

Guidelines for Evaluating MARC Records

These guidelines are intended to help you:

- evaluate the quality of a MARC record
- recognize errors and omissions
- identify enhancement opportunities

These guidelines are NOT intended for:

- original cataloging
- modifications which result in a NEW bibliographic record, i.e., you determine that the item in hand does not match an existing bibliographic record but only a couple modifications would create the needed record. Perhaps the item differs only in edition, date and pagination. Since such changes result in a new bibliographic record, additional changes to control fields must also be made. Those are addressed in *Guidelines for Derived Cataloging*. Therefore, do NOT make such modifications without consulting that document.

Discrepancies between items and bibliographical records

MARC records reflect a variety in input standards, encoding levels, and cataloging rules. Therefore, the decision to modify for the purpose of correcting perceived errors or enhancing a record should be done with caution and care.

A MARC record should reflect all possibilities for the title it represents. The item record reflects what parts of the title a location owns. For example, a MARC record shows a set of 3 vols. but the location only owns only vol.1. The MARC record is not altered.

Incomplete cataloging

Examples are incomplete cataloging and brief records that vendors provide for new materials.

IF MODIFYING:

Consult the document *Guidelines for Enhancing MARC Records*.

Evaluating Fixed Fields

The Leader and mandatory 007 & 008 elements should contain data and not a fill character which is represented by a vertical bar (|).

The 007 field is for non-print material. The first data element “Material Type” is mandatory.

The mandatory 008 elements are identified in the table below.

008 ALL MATERIALS	
Date type: Date 1: Lang:	(If date type and/or date 1 are missing, see <i>Guidelines for Derived Cataloging</i>)
BOOKS	Nonfiction = 0 Fiction = 1
Lit text: Biog:	(Blank indicates no biographical material)
NONPRINT	
Type of mat (if not a book):	

Evaluating Variable Fields

020	ISBN	<ul style="list-style-type: none"> Multiple 020 tags for multiple ISBNs The first 020 tag will be matched for overlay, identify OPAC book cover
082	Dewey Decimal Number	<ul style="list-style-type: none"> Should contain 1st indicator, \$a and \$2
245	Title	<ul style="list-style-type: none"> Check the second indicator for correct non-filing characters Check \$h for appropriate GMD
250	Edition	<ul style="list-style-type: none"> Should appear as on title page; if absent, then verso
260	Publication/distribution	<ul style="list-style-type: none"> Should appear as on title page; if absent, then verso
300	Physical description	<ul style="list-style-type: none"> Should reflect item
440	Series	<ul style="list-style-type: none"> Check second indicator for non-filing characters Chief source of reference should be the series title page; title page if no series t.p.; cover if not on title page
490	Series	<ul style="list-style-type: none"> If 1st indicator is one (1), there should be an 8xx tag with the series title. MultiLIS indexes the 8xx tag instead of the 490 tag if the first indicator is one (1)
505	Formatted Contents Note	<ul style="list-style-type: none"> This field has special punctuation which should be followed \$a containing the title, with or without the author is the older method \$t containing the title is the newer method (Although MultiLIS indexes this subfield for a title search, it does not currently support the enhanced 505 when cataloging.) \$r containing the author is the newer method (Not presently supported in the cataloging module.) Use of \$t and \$r requires second indicator of zero The author's name is not reversed The title will be retrieved on a title search The author will not be retrieved on an author search The author must be entered in a 700 tag to be retrieved on an author search
521	Target Audience	<ul style="list-style-type: none"> If present, insure proper 1st indicator <ul style="list-style-type: none"> 0= Reading grade level 1= Interest AGE level 2= Interest GRADE level
526	Study Program Information Note	<ul style="list-style-type: none"> If present, insure proper 1st indicator of zero (0) for Reading Program. Subfields \$b Interest level, \$c Reading level, \$d title point value should also be present
538	System details note	<ul style="list-style-type: none"> Important for some non-print materials
6xx	Subject headings	<ul style="list-style-type: none"> There should always be a second indicator to identify the source of the subject heading A second indicator of 7 should always have a \$2 with the name of the subject source. Generally, this will be Sears OCLC will use indicator 8 for Sears
700	Personal name added entry	<ul style="list-style-type: none"> Needed if retrieval by AUTHOR search desired

71x	Corporate name added entry	• Needed if retrieval by ORGANIZATION search desired
730	Uniform title added entry	• Needed if retrieval by TITLE search desired
8xx	Series added entries	• Accompanies 490 first indicator of one (1)
856	Electronic Location	• Evaluate. Will the tag function in your database?

Guidelines for Matching MARC Records

These guidelines are intended to help you determine whether an existing bibliographic record corresponds to an item you are searching.

If an item does not match a bibliographic record, the differences will usually occur in more than one field. If a difference occurs in a single field, you must determine whether there are two separate items with only one significant difference, or whether the difference is due to an error in cataloging or a difference in cataloger opinion. Errors should be corrected and the document *Guidelines for Evaluating MARC Records* is intended as a guide in that process.

Guidelines for matching all formats

When comparing records, closely examine the bibliographic description to determine whether a bibliographic record matches the item being searched. The bibliographic description in the MARC record should be matched to the preferred source of bibliographic data on the item (item's chief source of information).

Item's Chief Source of Information

Print (in order of importance)	Non-print
Title page Verso (back of title page) Last numbered page Cover (not the book jacket)	Item (actual cassette, CD, title frame or label permanently attached) Accompanying textual material Container box or sleeve Other sources

Search Strategies

1. Searching on ISBN is a good way to get a record, but it does not mean you will have a matching record. The item still must be compared to the record. Because publishers sometimes reuse ISBN numbers, matching ISBNs may not represent matching titles. When ISBN fails to locate a record, use the search strategies below.
2. To retrieve an exact title at the Union Catalog, use the semicolon (;) to end the title entry. Otherwise, MultiLIS will call up all titles which contain the words entered regardless of the order in which the words appear in the title.
3. Do a combination author / title search to narrow the search on common titles.
4. Use the sort option when several similar titles appear.
5. When searching for non-print items with corresponding print titles, try including the GMD in the title search (e.g., "Hamlet video*" to locate video recordings of Hamlet rather than a book). There may be video recordings that do not contain the GMD in the title field and would not be retrieved in such a search. Therefore, use it only when helpful.

Following table of match points may not apply to serials.

The absence or presence of a bibliographic field does NOT indicate a mismatch.

Differences between the item in hand and the record DO indicate a mismatch.

Variations do NOT indicate a mismatch.

DIFFERENCES (item & record DO NOT MATCH)	VARIATIONS
028 \$a Publisher Number <ul style="list-style-type: none"> • Difference in publisher number for non-print 	
1xx \$a Author	1xx \$a Author <ul style="list-style-type: none"> • Variations due to form of entry (e.g., pseudonym versus name authority)
24x \$a Title <ul style="list-style-type: none"> • Difference in wording of title and subtitle • Difference in authors, editors, illustrators 	24x \$a Title <ul style="list-style-type: none"> • Variation resulting from difference in choice of chief source of information • Variation in how title is recorded (e.g., Keats' poetry versus Poetry) • GMD missing (check 300 field to match) • Variation in length resulting from judgment of what constitutes the title proper (e.g., a difference in the placement of subfield \$b) • Variation in bracketed information, capitalization, diacritics, ellipses, initial articles, punctuation or special characters • Variation in expanded forms of non-English abbreviations, numerals, etc.
250 \$a Edition <ul style="list-style-type: none"> • Difference in numbered edition/version statement • Difference in edition statement which reflects content (student ed. versus teacher's ed.) • Difference in date designation associated with edition (e.g., Draft, Jan. 1989 versus Draft, May 1989) • Difference in statements indicating abridgment, enlargement, etc. • Difference in statements indicating "draft," "preliminary," "revision," etc. • Difference in statements indicating geographic coverage (e.g., Midwest ed. versus Western ed.) • Difference in statements indicating language content (e.g., Spanish ed. versus Italian ed.) 	250 \$a Edition <ul style="list-style-type: none"> • Placement of information in record, 250 versus a 500 tag. • "Paperback edition" if that is the only difference • "Book club edition" if that is the only difference • "First edition" if that is the only difference

<p>260 \$a Place of Publication</p> <ul style="list-style-type: none"> • Different country (U.S. versus Great Britain) unless the publication is published by an agency with offices in both countries. 	<p>260 \$a Place of Publication</p> <ul style="list-style-type: none"> • Place within the same country (Chicago versus New York) • Absence or presence of a place of publication if known only from an outside source (e.g., [Ohio?] versus [S.I.]) • Variation among issues or parts of a serial or multipart item • Variation in choice of place for items with more than one place of publication (e.g., if an item is published in London and New York, a British library enters only London, but a U.S. library enters only New York) • Variation in multiple places of publication as long as the first place is the same (e.g., an item published in Denmark may show only Kobenhavn, but the same item issued in the U.S. shows Kobenhavn and Philadelphia) • Variation in form of name (e.g., Cologne versus Köln)
<p>260 \$b Publisher</p> <ul style="list-style-type: none"> • Different publisher 	<p>260 \$b Publisher</p> <ul style="list-style-type: none"> • Multiple publishers, places of publication, as long as one on the item matches one on the record • Variation in form of the name (e.g., John Wiley & Sons versus Wiley) • Variation in choice of a publisher when the publishers are part of the same organization (e.g., Puffin versus Penguin). In some cases the publisher on the title page may differ from the one on the record. Is the publisher identifier the same in the ISBN (first 5 digits) for both the publisher on the item and on the record? For example, Puffin is part of Penguin. A cataloger may choose to use Penguin as the publisher instead of Puffin. • Absence or presence of a publisher if known only from an outside source (e.g., [A.B. Smith] versus [s.n.]) • Change of publisher among issues or parts of a serial or multipart item • Variation in choice of publisher for an item having more than one publisher
<p>260 \$c Date</p> <ul style="list-style-type: none"> • Different publication date • Copyright date must match if that is the ONLY date available, otherwise ignore copyright dates 	<p>260 \$c Date</p> <ul style="list-style-type: none"> • Variation in copyright dates if the publication dates are the same • Addition of a printing date

<p>300 \$a Extent</p> <ul style="list-style-type: none"> • Difference in number of pages is greater than 10 • If record is for single volume and the item in hand is two-volumes or vice versa • Difference in number of cassettes, videos, etc. • Different format of item (book, cassette, etc.) • Size of item in some cases (trade versus a board book) • Difference in specific technical details such as sound versus silent or b&w versus col. • Differences in the medium of recorded accompaniment to projected media (e.g., cassette versus disc) • Large print versus regular print • Braille version versus regular print 	<p>300 \$a Extent</p> <ul style="list-style-type: none"> • Variation of 10 pages or less • Variation of 2 cm. Or less (variation may be due to binding practices) • Accompanying material may be cataloged separately or described in a note • Minor variations because of bracketed or estimated data • Minor variations in paging if that is the only difference • Variation caused by local binding • Variation in paging because of a section (e.g., an index being numbered in one printing and unnumbered in another printing) • Variation in preliminary paging, post paging or separate numbering • Variation in recording data because of different cataloging rules • Variation in the number of parts for an incomplete multipart item (e.g., record indicates 5 v. and the library now has v. 6-7)
<p>4XX \$a Series</p> <ul style="list-style-type: none"> • Difference in series name 	<p>4XX \$a Series</p> <ul style="list-style-type: none"> • Series on item but not in record, or vice versa • Variation in tracing decision of form (e.g., fields 440 versus 490 with 830)
<p>5XX \$a Notes</p> <ul style="list-style-type: none"> • Notes indicating the need for different equipment in the case of audiovisual media (e.g., Beta versus VHS) • Described video versus regular video • Notes indicating differences in the language, edition, format, or content of the item may justify a new record. 	<p>5XX \$a Notes</p> <ul style="list-style-type: none"> • Choice of a specific 5xx field versus a general field 500 note • Notes indicating the presence of accompanying material • Notes relating solely to holdings, in-house binding, missing pages and other imperfections, etc.
<p>505 \$a Formatted Contents Notes</p> <ul style="list-style-type: none"> • Difference in contents when note is complete 	<p>505 \$a Formatted Contents Notes</p> <ul style="list-style-type: none"> • Variation due to completeness
<p>538 \$a System details Note</p> <ul style="list-style-type: none"> • Differences in required access 	<p>538 \$a System details Note</p> <ul style="list-style-type: none"> • Location of system details information within the record
<p>753 \$a System Details Access to Computer Files</p> <ul style="list-style-type: none"> • Differences in technical details 	<p>753 \$a System Details Access to Computer Files</p> <ul style="list-style-type: none"> • Location of system details information within the record