



THE INFORMATION NETWORK FOR OHIO SCHOOLS

## INFOhio MARC Record Standard

### Visual Materials

January 2001

The following INFOhio MARC record standards represent the desired level of MARC cataloging for Ohio schools. Their intent is to insure not only quality records but also the greatest level of access to school and instructional materials by learners and educators. These standards are intended for any vendor or cataloger providing MARC records to Ohio schools or any regional instructional materials center in Ohio. While it is understood that not all data required by these standards might be available, the required data are to be included in the record to the extent available and should never be removed from a record. For greater detail on the content of the fields below consult MARC21  
<<http://lcweb.loc.gov/marc/bibliographic/>>

#### **A- MANDATORY IF APPLICABLE**

A data element that must be present in a bibliographic record if it is appropriate for the item being described and if the bibliographic information is available.

#### **M- MANDATORY**

A data element that must be present in every bibliographic record.

#### **O- Optional**

A data element that is not required but may be present if desired; if present it should NOT be removed.

**NOTE:** (R) following a tag or subfield indicates that it is repeatable.  
(NR) following a tag or subfield indicates that it is NOT repeatable  
b in the indicator position indicates a blank  
\_ in the indicator position indicates a value is required

#### **LEADER**

M Record status  
M Type of record  
M Bibliographic level  
M Encoding level  
M Descriptive Cataloging Form

#### **FIXED FIELDS**

M **001 Control Number**  
M **003 Control number identifier**  
M **005 Date and time of latest transaction**  
O **006 Fixed Length Data Elements - Additional Material Characteristics** (R)  
M **007 Physical Description for Non-print Material** (R)  
M **008 Fixed Length Data Elements - All Materials**  
M 008 Date entered on file M 008 Running time for motion pictures and  
M 008 Type of date videorecordings  
M 008 Date 1 M 008 Government publication  
A 008 Date 2 M 008 Type of material  
M 008 Technique

M 008 Language  
A 008 Modified record

M 008 Cataloging source

### **CONTROL FILEDS**

#### **010 Library of Congress Control Number** (NR)

A 010 b b \$a LCCN (NR)

#### **020 International Standard Book Number** (R)

A 020 b b \$a ISBN (NR)

#### **028 Publisher Number** (R) < Use for moving pictures

A 028 b b \$a Publisher number (NR)

#### **037 Source of Acquisition** (R) < Use for graphics

A 020 b b \$a Main entry heading (NR)

#### **040 Cataloging Source** (NR)

M 040 b b \$a Cataloging source (NR)

A \$c Transcribing agency (NR)

A \$d Modifying agency (R)

#### **041 Language Code** (NR)

M 041 \_ b \$a Language code of text/sound track or separate title (R)

M \$b Language code of summary or abstract (NR)

#### **042 Authentication Code** (NR)

A 042 b b \$a Authentication code (R)

#### **082 Dewey Decimal Classification Number** (R)

A 082 \_ \_ \$a Classification number (R)

A \$2 Edition number [of DDC; not the item itself] (NR)

### **VARIABLE FIELDS**

#### **1XX Main entry** (NR)

A 1XX \_ \_ \$a Author main entry or Title main entry (NR)

#### **240 Uniform Title** (NR)

A 240 \_ \_ \$a Uniform title (NR)

#### **245 Title Statement** (NR)

M 245 \_ \_ \$a Title (NR)

A \$c Responsibility (NR)

M \$h Medium (NR)

A \$n Number (R)

A \$p Part (R)

#### **246 Varying Form of Title** (R)

A 246 \_ \_ \$a Variant title (NR)

#### **250 Edition Statement** (NR)

A 250 b b \$a Edition (NR)

#### **260 Publication, Distribution, etc.** (NR)

A 260 b b \$a Place of publication (R)

A \$b Publisher (R)

M \$c Date of publication (AACR2 requires estimated date when none available.) (R)

**300 Physical Description** (R)

- M 300 b b \$a Extent (R)
- A \$b Other physical details such as illustrations. (NR)
- A \$c Size (R)
- A \$e Accompanying materials (NR)

**4XX Series Statement / Added Entry Title** (R)

- A 4XX b \_ \$a Series title (NR)
- A \$n Number of part/section of work (R)
- A \$p Name of part/section of work (R)
- A \$v Volume number/sequential designation (NR)

**500 General Note** (R)

- A 500 b b \$a Source of Title (NR)

**501 With Note** (R)

- A 501 b b \$a With note (NR)

**505 Formatted Contents Note** (R)

- A 505 \_ b \$a Formatted contents note (NR)
- OR**
- A \_ 0 \$r Statement of responsibility (R)
- A \$t Title (R)

**510 Citation/Reference Note** (R)

- A 510 \_ b \$a Name of Source (NR)
- A \$c Location in source (NR)

**511 Participant or Performer Note** (R)

< Use for moving pictures

- A 511 \_ b \$a Participant or performer note (NR)

**520 Summary Note** (R)

- A 520 \_ b \$a Summary (NR)

**521 Target Audience Note** (R)

- A 521 1 b \$a Interest AGE level
- A 521 2 b \$a Interest GRADE level
- A 521 3 b \$a Special characteristics such as visually impaired (R)

**538 System Details Note** (R)

< Use for moving pictures

- A 538 b b \$a System details (NR)

**546 Language Note** (R)

- A 546 b b \$a Language note (NR)

**586 Awards Note** (R)

- A 586 b b \$a Awards (NR)

**6XX Subject Access Fields** (R)

- A 6XX \_ \_ \$a LC/ LCC Subject headings (NR)
- \$v Form (R)
- \$x General subdivision (R)
- \$y Chronological subdivision (R)
- \$z Geographic subdivision (R)

**658 Index Term - Curriculum Objective** (R)

<http://www.nwoet.org/services/edserv/proficiency/compend.html>

- A 658 b b \$a Main curriculum objective (NR)
- A \$b Subordinate curriculum objective (R)
- A \$c Curriculum Code (See *web site above, Step 1 for codes*) (NR)
- A \$d Correlation factor (NR)
- A \$2 Source of term (NR)

**700 Added Entry - Personal Name** (R)

- A 700 \_ \_ \$a Personal name (NR)

**710 Added Entry - Corporate Name** (R)

- A 710 \_ \_ \$a Corporate name (NR)

**730 Added Entry - Uniform Title** (R)

- A 730 \_ \_ \$a Uniform title (NR)

**8XX Series Added Entries** (R)

- A 8XX \_ \_ \$a Name

**852 Location/Call Number** (R)

- O 852 \_ \_ \$b Location code (NR)
- \$c Collection code (NR)
- \$h Call number / shelf number (NR)
- \$p Bar code (NR)
- \$9 Price (NR)
- \$t Copy number(s) (NR)

**856 Electronic Location and Access** (R)

<http://lcweb.loc.gov/marc/bibliographic/ecbdhold.html#mrcb856>

- A 856 4 \_ \$a Host name (R)
- A \$n Name of location of host in subfield \$a (NR)
- A \$u Uniform Resource Locator (R)

For complete Library of Congress MARC field descriptions see: <http://lcweb.loc.gov/marc/bibliographic>

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