

Library of Congress Codes for Ohio Schools

Participants in INFOhio's library automation component who are creating a new MARC record or enhancing an existing record should add the appropriate Library of Congress/National Union Catalog (LC/NUC) code to the record's 040 tag. All Ohio public school districts and most private schools have already been assigned LC/NUC codes by Library of Congress personnel. Follow these steps to verify your building or district code:

1. **UPDATED:** Search LC's [MARC Code List for Organizations](#) for your institution. Search Tips: If your search is not immediately successful, use city and state. INFOhio's orders used the institution names in the *Ohio Educational Directory* at the time the request was placed; everyday usage may vary.
2. If a code has not been assigned, place a request at [How to Request a MARC Organization Code](#). Because the ordering process is Web-based, codes can be ordered at the building/district level; orders are not placed through your ITC or through INFOhio. If a district prefers to have LC/NUC codes for each building, INFOhio suggests one person per district place the request.
3. For more information about this process, visit the [Library of Congress page](#) that includes the history and structure of the LC/NUC codes. For example, the following quote demonstrates the useful information available: "Codes generally consist of a combination of upper and lowercase alphabetic characters, although they may consist of all upper or all lowercase letters. The use of upper and lowercase letters helps to improve the readability of the codes. **Case is ignored in sorting and in determining uniqueness.**" (Emphasis added.)

Record your code to avoid having to search again.