

300 Tag Tutor

INTRODUCTION

The 300 tag contains information that describes the physical aspects of an item and is important because it is often helpful

- in determining whether a new record is needed when copy cataloging,
- in distinguishing between similar titles,
- in identifying variations in format such as a book versus a video

The 300 tag contains information relating to the physical description of the item which consists of

- the extent of the item

Physical description 240 p.
 1 videocassette
 1 sound cassette

- other physical details of the item

Physical description 240 p. : ill. ; 28 cm. + CD
 1 videocassette sd., Col.

- the dimensions of the item

Physical description 240 p. : ill. ; 28 cm. + CD
 1 computer optical disc : sd., col. 4 3/4 in.

- information concerning accompanying material

Physical description 240 p. : ill. ; 28 cm. + CD

tag may be repeated under specified conditions, This Tag Tutor is not recommending you attempt to do this.

SOURCE OF INFORMATION

Take information for the physical description from the item itself.

- Take explicitly or implicitly stated information from the item itself.

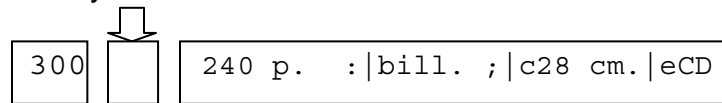
- If an item is available in different formats such as text and microfilm, or CD and audiocassette, give the physical description of the format in hand.

Material which consists of multiple parts such as books with cassettes or computer programs with other materials will have one dominant component.

- The dominant component will be cataloged and described first.
- The other components will be described as accompanying components and appear last.

INDICATORS

When actually constructing the 300 tag, the two indicator positions between the tag and the first subfield will always be blank.



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.

Precede physical details other than extent or dimension by a space and a colon.

Physical description 240 p. : ill. ; 28 cm. + CD

Precede dimensions by a space and a semicolon.

Physical description 240 p. : ill. ; 28 cm. + CD

Precede each statement of accompanying material by a space and a plus sign.

Physical description 240 p. : ill. ; 28 cm. + CD

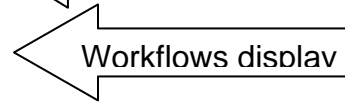
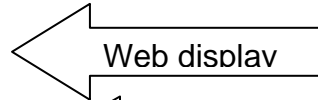
Enclose physical details of accompanying material in parentheses.

Physical description
1 videocassette : sd, col., 1/2 in. + teaching guide (22 p.)

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

300 \$a 48 p. : \$b ill., \$c 28 cm.

300		48 p. : bill., c28 cm.
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SUBFIELDS

Subfield 'a'

The first subfield contains the extent of the item including the specific material designation such as pages, volumes, sound cassette, videocassette, CD-ROM, videodisc, print, etc.

300		240 p.
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300		1 videocassette (30 min.)
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300		22 v.
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- The delimiter and code for subfield 'a', which may NOT be repeated, may or may not display or require entry in your cataloging application.

Books

Enter in subfield 'a' the last numbered page followed by the appropriate abbreviation.

- If it is a book of leaves, enter the last numbered leaf, followed with the appropriate term. A leaf differs from a page in that a leaf is printed on one side with the other side blank. A page is printed on both sides.

300		22 leaves
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- If a publication contains sequences of both leaves and pages, record each sequence, giving the number of leaves or plates at the end whether they are found together or distributed throughout the publication.

300		88 p., 44 plates
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Numbering sequence changes. ignore the numbering of the first part of the sequence. Book containing the following numbering sequence:

- PAGES NUMBERED: I-XII, 1-294 is entered as:

300		xii, 294 p.
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- PAGES NUMBERED: I-XII, 13-294 is entered as:

300		294 p.
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- For more complex paging scenarios enter the number of volumes followed by the words “various pagings” within parentheses. An example might be a book with each chapter numbered sequentially like 1: 1-24; 2: 1-28; etc.

300		1 v. (various pagings)
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Unnumbered.

Readily ascertainable

- If the unnumbered pages or leaves are readily ascertainable, give the number in square brackets.

300		[24] p.
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Not readily ascertainable

- If the unnumbered pages or leaves are NOT readily ascertainable, estimate the number and give the estimated number without square brackets preceded by lower case ‘ca’ for “circa,” followed by a period.

300		ca. 52 p.
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Multiple volumes.

- the number of volumes.

300		22 v.
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- If the number of bibliographic volumes differs from the number of physical volumes, give the number of bibliographic volumes followed by the word ‘in’ and the number of physical volumes.

300		2v. in 1
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- If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first.

300		13 v. (xx, 800 p.)
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- For a multipart item that is not yet complete, enter only a lower case ‘v’ followed by a period.

300		v.
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Other materials.

- Enter the number of physical units followed by the appropriate AACR2 term, Specific Material Designation (SMD), to describe the physical item.

Cartographic Materials

Atlas	Map	Remote-sensing image
Diagram	Model	Section view
Globe	Profile	

If a cartographic item is not understood by one of these terms, use an appropriate term.

300		7 wall charts
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If the cartographic item contains visual and tactile data (i.e., Braille letters or other tactile systems intended for the visually impaired) add a concise term.

300		1 globe (print and tactile)
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Electronic Resources

CD-ROM	Computer tape cartridge
Computer card	Computer tape cassette
Computer optical card	Computer tape reel
Computer chip cartridge	DVD
Computer disk	Photo CD
Computer optical disc	

300		1 DVD
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Graphic Materials

Activity card	Flash card	Slide
Art original	Flip chart	Stereograph
Art print	Photograph	Study print
Art reproduction	Picture	Technical drawing
Chart	Postcard	Transparency
Filmstrip	Poster	Wall chart
Filmstrip	Radiograph	

If none of the terms listed is appropriate, give the specific name of the item as concisely as possible.

300		7 flannel board pieces
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Microforms

Aperture card	Microfilm
Microfiche	Microopaque

300		5 microfiche
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Music

Score	Vocal score
Condensed score	Piano score
Close score	Chorus score
Miniature score	Part
Piano [violin, etc.] conductor part	

For special types of music, use an appropriate specific term (e.g., choir book, table book).

300		1 choir book
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Motion Pictures & Videorecordings

Film cartridge	Film reel	Videodisc
Film cassette	Videocartridge	videoreel
Film loop	Videocassette	

300		1 videodisc
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If none of these terms is appropriate, give the specific name of the item as concisely as possible but give a trade name or similar specification in a note field.

Sound Recording

Sound cartridge	Sound tape reel
Sound cassette	Sound track film
Sound disc	

300		1 sound disc
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Three-dimensional Artefacts and Realia

Art original	Diorama	Microscope slide
Art reproduction	Exhibit	Mock-up
Braille cassette	Game	Model

300		1 diorama
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Units of the item are identical

- Add the word 'identical' before the specific material designation.

300		10 identical maps
300		3 identical sets of 5 slides

Incomplete multipart item

- Give the specific material designation alone per this example. When the item is complete, you may go back and add the number of physical units but it is NOT required.

300		v.
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Publisher later publishes another volume

- You must open or change the volume number. If additional volumes are added then change the 6 to the current number of volumes.

300		6v.
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Atlas

- An atlas is considered cartographic material and is described accordingly.

300		1 atlas
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Playing Time

If the item being described has a playing time, give the playing time as stated on the item formatted as follows;

- **Minutes**

300		1 sound cassette (92 min.)
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- **Minutes and seconds**

300		1 videocassette (10 min., 30 sec.)
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- **Hours and minutes**

300		2 sound cassettes (1 hr., 30 min.)
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- **Playing Time not stated**

If the playing time is readily ascertainable, give it in the same format as when stated.

300		1 videocassette (30 min.)
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If the playing time is not readily ascertainable, you may estimate the playing time and enter it preceded by 'ca.' followed by the estimated playing time. But this is NOT required.

300		1 videocassette (ca.30 min.)
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- **Playing Time for Videodisc of still images**

Add to the designation for videodiscs containing still images, the playing time IF it is stated on the item. But if the time is not stated on the item, do not give a playing time. Give the number of frames if that number is readily ascertainable.

300		1 videodisc (1,213 fr.)
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- **Videodiscs consisting of both moving images AND still images,**

Give the playing time if stated on the item. Otherwise you may enter the playing time and number of frames in a 500 notes field.

500		27 Chapters
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- **DVD used for computer format**

Specific material designation for the computer format

300		1 DVD-ROM
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- **Videodisc used for movies on DVD**

Specific material designation for movie recordings on DVDs.

300		1 videodisc
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Filmstrips & Microforms

- Add the number of frames

300		1 filmstrip (36 fr.)
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- If the frames are unnumbered and their number cannot be readily ascertained, give an approximate number by preceding the number of frames with "ca.."

300		1 filmstrip (36 fr.)
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Flip Charts

- Add the number or approximate number of sheets.

300		1 flip chart (6 sheets)
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Transparencies

- Add the number or approximate number of overlays, if any. If the overlays are attached, indicate this.

300		1 transparency (2 overlays)
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300		1 transparency (5 attached overlays)
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Multipart Items

- If the parts of a multipart filmstrip, flip chart or transparency have the same number of components or approximately the same number of components, use the form represented here, giving the number of frames followed by the word “each.”

300		4 filmstrips (50 fr. each)
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Subfield ‘b’

- Other physical details, except for dimensions, are recorded in subfield ‘b’ which will be preceded by a space and a colon.

300		1 videocassette (28 min.) : bsd., col.
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- Use abbreviations and separate descriptions by a comma followed by a space.

300		1 videocassette (28 min.) : bsd., col.
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- If an item includes maps, that should be indicated.

300		176 p. : bmaps
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Illustrations

- Enter ill followed by a period to denote illustrations.

300		71 p. : bill.
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- Tables containing only words and/or numbers are not illustrations; and illustrated title pages and minor illustrations are not described.
- Describe colored illustrations as appropriate per these examples for color illustrations, illustrations with color maps, some illustrations in color but most are not color, and illustrations that are mostly color.

300		71 p. : bcol. ill.
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300		71 p. : bill., col. maps
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300	<input type="checkbox"/>	71 p. : bill. (some col.), maps
300	<input type="checkbox"/>	71 p. : bill. (chiefly col.)

- If a publication consists wholly or predominantly of illustrations, enter all illustrations or chiefly illustrations, or chiefly maps as appropriate.

300	<input type="checkbox"/>	47 p. : chiefly ill.
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Sound Recordings

For sound recordings enter the appropriate details in the following order:

- Type of recording, analog or digital.
- Playing speed of an analog disc in revolutions per minute.
Do NOT give the playing speed if it is standard for the type of medium which is 1.4 meters per second for a digital disc and 1 7/8 inches per second for an analog tape cassette.
- Number of sound channels as mono, stereo or quad.
- Recording and reproduction characteristics.

300	<input type="checkbox"/>	1 sound disc (45 min.) : analog, 33 1/3 rpm, stereo.
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300	<input type="checkbox"/>	1 sound disc (45 min.) : digital, stereo.
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300	<input type="checkbox"/>	1 sound cassette (45 min.) : analog, mono.
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300	<input type="checkbox"/>	1 sound disc (45 min.) : digital, stereo., Dolby processed
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Videocassettes

For videocassettes give the sound followed by the color. Use, "b&w " for black and white and for sepia

300	<input type="checkbox"/>	1 videocassette (24 min.) : sd., b&w with col. Introductory sequence
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Filmstrips and Slides

For filmstrips and slides, enter 'sd' if the sound is integral. Otherwise describe the accompanying sound as accompanying material.

300	<input type="checkbox"/>	40 slides : col. + e1 sound disc (30 min. : analog, 33 1/3 rpm, mono. ; 12 in.)
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Subfield 'c'

Dimensions are entered in subfield 'c' which is preceded by a space and a semicolon.

300		47 p. : bill. ; c21 cm.
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Monographs (Books)

Give the height of the item in centimeters to the next whole centimeter, measuring the height of the binding.

- If the item is less than 10 centimeters, give the height in millimeters.
- If the width of the volume is less than half the height give the height times the width.

300		28 p. bill. ; c20 X 8 cm.
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- If the width of the volume is greater than the height, give the height times the width.

300		28 p. bill. ; c20 X 32 cm.
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Discs

- Give the diameter in inches

300		1 sound disc (45 min.) : banalog, 33 1/3 rpm, stereo. ; c12 in.
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300		1 sound disc (45 min.) : bdigital, stereo. ; c4 3/4 in.
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300		1 videodisc (38 min.) : bsd., col. ; c12 in.
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300		1 videodisc (60 min.) : bsd., col. ; c4 3/4 in.
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Sound cassettes

- Give the dimensions of a cartridge in inches if other than the standard 3 7/8 by 2 1/2 inches.

300		1 sound cassette : banalog, mono.
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↳ Standard 3 7/8 X 2 1/2

300		1 sound cassette : banalog, stereo. ; c7 1/4 X 3 1/2 in.
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- Give the width of the tape if other than the standard 1/8 inch.

Filmstrips

- Give the width of the film in millimeters.

300		1 filmstrip (50 fr.) : bcol. ; c35 mm.
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Slides

- Do NOT give the dimensions if standard 2x2 inch slides.

300		5 slides : bcol.	← 2 in. by 2 in.
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Computer

- Give the diameter of the disc in inches to the next 1/4 inch.

300		1 computer disk : bcol. ; c5 1/4 in.
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300		1 computer optical disc : bcol. ; c4 3/4 in.
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Subfield 'e'

Give the description of accompanying material in subfield 'e' which is preceded by a space and a plus sign.

300		1 computer disk : bcol. ; c4 3/4 in. + e1 instructors guide
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- Or, you can provide this information in a 500 note field instead.
- You may describe the accompanying material within parentheses, using the same order and standard punctuation for the extent, other physical details, and dimensions, being sure to place spaces before and after the punctuation marks.

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/260/260documentation.pdf> to help determine the usefulness of this approach, how it could be improved and whether more tag tutors should be developed.