

**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.

## Integrating Resource Template Instructions for Original Cataloging

January 2006

- **If the publication has pages added or removed to keep it current it is an Integrating Resource Websites are usually treated as Integrating Resource.**

**Do a title search for INTEGRATING RESOURCE 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. Nor does it identify the 006 tag.

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

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

**006 tag** = elements in the Fixed Field area following the break at the end of the 008 elements

The screenshot shows a 'Fixed Fields' form with three columns of input boxes. Callouts identify specific sections:

- Leader:** A callout box points to the first five elements: Rec\_Type (a), Desc (a), Dat\_Tp (u), Ctry ( ), Source (d), and Repr ( ).
- 008 tag elements:** A callout box points to the start of the 008 tag elements, which includes Enc\_Lvt (u), Entrd (040318), Date2 ( ), Mod\_Rec ( ), Audience ( ), GovtPub ( ), and Indx (0).
- 006 tag elements:** A callout box points to the 006 tag elements, which includes TypeCode (s), ISDS ( ), Repr ( ), GovtPub ( ), and SLI\_Ent ( ).

Other visible fields include: Bib\_Lvt (m), TypeCtrl ( ), Date1 ( ), Lang (eng), Illus ( ), Cont ( ), Festschr (0), Biog ( ), Frequri (u), Ser\_Type ( ), Pub\_Type ( ), ConfPub ( ), Regulr ( ), Phys\_Med ( ), Cont ( ), and Alphabt ( ).

**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 Sirsi sites have the ability to use the new code a lower case i.  
 Type of record = a  
 Bibliographic level = m <Sirsi Users change this code to an 'i'  
 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): 040308 <This date must be replaced with the current date. Enter as YMMDD

Status (Dat\_Tp):  
u <Serial status unknown <Edit if status is known.  
**C = currently published**  
**D = ceased publication**

Date 1: <Beginning date of publication. If it is not known, enter the digits that are known and replace the others with "u." For example, if you can narrow it only to the 20th century only enter 19uu. If you know it couldn't have been before 1950, enter 195u.

Date 2 < Ending date of publication. If the serial has not ceased publication enter 9999.

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#mrcb008s>  
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.

Illus: No illustrations <Edit if appropriate; may enter up to four types, but indication of the presence of illustrations is sufficient.  
a = illustrations  
b = maps  
c = portraits  
f = plates

Audience: <May leave blank  
Form/item: <May leave blank  
Cont: <May leave blank  
Govt pub: <Edit if a government publication, **See bullet 28 at above URL**  
Conf pub: 0 <If annual IS a conference publication change this value to 1  
Festschrift: 0  
Index: 0 <If index IS present change this value to 1  
Lit. form: <May leave blank  
Biog: <May leave blank

**006 The codes for the 006 tag are listed below. Edit as indicated in bold.**

Sirsi users will find the 006 tag elements will follow the 008 fixed field elements.

TypeCode:	s	Frequi:	u	Regulr:	
ISDS:		Ser_Type:		Phys_Med:	
Repr:		Pub_Type:		Cont:	
GovtPub:		ConfPub:		Alphabt:	
SLI_Ent:					

Type of 006 (TypeCode): s serial

Frequency: u **<Edit if frequency is known See bullet 18 at above URL**

Regularity: **<Edit if frequency is known See bullet 19 at above URL**

ISSN (ISDS):

Type ser (Ser\_Type): **<Provide appropriate code. MultiLIS users are not able to do this because the outdated cataloging template does not permit it.**

**d = Updating database**

**l = Updating loose-leaf**

**w = Updating Web site**

Form/orig (Phys\_Med): **<Enter form if other than standard print. See bulle 22 at above URL**

Form/item (Repr): **<Enter form if other than standard print. See bulle23 at above URL**

Pub type:

Cont: **<If you wish to provide See bullet 25-27 at above URL**

Govt pub: **<Edit if a government publication, See bullet 28 at above URL**

Conf pub: 0 **<If periodical IS a conference publication change this value to 1.**

Alphabet: a **<Basic Roman. No diacritics or special characters. See bullet 33 at above URL**

S/L title (SLI\_Ent): | **< No attempt to code**

**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.

#### 020 ISBN (R)

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

**\$a ISBN (NR)**

EXAMPLES: 020 \$a0491001333

#### 022 ISSN (R)

**\$a ISSN (NR)**

**While hyphens are not used when entering ISBNs, the hyphens ARE USED when entering an ISSN.**

EXAMPLES: 022 \$a0084-1382

#### 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.**

**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

**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 the title page of the current iteration. If a change in the title proper or statement of responsibility occurs on a subsequent iteration, CHANGE the title and statement of responsibility area to reflect the current iteration and make a note of the earlier title in a 247 tag.**

**If an acronym or initialism of the title appears in the chief source of information with the full form of the title, use the fuller form of the title (leave off the initialisms).**

EXAMPLE: 245 \$aReview of environmental educational developments

**If editor(s) is considered to be important, enter name as statement of responsibility.**

EXAMPLE:

24500\$aQuarterly review /\$cedited by Cyril H. Wecht

**Indicators:**

1<sup>st</sup> 0

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)**

**\$b Remainder of title**

**\$c Statement of responsibility (NR)**

} Reflects order subfields are entered

**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.**
- **Subfield \$b follows a colon (:)**
- **Subfield \$c follows a slash (/)**

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

**Indicators:**

1<sup>st</sup> **indicator generally 3 (no note, added entry)**

2<sup>nd</sup> **indicator 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.**

**247 Former Title (R)**

**Indicators:**

- 1<sup>st</sup> 1
- 2<sup>nd</sup> 0

**\$a Title proper / Short title (NR)**

**\$b** Remainder of title (NR)

**\$f** Date or sequential designation (NR)

**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.**
- **Initial articles (e.g. *Der, An*) are not recorded unless the intent is to file on the article.**

EXAMPLES: **24500\$a**Healthcare profession opportunities.  
**24710\$a**Health profession opportunities**\$f**update 5,  
published 2000

**250 Edition (NR)**

Enter if considered important. **If present, update to reflect most recent edition.**

**\$a** Edition statement (NR)

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

EXAMPLES: **250 \$a**2nd ed.  
**250 \$a**Rev. ed.

**260 Imprint (publication) statement. (NR)** This field is subject to authority control in MultiLIS.

- **Locally produced material has no place of publication or publisher;** subfields “a” and “b” are not present.
- **If the place and / or the name of the publisher changes, CHANGE the place and/or name of the publisher to reflect the current iteration and give the earlier name in a 500 note if considered to be important.**

**\$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)**

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)**

Date of first issue if available, otherwise there should be no \$c; use a 362 tag.

Punctuation:

- This subfield, when used, is always preceded by a comma (,)
- Subfield c will always end with a mark of punctuation. If none is present provide a period.

Examples:

260 \$aWashington, DC :\$bAARP

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)**

If other physical details are added, omitted, or changed on a subsequent iteration, **CHANGE** the physical description area to reflect the current iteration and make a note of the earlier description in a 500 note field if the change is considered to be important.

**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. 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)**

**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 ( + )

Example: 300 \$a v. ;\$c28 cm.  
 300 \$a v. :\$bill. ;\$c23 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.

**310** Frequency of publication. (NR)

Make note of the frequency of updates unless it is apparent from the content of the title and statement of responsibility area or is unknown.

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

Examples:

- 310 \$aBimonthly **<NOTE:** 006 frequency and regularity would be set to “b” and “r” respectively for this type of 310 tag.
- 310 \$aMonthly (except July and Aug.) **<NOTE:** 006 frequency and regularity would be set to “m” and “n” respectively for this type of 310 tag.
- 310 \$aContinually updated **<NOTE:** 006 frequency and regularity would be “k” and “r” respectively for this type of 310 tag. (MultiLIS users will find that the code “k” is not supported.)
- 310 \$aFrequency varies **<NOTE:** 006 frequency and regularity would be “z” and “u” respectively for this type of 310 tag.

**362** Dates of publication and/or Sequential Designation. (R)

**Indicators:**

1<sup>st</sup> 1

**\$a- Dates of publication and/or sequential designation. (NR)**

Sequential designators and dates are recorded as given on the item. When both a numeric designation and a chronological designation are given, the chronological designation is enclosed in parentheses.

**Punctuation: The field ends with a period unless another mark of punctuation is present.**

Examples:

- 3621 \$aBegan with 1930 issue.  
 3621 \$aBegan with vol. 4, published in 1947.

**440** Series. (R)

- If a series is added, deleted, or changed on a subsequent iteration, **CHANGE** the series area to reflect the current iteration and make a note in a \$500 tag if the change is considered to be important.
- Enter a 500 note for series statement no longer present on the current iteration if considered to be important. If an iteration has a series not present earlier, make a

**note about the publication date of that iteration. If the changes have been numerous, a general statement may be made.**

EXAMPLES: 440 \$aSpecial tax topics workbooks  
500 \$aSeries title, 1991-1996: Client representation workbooks

**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, <http://authorities.loc.gov>

**Indicators:**

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** 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)                      } Optional  
\$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:**

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 \$a** Goosebumps  
              **8001 \$a** Stine, R. L. **\$t**Goosebumps

**500** General notes. (R)

**This tag can be repeated but you may not repeat subfield \$a within the tag.**

**Punctuation:**

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

Examples:

500 \$aTitle varies slightly  
500 \$aSome issues have title: SLIS newsletter

**521** Target audience. (R)

(See <http://www.infohio.org/Documents/CRCTF/GuidelinesEnhancingMARC.pdf> for more detailed information. Consult this document for Fountas & Pinnell Leveled Books)

- For interest levels INFOhio recommends the following as the most universally used.
  - K-3
  - 3-6
  - 5-8
  - 7-10
  - 9-12

**Indicators:**

- 1<sup>st</sup> 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:   **5212 \$a**7-10.  
              **5218 \$a**For remedial reading programs.

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>

**550** Issuing body note (R)

**\$a Issuing body note (NR)**

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

Enter information referring to current and former issuing bodies, including notes containing compiling, editing or translating information that involves an issuing body. Use field 550 also for notes denoting the item as an official organ of a society, etc. **Use for issuing bodies traced in a 7xx added entry field.** The field explains their relationship to the publication and justifies the 7xx added entry.

Notes relating to commercial publishers, distributors or places of publication are recorded in field 500. A corporate body that only publishes does not warrant an added entry. To alert the user of the record that there had been a change the information is recorded in a 500 note. That way a user knows to use that record. With an issuing body you want to not only record the information but add added entries for the names

**EXAMPLES:**

- 550 \$aEditors: 1961-1974, Dan Golenpaul; 1975- Ann Golenpaul.
- 7001 \$aGolenpaul, Dan.
- 7001 \$aGolenpaul, Ann.
  
- 260 \$aWashington, D.C. :\$bU.S. Dept. Of Commerce, Bureau of the Census
- 550 \$aVols. For 1878-1902 issued by the Bureau of Statistics (Dept. Of the Treasury); 1903-11 by the Bureau of Statistice (Dept. Of Commerce and Labor); 1912-37 by the Bureau of Foreign and Domestic Commerce; 1938- by the Bureau of the Census.
- 7101 \$aUnited States.\$bBureau of the Census.
- 7101 \$aUnited States.\$bDept. Of the Treasury.\$bBureau of Statistics.
- 7101 \$aUnited States.\$bDept. Of Commerce and Labor.\$bBureau of Statistics
- 7101 \$aUnited States.\$bBureau of Foreign and Demistic Commerce.

**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 _ li subdivision la History--Revolution 1775-1783 li 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:

- 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)

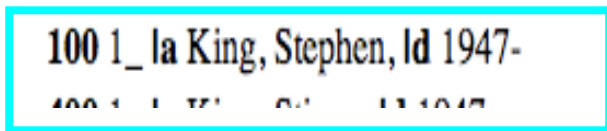
\$x General subdivision. (R)

\$y Chronological subdivision. (R)

\$z Geographic subdivision. (R)

**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.**



**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.

700 Personal Name. (R) **May choose to use this tag to be able to search for authors entered in a 550 notes tag, or joint authors or contributors.**

Indicators:

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

1 = Surname

Appropriate subfields:  
\$a Personal name (NR)

710 Corporate Name (R)

Indicators:

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

Appropriate subfields:

\$a Corporate 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)

**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.