

**Sirsi libraries:**

- Select SmartPort and then select "UC-UNIQUE" as the catalog to which to connect and capture the template record.
- Match and Load replacing **the title control with "C"** (capital C).
- *NOTE: These instructions will identify subfields with a \$ rather than the Sirsi pipe ( | )*

**MultiLIS libraries:**

- If your ITC has loaded the templates into a local bank you can use "Create and Update Bibliographical Records" to copy the templates as needed, using PF3 "Create a Record" then PF2 "Copy a Record."
- If your ITC has NOT loaded the templates to a local bank, select the menu option, "Search/Export Union Catalog MARC Records." After templates are tagged for export, MultiLIS libraries should select the third load option, "**Load all bibs AND accompanying MultiLIS fields as new records.**" (DON'T include bib records in an export that contains templates, unless you wish to load those bibs as new.)

**Stand-alone libraries:** Use the UCAP Procedure.

## Kit Template Instructions for Original Cataloging

October 2006

**NOTE:** This is rarely used. If there is a predominant component, catalog that component with accompanying materials using the template instructions for the dominant component rather than *Kit Instructions*. A kit is defined as a mixture of various components issued as a unit and intended primarily for instructional purposes, and no one component is identifiable as the predominant component of the item.

**Do a title search for KIT TEMPLATE. NOTE:** It is recommended that templates be downloaded as needed, as they may be updated from time to time by INFOhio and they could become corrupted if left to reside in a local catalog.

These instructions make certain assumptions regarding the cataloging of this material, and no inferences should be made about cataloging other materials or about cataloging in general.

**Indicator positions will be blank unless otherwise specified.**

**There will be no ending punctuation for the tag unless otherwise specified.**

(R) next to a tag indicates the tag may be repeated in the record.

(NR) next to a tag indicates the tag may NOT be repeated in the record.

(R) next to a subfield indicates the subfield may be repeated within a tag.

(NR) next to a subfield indicates the subfield may NOT be repeated within a tag.

**MultiLIS users:**

Press [PF4] key for "Tag to add" prompt; [PF1] key to return to "Tag to modify."

Press [F6] key to remove a tag that has been selected for modification.

**Sirsi users:**

Use "DELETE" and "INSERT" Helpers to delete or add a tag.

**Sirsi and Other users: It is recommended that you have an online copy of these instructions open to easily utilize the links included in this document.**

## EDITING THE TEMPLATE

Information which appears in bold below requires your attention. That which is not in bold is informational.

### FIXED FIELDS

These fixed field instructions assume your cataloging software provides a list of codes from which to select for fixed fields. If your software does not do this, you can find the more common codes within this document and additional codes at the Library of Congress Web site provided within the text below. The description of the Leader and 008 elements may be abbreviated differently on different library systems. The order of the display may also vary from system to system.

### Sirsi Users

Sirsi does not provide a list for you. Nor does it clearly indicate where the Leader and 008 tag begin and end within the "Fixed Fields" display. The Sirsi system does not label the Leader and the 008 tag as such.

Leader = first five elements of the "Fixed Field" display.

**008 tag = elements immediately following the five elements of the Leader**

First five elements constitute the Leader

Rec_Type:	o	Bib_Lvl:	m	Enc_Lvl:	u
Desc:	a	TypeCtrl:		Entrd:	031210
Dat_Tp:	s	Date1:		Date2:	
Ctry:		Lang:	eng	Mod_Rec:	
Source:	d	Time:	---	Audience:	
Accomp:		GovtPub:		ConfPub:	
Type_Mat:	b	Tech:	n		

Start of the 008 tag elements

**IMPORTANT: When you click in one of the fixed field boxes that accepts more than one character it does not automatically left justify. Be sure to press the left arrow to be sure you are at the left most position when entering data into a fixed field.**

Leader This field does NOT need to be edited  
Type of record = o  
Bibliographic level = m  
Encoding Level = u <unknown  
Descriptive cataloging form = a  
Type of Control = <blank means it is not archival

**008 The codes for the 008 tag are listed below. Edit as indicated in bold.**

Sirsi users will find the 008 tag elements will begin with the 6<sup>th</sup> element in the fixed field from left to right and will begin with Entrd which must be edited.

Date (Entrd): 031210 <This date must be replaced with the current date. Enter as YYMMDD

Date type (Dat\_Tp):

s < MultiLIS users will find a display of an “n.” It **MUST** be changed to “s.”

Date 1: <Enter the publication date. If it is not known, you must estimate and enter the earliest possible date. For example, if you can narrow it only to the 20th century enter 19uu. If you know it couldn't have been before 1950, enter 195u.

Date 2: Leave this blank.

Place (Ctry): <For U.S. publications enter two-character abbreviation for state followed by “u.” Example. ohu for Ohio. Enter xx if place is not known and enter [S.I.] in 260 \$a.  
[http://www.loc.gov/marc/countries/cou\\_pt3region.html#north](http://www.loc.gov/marc/countries/cou_pt3region.html#north)

Lang: eng <Edit if not English  
<http://www.loc.gov/marc/languages/langhome.html>

Mod rec:

Source: d

**NON MultiLIS sites:** Codes for the remainder of the 008 tag are at:  
<http://www.loc.gov/marc/bibliographic/ecbd008s.html#mrcb008v>

It is recommended that you have this site open in your browser so it is available when editing the remaining portion of the 008 tag.

Length (Time):

Audience: <Enter appropriate level or leave blank for unspecified.  
[See bullet 22 at above URL](#)

Govt pub: <Not a government publication <[See bullet 28 at above URL for government publications](#)

Form/item (Repr):

Type mat: b kit

Technique: n not applicable

**007 You must create an 007 tag.**

**Sirsi users may enter the letter “o” in the first position of the text box.**



**REMOVE the 856 tag.** MultiLIS users enter the line number for the 856 tag, and then press [F6] to remove the tag.

**Enter the following tags as appropriate.** MultiLIS users press [PF4] key for “tag to add” prompt.

**010 Library of Congress Number (NR)**  
**\$a LC control number (NR)**

LCCN structure has recently changed. Following should help determine the number of blank spaces that may need to be entered before the year portion of the LCCN.

LCCN Structure	(1898-2000)	(2001-)
Alpha prefix positions	3	2
Year positions	2	4
Serial number	6	6
Supplement number	1	
Suffix and/or Revision date	variable	

EXAMPLES:        **010 \$a** 2001627090  
                  **010 \$anuc**76039265  
                  **010 \$a** 79139101 /AC/MN

## 020 ISBN (R)

**Newer 13 digit ISBNs MUST be entered in a 024 tag until further notice. Use the 020 for 10 digit numbers only.**

**\$a ISBN (NR)**

EXAMPLES: **020 \$a**0491001333  
                  **020 \$a**0491001344 (library binding)  
                  **020 \$a**0394502884 (Random House) **\$c\$\$**12.00  
                  **020 \$a**0394502884 (Random House : pbk) **\$c\$\$**4.95

## 024 Other Standard Identifier (R)

**Indicators:**

**1<sup>st</sup> 3 = International Article Number (EAN)**

**\$a Standard number or Code (NR)**

**Use this field for 13 digit ISBNs until further notice.**

For additional information see:

<http://www.infohio.org/UC/HelpArchive/CAT02413digitISBNs.html>

## 028 Publisher Number (R)

If in doubt whether a number is a publisher's number, enter the number in a 500 field with the trade name first, then a colon followed by a space, and then the numbers.

EXAMPLE of 500 tag:        **500 \$a**Island: ILPS 9281.

**Indicators:**

**1<sup>st</sup> 0**

**2<sup>nd</sup> 2**

**\$a Publisher number (NR)**

**\$b Source (NR)**

EXAMPLE: **02802\$a**ILPS 9281**\$b**Island

## 040 Cataloging Source (NR)

**\$a Cataloging agency (NR)**

**\$c Transcribing agency (NR)**

**Enter your Organizational (LC/NUC) Code in both subfields**

If you do not know your code, go to <http://www.infohio.org/UC/LOCcodesRev.html>

EXAMPLE: **040 \$a**OLmIUC**\$c**OLmIUC

## 082 Dewey Decimal Call Number (R)

**NOTE: If you do not have access to Dewey and are assigning a classification number based upon classification numbers in use in your collection, use 092 instead of 082.**

**Indicators:**

- 1<sup>st</sup> 0 = Full edition
- 1 = Abridged edition
- 2<sup>nd</sup> 4 = Assigned by agency other than LC

**\$a Classification number (R)**

**\$2 Dewey edition number (NR)**

EXAMPLES: 08204\$a355.02/17\$219

08204\$a343.7306/8\$a347.30368\$220

**092 Local call number (R)**

**NOTE: If using an edition of the “Dewey Decimal Classification” to assign the Dewey classification number, use the 082 tag instead of 092.**

**\$a Classification number**

EXAMPLE: 092 \$a355.02

**1XX Main Entry. (NR)**

**Will be rare to have a 1xx tag.**

**Chief source of information is label permanently affixed to the kit container.** If not available on the chief source, then take it from accompanying textual material, then other sources.

**This field is subject to authority control.** Within MultiLIS a list of current headings will appear. Authorized headings will be preceded by two asterisks (\*\*). If there is no matching heading to display, you will be given the option to create a “Single Entry.” **Check Library of Congress authorized headings if no authority is provided, <http://authorities.loc.gov>**

**Use information provided below ONLY if no authorized heading at LOC.**

Punctuation:

- When creating a single entry (unauthorized entry), end the field with a period.

**100 Personal Name. (NR)**

Indicators:

- 1<sup>st</sup> 0 = Forename
- 1 = Surname

**\$a Personal name (NR)**

**110 Corporate name. (NR)**

- Enter the name of the group

Indicators:

- 1<sup>st</sup> 0 = Inverted name
- 2 = Name in direct order

**\$a Corporate name (NR)**

**245 Title (NR)**

- **MultiLIS users enter line to modify and then press [insert] or [home] key for overstrike to replace template content.**

Capitalize first word and proper names only.

**Chief source of information is label permanently affixed to the kit container.** If not available on the chief source, then take it from accompanying textual material, then other sources. **Specify in a 500 note field the part used if not the chief source of information.**

EXAMPLES: 500 \$aTitle from container.

500 \$aTitle from accompanying typewritten notes.

**Indicators:**

1<sup>st</sup> 0 - 1XX tag NOT present

1 - 1XX tag IS present

2<sup>nd</sup> Number of non-filing characters for leading article.

The = 4

A = 2

**If no initial article enter a zero ( 0 )**

An = 3

Les = 4

\$a Title (NR)

\$n Number of part/section of work (NR)

\$p Name of part/section of work (NR)

\$h Medium (NR)

\$b Remainder of title (NR)

\$c Statement of responsibility (NR)

Reflects order subfields are entered

**Punctuation: This tag will always end with a period.**

\$b- if this subfield is present, the preceding subfield will end with a space followed by a colon ( : )

\$c- if this subfield is present, the preceding subfield will end with a space followed by a slash ( / )

**Punctuation for additional subfields:**

- Subfield \$n data follows a period (.)
- Subfield \$p data follows a period (.) when preceded by subfield \$a or another subfield \$p.
- Subfield \$p follows a comma (,) when it follows subfield \$n.

EXAMPLES:

24500\$aStrategies that work for social studies teachers\$h[kit]

24500\$aMaster of gravity\$h[kit] :\$bsoap box derby math & science  
/\$cWNEO/WEAO.

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

- **MultiLIS users select line to modify and press [F6] key to delete tag or [insert] or [home] key to replace template content.**

**Indicators:**

1<sup>st</sup> 3 = No note, added entry

2<sup>nd</sup> Type of title. Can be left blank.

blank No type specified

0 Portion of title

1 Parallel title

2 Distinctive title

3 Other title

4 Cover title

5 Added title page title

6 Caption title

7 Running title

8 Spine title

## \$a Title (NR)

For further explanation see <http://www.oclc.org/bibformats/en/2xx/> and select 246.

### Punctuation:

- Tag does not end with a mark of final punctuation, unless the field ends with an abbreviation, an initial/letter, or other data that ends with a mark of punctuation.

**EXAMPLE:** 24500\$a20th century.\$p1910-1945\$h[kit] /\$cNational Geographic Society.  
24630\$a20th century, 1910-1945  
24630\$aTwentieth century, 1910-1945

## 250 Edition (NR)

- **Order of prescribed source of information:** label permanently affixed to the LP, cassette or CD, then accompanying textual material followed by the container.

### \$a Edition statement (NR)

**Punctuation:** This tag ends with a period.

**EXAMPLES:** 250 \$a2nd ed.  
250 \$aRev. ed.

## 260 Publication, distribution, etc. (Imprint) statement. (NR)

- **Locally produced material has no place of publication or publisher;** subfields “a” and “b” are not present.
- **Order of prescribed source of information:** label permanently affixed to the kit container. **If not available on the chief source, then take it from accompanying textual material, then other sources.**
- This field is subject to authority control in MultiLIS.
- *While the subfields in this tag can be repeated, it is not recommended that you attempt to do this.*

**Punctuation:** This tag ends with a mark of punctuation as indicated below.

### \$a Place of publication (R)

When place is unknown enter [S.I.]

**Punctuation:**

- Subfield \$a ends with space colon ( :) when it is followed by \$b
- Subfield \$a ends with space semicolon ( ;) when it is followed by another \$a

### \$b Publisher/ distributor (R)

- Publisher is the agency or music label not the name of the parent company
- When unknown enter [s.n.]

**Punctuation:**

- This subfield is always *preceded* by a space and a colon ( :)
- Subfield \$b ends with a comma (,) when it is followed by \$c
- Subfield \$b ends with space colon ( :) when it is followed by another \$b
- **Subfield \$b ends with a space semicolon ( ;) when followed by another subfield \$a**

### \$c Contains date of publication/distribution

If there is no date of publication but a copyright date is available, you may use the copyright date preceded by the letter ‘c’ to identify it as a copyright date. Kits can have multiple copyright dates. The one for the entire kit should be used and not the one on a single item. **IF you need to use the date on the container, that**

date should be bracketed and without the “c.” EXAMPLE: \$c[1965] If the date is unknown, enter within brackets as much of the date as is known substituting a hyphen for the unknown digits followed by a question mark.

EXAMPLE: \$c[196-?]

**Punctuation:**

- This subfield is always preceded by a comma (,)
- Subfield \$c ends with a period (.), hyphen (-) for open-ended dates, closing bracket (]) or closing parenthesis ()).

The content of subfield “c” MUST match what appears in the Date 1 position of the 008 tag. The only difference is in the symbol that represents the unknown digits.

EXAMPLES:

008 Date 1 2003  
260 \$aKent, OH :\$bWNEO/WEAO, \$c2003.

008 Date 1 198u  
260 \$aNew York :\$bScholastic, \$c[198-?].

For additional information see:

Tag Tutor <http://www.infohio.org/UC/TagTutors/Default.html>  
OCLC Bibliographic Format <http://www.oclc.org/bibformats/en/2xx/> and select 260.  
INFOhio archives [http://www.infohio.org/UC/HelpArchive/Cat260\\$c.html](http://www.infohio.org/UC/HelpArchive/Cat260$c.html)

**300 Physical description. (R)**

**Punctuation:**

- If there is no ending mark of punctuation, provide a period ONLY if a subfield \$c is present.

**\$a Extent** contains the number of physical parts, total playing time, etc. If any portion of the number is subject to change, enter the number within angle brackets (<...>).

EXAMPLE: 300 \$a<2> cassettes.

**Punctuation:**

- Playing time is included in subfield \$a within parentheses.  
EXAMPLE: 300 \$a2 cassettes (60, 30 min.)
- Subfield \$a ends with space colon ( :) when it is followed by \$b
- Subfield \$a ends with space semicolon ( ;) when it is followed by \$c
- Subfield \$a ends with space plus sign ( +) when it is followed by \$e

**\$b Other physical details**

**Punctuation:**

- This subfield is always *preceded* by a space and a colon ( :)
- Subfield \$b ends with space semicolon ( ;) when it is followed by \$c
- Subfield \$b ends with space plus sign ( +) when it is followed by \$e

**\$c Dimensions**

Give dimensions of cassette, if other than standard 3 7/8 by 2 1/2.

Give width of tape if other than standard 1/8 inch.

**Punctuation:**

- This subfield is always *preceded* by space semicolon ( ;)
- Subfield \$c ends with space plus sign ( +) when it is followed by \$e

**\$e Accompanying material. Associated physical description statements are enclosed in parentheses.**

**Punctuation:**

- This subfield is always *preceded* by a space plus sign ( + )

**\$f Type of unit (R)**

**\$g Size of unit (R)**

EXAMPLES: 300 \$a2 videocassettes (75 min.) :\$bsd., col. ;\$c1/2 in. +\$e1 guide (234 p. loose-leaf) + 33 overhead transparencies + 1 world map (128 X 96 cm.) + 1 box K'nex plastic model building pieces + 2 packs of speciality cards for "corn buyers" and "corn sellers" (50 cards each)\$fbox\$g31 X 33 X 19 cm.

For additional information see:

Tag Tutor <http://www.infohio.org/UC/TagTutors/Default.html>  
OCLC Bibliographic Format <http://www.oclc.org/bibformats/en/3xx/> and select 300.

### 306 Playing time (NR)

- Entered as hhmmss

\$a Playing time (R)

EXAMPLE: 306 \$a002016 { represents 20 mins., 16 secs.

### 440 Series. (R)

**Order of prescribed source of information:** label permanently affixed to the LP, cassette or CD, then accompanying textual material followed by the container.

**Subject to authority control.** Within MultiLIS a list of current headings will appear.

Authorized headings will be preceded by two asterisks (\*\*). If there is no matching heading to display, you will be given the option to create a "Single Entry."

**If the authority heading has an author in subfield \$a and the series in subfield \$t, or the series title is different than what appears on the book, then you must create a 490 tag with a first indicator of 1 instead of a 440 tag. Skip the 440 instructions and see instructions for the 490 tag.**

Check Library of Congress authorized headings if no authority is provided,

<http://authorities.loc.gov>

**Indicators:**

**2<sup>nd</sup> Number of non-filing characters for leading article.**

The = 4

A = 2

An = 3

Les = 4

**\$a Enter the series title exactly as it appears on the item (NR)**

\$n Number or part of work (R)

\$p Name of part or work (R)

\$v Volume designation (NR)

} Optional

**Punctuation:**

- The tag does not end with a mark of final punctuation, unless the field ends with an abbreviation, an initial/letter, or other data that ends with a mark of punctuation.
- Subfields \$n and \$p are preceded by a period ( . )
- Subfield \$v is preceded by a space and a semicolon ( ; )

- No spaces are used in initialisms or personal name initials/letters that appear as part of the series title.

EXAMPLE: 440 \$aLPD video journal of education ;\$v12, issue 5 SS

#### 490 Series (R)

Use this field instead of the 440 ONLY if the authorized series heading has the author in \$a and the title in \$t or the authorized series title is different than what appears on the item. See the 8XX tag for the authorized series entry.

##### Indicators:

1<sup>st</sup> 1 = Series traced differently

\$a Series statement exactly as it appears on the item (R)

##### Punctuation:

- The tag does not end with a mark of final punctuation, unless the field ends with an abbreviation, an initial/letter, or other data that ends with a mark of punctuation.

EXAMPLE: 4901 \$aCounterplay  
8001 \$aSnyder, Anne.\$tCounterplay

#### 500 General note (R)

\$a General note (NR)

##### Punctuation:

- The field ends with a period unless another mark of punctuation is present.

EXAMPLE: 500 \$aTitle taken from container.

#### 505 Formatted Contents Note (R)

(See <http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf> for more detailed information.)

- MultiLIS has a 1,000 character limit for each field. Therefore, each time the content in this tag exceeds about 14 lines an additional tag must be created for the additional information.

##### Indicators:

1<sup>st</sup> 0 = Complete contents

1 = Incomplete contents (the note is incomplete because all the parts haven't yet been published)

2 = Partial contents (The note is incomplete because the cataloger hasn't filled it in yet; all the items of the set have been published.)

2<sup>nd</sup> These instructions are for the simplest method of creating a Formatted Contents Note. If you'd like information on using the second indicator and additional subfields see <http://www.oclc.org/bibformats/en/5xx/> and select 505.

\$a Formatted contents note (NR)

NOTE: That while an author may be entered in a formatted contents note the author's name is not reversed and is not indexed for an author search. To be able to search on author you must create a 700 tag for the author.

##### Punctuation:

- Space-hyphen-hyphen-space ( -- ) is entered between each item in the contents note. Contents notes may contain prescribed ISBD punctuation, e.g., statements of responsibility are preceded by a space-slash-space ( / ).

- The field ends with a period when the field contains complete or partial contents (1<sup>st</sup> indicator of 0 or 2) unless another mark of punctuation is present or unless the contents continue to another occurrence of field 505.
- If the field contains incomplete contents (1<sup>st</sup> indicator of 1) no period is used unless the last word, initial/letter, or abbreviation ends in a period.

EXAMPLE: 5050 \$aFactors of production -- Markets & prices --  
Monopoly & competitive markets -- Markets &  
competition -- International trade

For additional information see:

Tag Tutor <http://www.infohio.org/UC/TagTutors/Default.html>  
OCLC Bibliographic Format <http://www.oclc.org/bibformats/en/5xx/> and select 505.  
Guidelines for Enhancing MARC Records  
<http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf>

### 511 Performer (R)

#### Indicators:

1<sup>st</sup> 0 = No display constant generated

#### \$a Participant or performer (NR)

Name or names separated by a comma. Names are NOT reversed.

Punctuation: Ends with a period unless another mark of punctuation is present.

EXAMPLE:

5110 \$aDenny Doherty as the storytelling Harbor Master.

### 520 Summary, etc. notes. (R)

#### \$a Summary note (NR)

Punctuation: Ends with a period unless another mark of punctuation is present.

EXAMPLE: 520 \$aBased on the idea that high-quality teaching happens intentionally and is the result of the right combination of pedagogy and content

### 521 Target audience. (R)

#### Indicators:

1<sup>st</sup> 1 = Interest **age** level  
2 = Interest **grade** level  
3 = Special audience characteristics  
8 = No display constant generated

#### \$a Target audience note (R)

For interest levels INFOhio recommends the following as the most universally used.

K-3

3-6

5-8

7-10

9-12

#### \$b Source (NR)

Punctuation: Ends with a period unless another mark of punctuation is present.

EXAMPLES: 5212 \$a7-10.

For additional information see:

Tag Tutor <http://www.infohio.org/UC/TagTutors/Default.html>  
OCLC Bibliographic Format <http://www.oclc.org/bibformats/en/5xx/> and select 521.

586 Award note. (R)

**\$a Awards note. (NR)**

**Punctuation: Does not end with a mark of punctuation, unless other data ends with a mark of punctuation.**

EXAMPLE: 586 \$aTelly Award finalist, 2002

6XX Subject Access Fields. (R)

**This field is subject to authority control.** Within MultiLIS a list of current headings will appear. Authorized headings will be preceded by two asterisks (\*\*). If there is no matching heading to display, you will be given the option to create a "Single Entry." **Check Library of Congress authorized headings if no authority is provided, <http://authorities.loc.gov>** **The authorized heading and subfields will be in a 1xx tag of the authority record.**

053 \_0 1a E201 1b E298

151 \_\_ 1a United States 1x History 1y Revolution, 1775-1783

360 11 subdivision 1a History--Revolution 1775-1783 11 under names of regions states cities etc



**Use information provided below ONLY if no authorized heading at LOC.**

**Punctuation:**

- When creating a single entry (unauthorized heading) end the field with a period.

600 Personal as subject. (NR)

Indicators:

- 1<sup>st</sup> 0 = Forename  
 1 = Surname  
 3 = Family name

2<sup>nd</sup> indicator

- 4 = Source not specified

Appropriate subfields:

\$a Personal name (NR)

650 Topical Term. (R)

Indicators:

- 2<sup>nd</sup> indicator  
 4 = Source not specified

Appropriate subfields:

- \$a Topical term. (NR)  
 \$v Form subdivision designates specific kind or genre of material such as "Fiction." (R)  
 \$x General subdivision. (R)  
 \$y Chronological subdivision. (R)  
 \$z Geographic subdivision. (R)

651 Geographic Name. (R)

Indicators:

2<sup>nd</sup> indicator

4 = Source not specified

Appropriate subfields:

\$a Geographic name. (NR)

\$v Form subdivision designates specific kind or genre of material such as "Fiction." (R)

\$x General subdivision. (R)

\$y Chronological subdivision. (R)

\$z Geographic subdivision. (R)

**658** Aligned to standards. (R)

**Cut and paste tag content from INFOhio Web site,**

**<http://www.infohio.org/librарystaff/odeosic/>. Be sure to add subfield \$2 or \$3 per instructions included with the tag content.**

For additional information see:

**Tag Tutor** <http://www.infohio.org/UC/TagTutors/Default.html>

**Guidelines for Enhancing MARC Records**

<http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf>

**7XX** **Added Entry (R)**

**This field is subject to authority control.** Within MultiLIS a list of current headings will appear. Authorized headings will be preceded by two asterisks (\*\*). If there is no matching heading to display, you will be given the option to create a "Single Entry." **Check Library of Congress authorized headings if no authority is provided, <http://authorities.loc.gov>** **The authorized heading and subfields will be in a 1xx tag of the authority record.**

A screenshot of a MARC tag, specifically a 100 1\_ tag, which is highlighted with a red box. The text in the tag reads "100 1\_ la King, Stephen, ld 1947-". Below this, there is a line of smaller, less legible text, likely representing subfields.

**Use information provided below ONLY if no authorized heading at LOC.**

**Punctuation:**

- When creating a single entry (unauthorized heading) end the field with a period.

**700** Personal Name. (R)

**May choose to use this tag to be able to search for names entered in a 505 tag or are associated with the production of the material.**

Indicators:

1<sup>st</sup> 0 = Forename

1 = Surname

Appropriate subfields:

\$a Personal name (NR)

**730** Uniform Title (R)

Indicators:

1<sup>st</sup> number of non-filing characters for leading article.

The = 4

A = 2

**If no initial article enter a zero ( 0 )**

An = 3

Les = 4

\$a Uniform title (subfield may NOT be repeated within the tag)

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

**Use if 490 tag with first indicator of one (1) is present.**

**This field is subject to authority control.** Within MultiLIS a list of current headings will appear. Authorized headings will be preceded by two asterisks (\*\*). If there is no matching heading to display, you will be given the option to create a "Single Entry." **Check Library of Congress authorized headings if no authority is provided,** <http://authorities.loc.gov>

Use information provided below ONLY if no authorized heading at LOC. **The authorized heading and subfields will be in a 1xx tag of the authority record.**

**Punctuation:**

- When creating a single entry (unauthorized heading) end the field with a period.

**800 Series Added Entry - Personal Name (R)**

Indicators:

- 1<sup>st</sup> 0 = Forename  
1 = Surname

\$a Personal name (NR)

\$t Title (NR)

**830 Uniform Title. (R)**

\$a Uniform title. Do not include leading articles. (NR)

**130 \_0 la Polka dot door books.**

**490 \_0 la Polka dot door books series**

**989 Do NOT remove this tag.**

**Questions?**

- See *Guidelines for Enhancing MARC Records*  
<http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.doc>
- Or consult <http://www.loc.gov/marc/> and/or <http://www.oclc.org/bibformats/> for more information about MARC tags. (Note that AACR2 governs cataloging, not MARC. Therefore, these sites do NOT provide guidelines for cataloging. They assume a working knowledge of AACR2.)
- Or submit cataloging questions to [CRCTF\\_CHAIRS@INFOHIO.ORG](mailto:CRCTF_CHAIRS@INFOHIO.ORG).