

504 Tag Tutor

INTRODUCTION

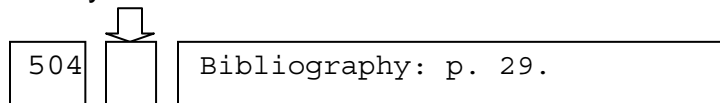
The 504 tag contains information that describes the presence of a bibliography, discography, filmography and/or other bibliographic references in an item. This information can be useful to users and to library media specialists in identifying other related resources.

SOURCE OF INFORMATION

Generally this information is found near the end of the item.

INDICATORS

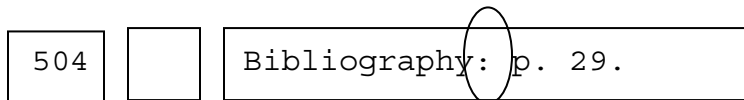
When actually constructing the 504 tag, the two indicator positions between the tag and the first subfield will always be blank.



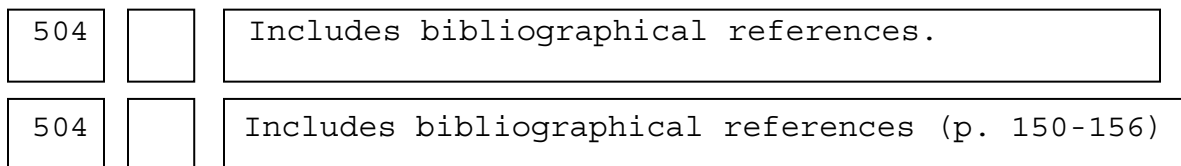
MultiLIS users may find it difficult to determine the indicator positions on the cataloging template. If you get an error message go back and use the left arrow key to be certain that there are two blank spaces before the first subfield.

PUNCTUATION

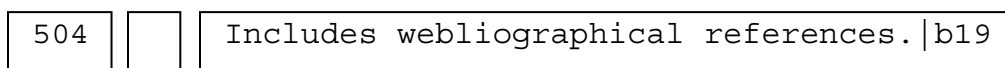
Subfield 'a' begins with an introductory term and is followed by a colon when the location of the bibliography is included.



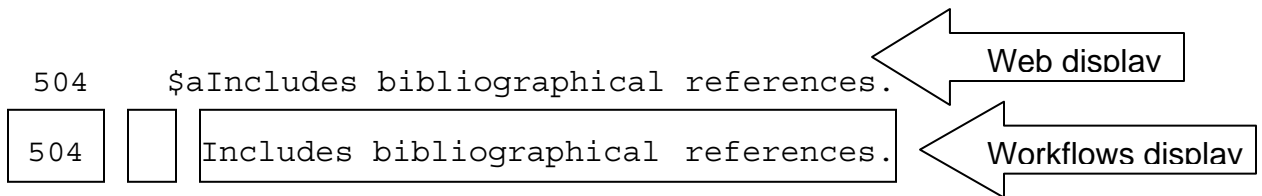
Subfield 'a,' will always end with a period unless a different mark of punctuation is present.



Subfield 'b' requires NO ending punctuation.

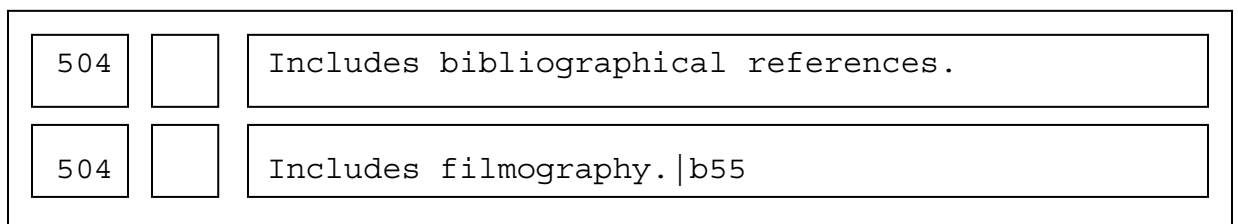


Most automation software provide the space before each subfield for display purposes. Therefore the cataloging template should contain NO space before or after a subfield.



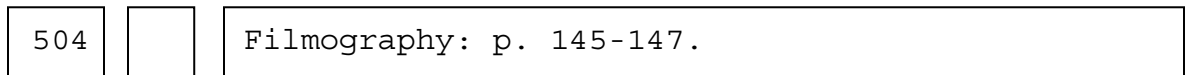
SUBFIELDS

The subfields in the 504 tag may NOT be repeated. But the tag may be repeated.

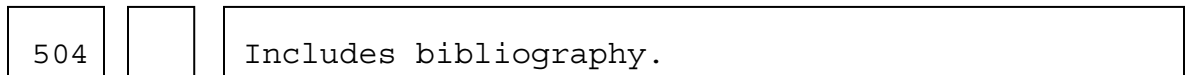


Subfield 'a'

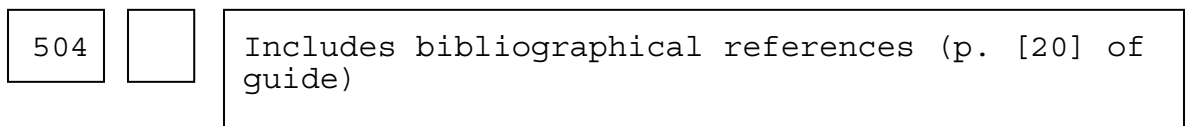
Subfield 'a' describes the type of bibliographic information and may also indicate where it is located within the item.



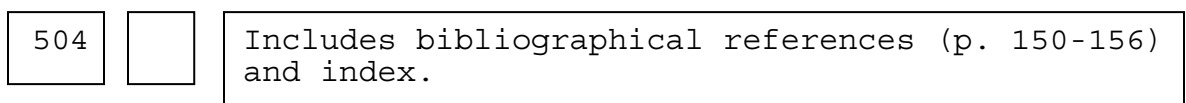
If it does not include the location of the bibliography, the subfield will begin with the word "includes."



It may also indicate the presence of a bibliography, etc., in accompanying material that is described in the record. In such cases, enter the location of the bibliography within parentheses.



If there is also an index, you may indicate the presence of an index but do not use this tag to indicate the presence of an index alone.



Subfield 'b'

Subfield 'b' contains the number of references contained in the bibliography. Use this subfield if you think it is important as an indication of the significance of the bibliography.

504		Includes bibliographical references. b19
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504		"Literature cited": p. 67-68. b51
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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.