$a<br>\$b<br>\$u                    | Make a note for a brief <u>objective</u> summary of the content of the work, preferably with good keywords (for indexing to provide additional access)<br>I1=# ("Summary:"), 0-3 (other display constants), 8 (no display constant)<br>Brief summary note<br>Longer summary note, if necessary<br>Link to an Internet site<br><b>EDIT/DE/ORIG:</b> check for typos                                                                                                                    | p. 3.5-54<br>A: 12.7B18                         |
| 504<br>Bibliography                                                        | R                          | • •                                       | Make this note in the standard LC format:<br>"Includes bibliographical references"—if references are scattered (references will always be scattered across issues of serials)                                                                                                                                                                                                                                                                                                         | p. 3.5-38<br>A: 12.7B19<br>{008Cont: b}         |
| 500<br>Index                                                               | R                          | • •                                       | Combine this note with 504 if one is present<br>Either "Includes index." or "Includes indexes."                                                                                                                                                                                                                                                                                                                                                                                       | p. 3.5-13<br>A: 12.7B19                         |
| 500<br>Unformatted<br>contents                                             | R                          | • •                                       | Use this note for a vague note on contents, e.g., "Contains excerpts of song lyrics."                                                                                                                                                                                                                                                                                                                                                                                                 | p. 3.5-32<br>A: 12.7B19                         |
| 500<br>Numbers                                                             | R                          | • •                                       | Use this note for numbers you don't know what else to do with<br>E.g., "10003."                                                                                                                                                                                                                                                                                                                                                                                                       | p. 3.5-19<br>A: 12.7B20<br>{010/020/...}        |
| 590<br>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<br><b>EDIT/DE:</b> delete 590 found in a record                                                                                                                                                                                                                                                                                                                | p. 3.5-83<br>A: 12.7B21                         |
| 506<br>Restrictions<br><br>Note<br>Jurisdiction                            | R<br>N<br>R                | • •<br>\$a<br>;\$b                        | Legal, physical, etc. restrictions on access to resources that apply to every copy produced, usually assigned by the publisher/creator of the resource<br>The restrictions imposed, e.g., "Classified."<br>The agent imposing the restrictions, e.g., "Secretary of the Treasury."                                                                                                                                                                                                    | p. 3.5-44<br>A: 12.7B21<br>{540}                |
| 540<br>Terms govern.<br>use/reprod.<br>Note<br>Jurisdiction<br>Institution | R<br>N<br>R<br>N           | • •<br>\$a<br>;\$b<br>\$5                 | If important, use this searchable note for special permissions or restrictions re. the use or reproduction of a resource; if the information does not need to be searchable, you could use a note in an item/holdings record instead<br>The local restriction or permission, e.g., "Permission granted to copy freely."<br>The agent imposing the restriction or granting permission, if available<br>Code for the institution to which the special restrictions or permissions apply | p. 3.5-68<br>A: 12.7B21<br>{506}                |
| 500<br>Description<br>based on                                             | R                          | • •                                       | If 1st issue is not available, must add a 'Description based on' note; enter numbering as per 362; e.g., "Description based on: Vol. 3, no. 3 (May/June 1975)."; if earlier issue becomes available, change description and this note; if 1 <sup>st</sup> issue becomes available, change description and remove this note                                                                                                                                                            | p. 3.5-15<br>A: 12.7B23                         |

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