

Fixed Fields

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lv	
Desc	a	Entrd		Dat_Tp		Date1	
Date2		Ctry		Illus		Audience	

Label	Tag	Ind.	Content
LCCN (NR)	010	_ _	Library of Congress Cataloging Number
ISBN	020	_ _	ISBN (10/13 characters, no dashes)
Cataloging source (NR)	040	_ _	School's Library of Congress Code
Personal Author (NR) -- print	100	<u>1</u> _	Personal author last name, first name, d Dates associated with name.
Title (NR)	245	<u>1</u> <u>0</u>	Item's title ; b Remainder of title / c Statement of responsibility.
Variant title	246	_ _	Varying form of title
Edition (NR)	250	_ _	Edition statement.
Publication info (NR)	260	_ _	Location : b Publisher, c Date of publication.
Physical description -- print	300	_ _	Number of pages p. : bill. : cXX cm. + e Accompanying material.
Physical description -- nonprint	300	_ _	Number of videodisc/cassettes (XX min.) : bsd., col. : cXX in. + e Accompanying material.
Series Title	440	_ <u>0</u>	Name of series ; v Numeric designation volume or sequential
General Note	500	_ _	General notes.
Bibliography note -- print	504	_ _	Includes bibliographic references (p. XX-XX) and index.
Contents Note	505	_ _	Formatted content notes (titles of separate works, parts of an item, table of contents, may also contain statements of responsibility and volume numbers or other sequential designations.
Credits -- nonprint	508	_ _	Production credit, i.e. producer, director, cinematographer, etc.
Performer -- nonprint	511	_ _	Names of performers separated by commas and a space.
Summary	520	_ _	Abstract/Summary notes - Unformatted information that describes the scope and general contents of the materials.
Audience	521	_ _	Audience for which item is intended, i.e. elementary, 7-9, adult, etc.
Technical details -- nonprint	538	_ _	Format of nonprint item – VHS or DVD
Personal subject	600	_ _	Person as subject heading last name, first name d Dates associated with a name x General subdivision y Chronological subdivision z Geographic subdivision v Genre
Subject term	650	_ _	Topical subject heading x General subdivision y Chronological subdivision z Geographic subdivision v Genre
Geographic term	651	_ _	Geographic subject heading x General subdivision y Chronological subdivision z Geographic subdivision v Genre
Added author	700	_ _	Personal name last name, first name d Dates associated with a name c Titles associated with name
Added author	710	_ _	Corporate author b Division or subordinate unit
Conference author	711	_ _	Meeting name or jurisdiction name d Date of meeting c Location of meeting.
Uniform title	730	<u>0</u> _	Added Title Tracing - Uniform title n Number of part/section of a work p Name of part/section of a work
Internet site	856	_ _	Internet site url x Nonpublic note z Public note 3 Materials specified
INFOhio template	989	_ _	Original Record

Indicators – 0 indicates number of non-filing characters for leading article. (The = 4 A = 2 An = 3 Les = 4)

Blue indicates required information if available. **Red** indicates required fields and punctuation.

(NR) – indicates that tag is NOT repeatable