



THE INFORMATION NETWORK FOR OHIO SCHOOLS

Guidelines for Matching MARC Records

http://www.infohio.org/UCTF/Guidelines_for_Matching_MARC.pdf

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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)	Nonprint
Title page verso (back of title page) last numbered page cover	Item (actual cassette, CD, etc.) container display when projected

Search Strategies

1. Searching on ISBN may not be the best search strategy. Because publishers sometimes reuse ISBN numbers, matching ISBNs may not represent matching titles. Searching on ISBN alone may fail to retrieve matching records which don't happen to contain the ISBN.
2. To retrieve an exact title, use the semi colon (;) 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 nonprint 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 which do not contain the GMD in the title field and would not be retrieved in such a search. Therefore use it only when helpful.

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

PRINT	NON-PRINT
<p>1xx \$a Author</p> <ul style="list-style-type: none"> Variations due to form of entry (e.g., pseudonym vs. name authority) DO NOT indicate a mismatch 	
<p>24x \$a Title</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Variation resulting from difference in choice of chief source of information Variation resulting from difference in selection of title proper (e.g., Keats' poetry vs. Poetry) or in the placement of subfield \$b Other title information may be present in 245\$b, 500, or omitted <p>The following DOES indicate a mismatch</p> <ul style="list-style-type: none"> For serials, absence, presence or difference in 245 \$b 	<p>\$h General Material Designator</p> <ul style="list-style-type: none"> The lack of a GMD alone does not indicate a mismatch. Examine the 3XX tag.
<p>250 \$a Edition</p> <ul style="list-style-type: none"> Differences in addition/version DO indicate a mismatch Variations in the placement of edition in the record (e.g., field 250 vs. 500) do NOT indicate a mismatch 	
<p>260 \$a Place of publication</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Change of place within the same country between printings of the same edition Variations in choice of place for items with more than one place of publication <p>260 \$b Publisher</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Absence or presence of a publisher is known only from an outside source (e.g., [A.B. Smith] vs. [s.n.]) Variation in choice of publisher for an item having more than one publisher Absence or presence of multiple publishers, distributors, etc. as long as one on the item matches one on the record, and vice versa <p>260 \$d Publication/distribution date</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Variation in printing, manufacture, or distribution date alone Variation in copyright dates if the publication dates are the same 	
<p>300 \$a Extent</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Variation in preliminary paging, post paging, or separate numbering Minor variations in paging if that is the only difference <p>300 \$b Physical details</p> <ul style="list-style-type: none"> Difference in this field alone <p>300 \$c Size</p> <ul style="list-style-type: none"> Difference of 2 cm or less which is not a result of local binding <p>300 \$e Accompanying material</p> <ul style="list-style-type: none"> Absence, presence or difference. Accompanying material may be cataloged separately or described in a note. 	<p>The following DOES indicate a mismatch</p> <p>300 \$b Specific technical differences</p> <p>300 \$c Specific differences in size</p> <p>300 \$e Differences in the medium of recorded accompaniment to projected media (e.g., cassette vs disc)</p>
<p>4xx Series</p> <p>The following does NOT indicate a mismatch</p> <ul style="list-style-type: none"> Variation in tracing decision of form (e.g., fields 440 vs. 490 with 830) 	

ALSO

- 5xx Notes when helpful or applicable
- 538 Non-print (System details note)
- 753 Computer material (Technical details access to computer files)