

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.

Book Template Instructions for Original Cataloging

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- If a book is accompanied by a cassette, the cassette is more important and should be cataloged using the *Book on Cassette Template*.
- If a book is published on a regular basis such as an almanac, it should be cataloged as a serial using the *Annual Template*.
- If a book is loose-leaf, designed to have pages inserted, the item is considered integrating resources and should be cataloged using the *Integrating Resources Template*.

Do a title search for BOOK 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 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.

Fixed Fields									
Rec_Type:	a	Bib_Lvl:	m	Enc_Lvl:		Desc:	a	TypeCtrl:	
Entrd:	030821	Dat_Tp:	s	Date1:		Date2:		Ctry:	
Lang:	eng	Mod_Rec:		Source:	d	Illus:		Audience:	
Repr:		Cont:		GovtPub:		ConfPub:	0	Festschr:	0
Indx:	0	Fiction:		Biog:					

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 if doing full cataloging with item in hand.

Type of record = a

Bibliographic level = m

Encoding Level = <blank here means most complete; created from information derived from an inspection of the physical item.

Enter a 3 if you do not intend to follow these template instructions to provide the most complete cataloging.

Descriptive cataloging form = a

Type of Control = <blank means it is not archival

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

Date entered on file (Entrd):

030821 <This date must be replaced with the current date.

Enter as YYYYMMDD

Type of date/Publication status:

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

Date 1: <Enter publication date. If there is not a publication date but a copyright date is available, you may use the copyright date. If there is no date at all, you must estimate a date; replace the unknown digits with the letter ‘u.’ EXAMPLE: 19uu.

If you have additional questions, see the help for the 260 tag which will also define what date should be used in the 008.

[http://www.infohio.org/UC/HelpArchive/Cat260\\$c.html](http://www.infohio.org/UC/HelpArchive/Cat260$c.html)

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. List of country codes is available at 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#mrcb008b>

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.

Illustrations: No illustrations <Edit if appropriate; may enter up to four types. Indication of the presence of illustrations via code ‘a’ is sufficient.

a = illustrations

c = portraits

b = maps

f = plates

Additional codes available at above URL, bullet 21.

Audience: <Enter appropriate level or leave blank for unspecified.

See bullet 22 at above URL

Form of Item (Repr): <Edit if other than the usual print format

d - Large print

s - Electronic

f - Braille

| - No attempt to code

Additional codes at bullet 23

Nature of Contents (Contents):

May select up to four content types. **Additional codes at bullet 24-27**

Govt pub: not a government publication <Edit if appropriate **See bullet 28**

Conf pub: 0 not a conference publication <Edit if appropriate. **Change 0 to a 1 for a conference publication**

Festschrift: 0

Index: 0 no index < Edit if appropriate. **Change 0 to a 1 if index is present.**

Literary Form (Fiction): <Enter appropriate literary form

0 - Not fiction (not further specified)

1 - Fiction (not further specified)

Additional codes at bullet 33

Biography: <If includes biographical information, enter appropriate code

- a - Autobiography
- b - Individual biography
- c - Collective biography
- d - Contains biographical information

REMOVE the 856 tag. MultiLIS users enter the line number for the 856 tag, and then press the [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 \$anuc76039265
 010 \$a 79139101 /AC/MN

020 ISBN (R)

This long number (9 or 10 characters) may display on the book, either on the verso page or on the back cover. It usually displays with hyphens which are NOT entered in the MARC record.

\$a ISBN (NR)

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

EXAMPLES: **020 \$a**0491001333
 020 \$a0491001344 (library binding)
 020 \$a0394502884 (Random House) **\$c\$\$\$**12.00
 020 \$a0394502884 (Random House : pbk) **\$c\$\$\$**4.95

024 Other Standard Identifier (R)

Indicators:

1st 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>

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 \$aOLmIUC\$cOLmIUC

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 taken from another source, use 092 instead of 082.

Indicators:

1st 0 = Full edition

1 = Abridged edition

2nd 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, see instructions for the 082 tag instead of 092.

\$a Classification number

EXAMPLE: 092 \$a355.02

1XX Main Entry. (NR)

Chief source of information is the title page. If there is no title page use the part of the item supplying the most complete information in the following order: cover (excluding book jacket), caption (title given at the beginning of the first page of the text), colophon (statements at the end of the item), running title (repeated at the head or foot of each page or leaf), or other part.

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:

1st 0 = Forename

1 = Surname

\$a Personal name (NR)

110 Corporate Name. (NR)

The use of this tag is highly restricted to seven categories identifying documents of the organization itself. When in doubt **enter the corporate body name in a 710 tag instead.**

111 Meeting Name. (NR)

The use of this tag is highly restricted to seven categories identifying documents of the organization itself. When in doubt **enter the corporate body name in a 711 tag instead.**

240 - Uniform Title (NR)

To use this field the bibliographic record must have a 1XX tag. The 240 is used when a work has appeared under varying titles, necessitating that a particular title be chosen to represent the work. For rules governing the uses of this tag, its indicators, subfields and punctuation consult OCLC Bibliographic Format rules. <http://www.oclc.org/bibformats/en/2xx/> and select 240.

245 Title (NR)

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

Capitalize first word and proper names only.

Chief source of information is the title page. If there is no title page use the part of the item supplying the most complete information in the following order: cover (excluding book jacket), caption (title given at the beginning of the first page of the text), colophon (statements at the end of the item), running title (repeated at the head or foot of each page or leaf), or other part. **Specify in a 500 note field the part used if not the chief source of information.**

EXAMPLE: 500 \$aTitle from cover.

Indicators:

1st 0 - 1XX tag NOT present

1 - 1XX tag IS present

2nd 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)

\$b Remainder of title (NR)

\$c Statement of responsibility (author) (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:

24503\$aLa mer

24513\$aLa mer :\$bKhamma /\$cClaude Debussy.

24500\$aPrivate eyeballs :\$ba golden treasury of bad taste.

24514\$aThe plays of Oscar Wilde /\$cAlan Bird.

24514\$aThe plays of Oscar Wilde.\$nPart one /\$cAlan Bird.

24512\$aA raison in the sun /\$cby Lorraine Hansberry, with a new introduction by Robert Nemiroff.

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:

- 1st 3 = No note, added entry**
- 2nd Type of title. Can be left blank.**

blank	No type specified	4	Cover title
0	Portion of title	5	Added title page title
1	Parallel title	6	Caption title
2	Distinctive title	7	Running title
3	Other 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\$aALA bulletin

2463 \$aAmerican Library Association bulletin

250 Edition (NR)

- **Order of prescribed source of information:** title page, other preliminaries, colophon (statements at end of the item).
- Edition must indicate a difference in content such as a different edition number or teacher ed. versus student edition. Paperback edition usually is not entered in an edition statement.

\$a Edition statement (NR)

Punctuation: This tag ends with a period.

EXAMPLES: 250 \$a2nd ed.

250 \$aRev. ed.

260 Imprint statement. (publication information) (NR)

- **Locally produced material has no place of publication or publisher;** subfields “a” and “b” are not present.
- **Order of prescribed source of information:** title page, other preliminaries, colophon (statements at end of the item).
- 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 followed by another \$a**
- **Subfield \$a ends with a comma (,) when it is followed by \$c. This should never occur. See instructions for \$b when publisher is unknown.**

\$b Publisher/ distributor (R)

When publisher/distributor is 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 (R)

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.

EXAMPLE: \$cc1965. 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[19--?] \$c[195-?]

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	1967
260	\$aLondon	:\$bMacmillan,\$c1967.
008	Date 1	1965
260	\$aLondon	:\$bMacmillan,\$cc1965.
008	Date 1	19uu
260	\$aLondon	:\$bMacmillan,\$c[19--?]

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:

- This tag always ends with a mark of punctuation. If one is not part of the content ending the tag, provide a period.

\$a Extent (R) Contains the number of pages and physical parts.

- If the pages or leaves are unnumbered and the number is readily ascertainable, enter the number within square brackets.
If the number is not readily ascertainable, estimate the number. Enter the estimated number without brackets preceded by ca.

EXAMPLES:

300	\$a[45]	p.
300	\$a[55]	leaves
300	\$aca.	600 p.
300	\$aca.	200 leaves

- Works that are not yet complete, only the type of unit designation is recorded preceded by three spaces.

EXAMPLE: 300 \$a v.

Punctuation:

- 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 (NR) see examples below.

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 (R)

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. (NR) Associated physical description statements are enclosed in parentheses.

Punctuation:

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

EXAMPLES: 300 \$a74 p. of ill., 15 p. ;\$c28 cm.
 300 \$a27 leaves of plates, 4 p. ;\$c31 cm.
 300 \$a271 p. :\$bill. ;\$c23 cm. +\$eatlas (37p., 19 leaves of plates : 19 col. Maps ; 37 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.

440 Series. (R)

Order of prescribed source of information: series page, monograph title page, cover, rest of publication.

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 by your system.

<http://authorities.loc.gov>

Indicators:

2nd Number of non-filing characters for leading article.

The = 4 A = 2

An = 3 Les = 4

If no initial article enter a zero (0)

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

\$n	Number or part of work (R)	}	Optional
\$p	Name of part or work (R)		
\$v	Volume designation (NR)		

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.

EXAMPLES: 440 \$aReading Rainbow
440 4\$aThe Rare book tapes.\$nSeries 1 ;\$v5

490 Series (R)

ONLY Use this field instead of the 440 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:

1st 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 \$a Goosebumps
8001 \$a Stine, R. L. \$tGoosebumps

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 cover.

504 Bibliography, etc. Note (R)

Note indicating the presence of bibliographic references in an item.

\$a General note (NR)

Punctuation:

- Subfield \$a ends with a period unless another mark of punctuation is present.

EXAMPLES when **no index is present:**

504 \$aBibliography; p. 238-239.
504 \$a"Selected bibliography": v. 1, p. 351-358, v. 2,
p. 234-236.
504 \$aIncludes bibliographical references.

EXAMPLES when **index is present:**

504 \$aIncludes bibliographical references and index
504 \$aIncludes bibliographical references (p. 238-241)
and index

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 504.

505 Formatted Contents Note (R)

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:

1st 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)

2nd *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 (1st 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 (1st indicator of 1) no period is used unless the last word, initial/letter, or abbreviation ends in a period.

EXAMPLES: 5050 \$av. 1. 1900-1945 -- v. 2. 1945-1996.

5051 \$aOn my way to school / by Jim Smith -- It happened one time at lunch / by Angela Dime -- The day it snowed / by Laura Wilson

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>

520 Summary, etc. notes. (R)

- There should always be a summary note if the work is fiction.

\$a Summary note (NR)

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

EXAMPLE: 520 \$aKate and Ben follow their rabbit into a haunted house.

521 Target audience. (R)

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

K-3 7-10

3-6 9-12

5-8

- For reading levels INFOhio suggests using a decimal to facilitate searching.
EXAMPLE: 5210 \$a3.0.

Indicators:

- 1st 0 = Reading level
 1 = Interest age level
 2 = Interest grade level
 3 = Special audience characteristics
 8 = No display constant generated

\$a Target audience note (R)

\$b Source (NR)

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

EXAMPLES: 5210 \$a2.0.
 5212 \$a7-10.
 5218 \$aFor remedial reading programs.
 5218 \$aK\$bFountas and Pinnell Leveled Books.
 5218 \$a720\$bLexile.

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

526 Study Program Information Note. (R)

- Sirsi sites can limit a search to only those reading program titles for which the library has the tests but you MUST provide subfield 5 with your general location code for this feature to function.

Indicators:

- 1st 0 = Reading program
 8 = No display constant generated

\$a Program name (NR)

\$b Interest level (NR)

\$c Reading level (NR)

\$d Title point value (NR)

\$5 Location code (NR)

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

EXAMPLE: 5260 \$aAccelerated Reader\$b5-10\$c4.0\$d75\$5LHS.

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 526.
Guidelines for Enhancing MARC Records
<http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf>

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 \$aNational Book Award, 1981

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 la E201 lb E298

151 __ la United States lx History ly Revolution, 1775-1783

360 ll subdivision la History--Revolution 1775-1783 ll 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 entry) end the field with a period.

600 Personal as subject. (NR)

Indicators:

1st 0 = Forename

1 = Surname

3 = Family name

2nd indicator

4 = Source not specified

Appropriate subfields:

\$a Personal name (NR)

650 Topical Term. (R)

Indicators:

2nd 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:

2nd 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)

Copy and paste tag content from INFOhio Web site.

<http://www.infohio.org/librystaff/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](http://www.infohio.org/UC/TagTutors/Default.html)

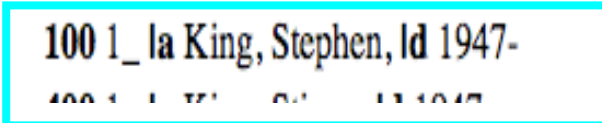
[Guidelines for Enhancing MARC Records](http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf)

<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>

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 entry) end the field with a period.

700 Personal Name. (R) **May choose to use this tag to be able to search for authors entered in a 505 tag, or joint authors or contributors.**

Indicators:

- 1st 0 = Forename
1 = Surname

Appropriate subfields:

\$a Personal name (NR)

710 Corporate Name (R)

Indicators:

- 1st 0 = Inverted name
1 = Jurisdiction name
3 = Name in direct order

Appropriate subfields:

\$a Corporate name (NR)

730 Uniform Title (R)

Indicators:

- 1st number of non-filing characters for leading article.
The = 4 A = 2
An = 3 Les = 4

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

8XX Series Added Entry (R)

Cataloging Template Instructions: Book, January 2006
<http://www.infohio.org/UC/CatTemplateInst/Book.pdf>

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.**

```
100 1_1a VanCleave, Janice Pratt. It Spectacular science projects
```

Punctuation:

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

800 Series Added Entry - Personal Name (R)

Indicators:

- 1st 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.
```

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.