

260 Tag Tutor

INTRODUCTION

The 260 tag contains information about the publication of the item including place, publisher and date of publication.

The 260 tag is important because it is used

- to determine whether a new record is needed when copy cataloging,
- to distinguish between similar titles,
- to enable patrons to limit searches by date.

The date is also useful to library media specialists for collection development.

The 260 tag may be repeated in special circumstances and those are not discussed in the 260 Tag Tutor. INFOhio is not recommending the school librarians attempt to do this. For all practical purposes in our environment this tag should not be repeated. However, some of the subfields within the tag may be repeated. Those will be discussed in greater detail in our discussion of the subfields.

SOURCE OF INFORMATION

It is not always easy to locate the publication information. The prescribed source of information follows a specified order.

For **print** materials:

- first is the title page
- second are other preliminaries such as the verso page
- third is the colophon which is a page similar to a title page but located at the back of the book

For **sound recordings**:

- first is the permanently affixed label on the cassette, CD, record, or other medium
- second is any accompanying textual material
- third is the container itself

For **video recordings**:

- first is the title frame. But for practical purposes school library media specialists will use the second prescribed source of information
- second is the permanently affixed label on the videocassette, DVD, or other visual medium.
- third is to consult accompanying textual material when the information is not available on the permanently affixed label
- fourth is to consult the container for publication information being careful that the information describes the production and not the design of the container

For **electronic resources**:

- first is from the resource itself. Take the information from formally presented evidence (e.g. title screen(s) main menus, initial display(s) of information, home page(s), file header(s) including “subject:” lines, encoded metadata (e.g. HTML/XML meta tags), and the physical carrier or its permanently affixed label(s)
- second is printed or online documentation or other accompanying material (e.g. publisher’s Web page about an electronic resource)
- third is information printed on a container issued by the publisher, distributor, etc.

For **maps** (cartographic materials other than a printed atlas):

- first is the item itself; when the item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself
- second is the container (e.g., portfolio, cover, envelope) or case, the cradle and stand of a globe, etc.
- third is any accompanying printed material (e.g., pamphlets, brochures)

For **printed music**:

- first is the title page
- second is the caption
- third is the cover
- fourth is the colophon
- fifth is other preliminaries, first page of music.

For **serials**:

- The only date that can be used in the 260 is the date of the very first issue. No other dates may be used.

INDICATORS

When actually constructing the 260 tag, the two indicator positions between the tag and the first subfield will always be blank.

260		Deerfield, Ill. : bdistributed by Phoenix/BFA Educational Media, c1985.
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MultiLIS users may find it difficult to determine the indicator positions on the cataloging template. If you get an error message go back and use the left arrow key to be certain that there are two blank spaces before the first subfield.

PUNCTUATION

Punctuation is important because it is actually the punctuation defined by standards that determine the MARC coding.

Publication data is always described as Place, space, colon, space, Publisher, comma, space, date.

New York : Quill, 2004.

Most automation software provides the space before each subfield for display purposes. Therefore the cataloging template should contain NO space before or after a subfield.

260 \$a New York : \$b Quill, \$c 2004.

260 [] [] New York :|bQuill,|c2004 ■

← Web display

← Workflows display

The order of display is always Place, publisher, date.

Subfield 'a' always precedes the place: \$aNew York

Subfield 'b' always precedes the publisher: \$bQuill

And subfield 'c' always precedes the copyright date: \$c2004

It is possible there may be more than one place of publication to be recorded. In those situations the subfield, 'a', is repeated and a subsequent subfield "a" is preceded by a space and a semicolon.



260 [] [] London ;|aNew York :|bOxford University Press,|c1998.

The Publisher in subfield 'b' is always preceded by a space followed by a colon. NO space should be entered following the colon when constructing a 260 tag.

260 [] [] London ;|aNew York :|bOxford University Press,|c1998.



The date in subfield 'c' is always preceded by a comma.



260 [] [] London ;|aNew York :|bOxford University Press,|c1998.

EXCEPTIONS:

- local material not commercially produced will have no place or publisher
- serials and integrating resources that may have no subfield 'c'.

AACR2 prescribes where the information should be taken. If the information comes from any other source it must be enclosed within square brackets.

The 260 tag will always end with a mark of punctuation except for serials when no date is available. This could be a closing bracket, closing parenthesis, hyphen or other symbol. When there is no mark of punctuation, provide a period.

260		Danbury, CT : b Grolier Educational Corp., c[1996]
260		Arlington, Va. : bGannett Co., c1987-
260		Garden City, N.Y. : bDoubleday, c1967.

SUBFIELDS

Subfield 'a'

- The first subfield, subfield 'a,' will always contain the place of publication, distribution, etc., UNLESS the item is locally produced and not intended for commercial distribution. Such items will NOT contain a subfield "a." Examples are the Academic Content Standards distributed by ODE, high school yearbooks, etc.
- The delimiter and code for the first subfield 'a', may or may not display or require entry in your cataloging application.

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260		London ; aNew York : bOxford University Press, c1998
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- If two or more places in which a publisher, distributor, etc has offices are named, give the first named place in the first subfield 'a'. If the first named place is not in the country of the cataloging agency but a subsequent location is, enter that location in a second subfield 'a' preceding the subfield with a space and a semicolon. All other locations can be ignored.

260		London ; aNew York : bOxford University Press, c1998
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- When the place of publication is determined from a source other than the title page, verso or colophon, enter it within brackets.

260		[Stamford, Conn.] : bGuinness Pub., cc1998.
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- When the place of publication, distribution, etc., is uncertain, enter, within square brackets the probable city followed by a question mark.

260		[Boston?] : bGambit, cc1972-
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- If no probable city can be given, enter, within square brackets, the country, state, province, etc.

260		[China] : b[s.n.], cc1986.
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- If the probable country, state, province etc. is not certain, follow it with a question mark

260 [China?] :|b[s.n.] ,|cc1986.

- If no place or probable place is available, enter within square brackets S.I. This is Latin, sine loco, for without place.

260 [S.I.] :|bArco ,|c1987.

- The last subfield 'a' is always followed by subfield 'b'. Subfield 'b' is always preceded by a space followed by a colon.

260 London ;|aNew York :|bOxford University
Press, |c1998

Subfield 'b'

- Because locally produced materials not intended for commercial distribution have no place of publication, neither will they have a publisher and therefore will have no subfield 'b'
- Subfield "b" immediately follows subfield 'a.' and is preceded by a space and a colon followed by the delimiter used by your cataloging software to identify the start of a subfield, the letter 'b' for the subfield and then the name of the publisher, or distributor, etc.

260 London ;|aNew York :|bOxford University
Press, |c1998

- If more than one publisher, distributor, etc., is named, link to the OCLC Web site <<http://www.oclc.org/bibformats/>> for additional information.
- If the name of the publisher or distributor, etc. is not available, enter within square brackets a s.n.. This is Latin for, sine nomine, without name.

260 Chicago :|b[s.n.] |c1968.

- Because subfield 'b' is always followed by subfield 'c', (except for serials) subfield 'b' will always end with a comma. Note there is no space before the comma.

260 London ;|aNew York :|bOxford University
Press, |c1998

260 Chicago :|b[s.n.] ,|c1968.

Subfield 'c'

- Subfield "c" contains the year of publication, distribution, etc. and will be entered for ALL materials, (except for serials) including those not published such as high school yearbooks. This date can be difficult to determine. Where it is in the record and how it is represented, will depend upon the type of material. Serials and music recordings are notable exceptions that will be addressed later.
- The publication date takes precedence over the copyright date and it is the publication date that is entered in subfield 'c'.
- If no publication date is available, but a copyright date is, you may enter lower case 'c' followed by the copyright date.

260		Emmaus, PA. bRodale Press c1990.
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- **MULTIPLE COPYRIGHT DATES:** If there are multiple copyright dates, use the latest copyright date for those items published after 1978. For those published before 1978 use the earliest copyright date.
- **INCORRECT DATE:** Always enter the date as it is found in the item, even if it is known to be incorrect. If the date is known to be incorrect, enter within square brackets a lower case 'i' period, lower case 'e,' period, ~~space, and the correct year.~~

[c1697 [i.e. 1967]]

- **NO DATE:** If no date is available, supply an approximate date of publication within square brackets .
 - If you know the **PROBABLE** date of publication enter within square brackets the probable date followed by a question mark.

260		[S.l.] : bWorld Wise Schools, c[1992?]
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- If you know for certain the decade of publication enter within square brackets the first three digits followed by a dash.

260		[S.l.] : bWorld Wise Schools, c[199-]
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- If you are estimating the decade enter within square brackets the first three digits followed by a dash and a question mark.

260		[S.l.] : bWorld Wise Schools, c[199-?]
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- Follow the same pattern if you are only able to estimate the century

260		[S.l.] : bWorld Wise Schools, c[19--]
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260		[S.l.] : bWorld Wise Schools, c[19--?]
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- It is no longer correct to enter “nd” for an unknown date. An estimated date must be provided.

Sound Recordings:

- Sound recordings are a little different. You will be looking for a ‘p’ date.

260		Los Angeles, CA. : bRhino Records Inc., cp198
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- If there is no ‘p’ date but a copyright date is available, you may enter within square brackets the copyright date as the ‘p’ date.

260		Universal City, CA : bMCA Records, Inc., c[p1
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- **NOTE:** Since CDs did not come into existence until the 1980s, the ‘p’ date on an item may represent the date of the original recording for copyright protection rather than the production of the CD. In such cases the estimated date of production is entered within square brackets as previously described unless there is an indication that it was published later.

EXAMPLE:

CD Label: (p) 1973 Warner Bros. Records Inc. Reprise Records, a Time Warner Company. Made in the U.S. A. Mfg. by WEA Manufacturing. 2148-2

260		[United States] : bReprise Records, c[198-
518		Originally released 1973.

Serials:

- For serials you MUST know the date of the very first issue. If that date is not available then there is NO subfield 'c'.

260		[Chicago] : bAmerican Library Association, c
362	0	Vol. 1, No. 1 (fall 1987)-
260		Chicago : bUniversity of Chicago
362	1	Began in 1962.

- Consult the OCLC instructions <http://www.oclc.org/bibformats/en/3xx/362.shtm> for more information regarding the 362 tag.

Non-commercially produced materials:

- Materials such as ODE standards materials distributed to the schools, school yearbooks, etc. will have a subfield 'c' only.

260		c1973.
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Reconcile with fixed field 008:

- It is important that the date entered in subfield 'c' of the 260 is the same as the date 1 entered in the 008 tag

008		040129\$c1973
260		[S.l.] : bGraystone Press, c1973.

- Any digits in the 260 subfield 'c' which are unknown appear as the letter 'u' in the 008 tag for Date 1.

008		030608 6 19uu
260		[S.l.] : bGrosset, c[19--]

EXCEPTION

- Our earlier example of a music CD with an estimated date of publication in a 260 and date of original release in a 518 tag, will have both dates in the 008 tag.
 - The date type will be 'r' to indicate this is a reissue.
 - Date 1 will contain the date of the reissue found in 260 subfield 'c'.
 - Date 2 will contain the date of the original release.

008		030608r198u1973
260		U.S.A. : bReprise Records, c[198-?]
518		Originally released 1973.

Help

If you have questions or need help regarding cataloging issues, you can email the Curriculum Resource / Union Catalog Task Force chairs at crctf_chairs@infohio.org

This Tag Tutor was made possible through a LSTA grant and will be evaluated during the 2004-2005 school year. Please fill out the online evaluation survey <http://www.infohio.org/UC/TagTutors/TagTutorEval.asp> to help determine the usefulness of this approach, how it could be improved and whether more tag tutors should be developed.