Books Cataloging Guide

Fixed Fields:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type : **a** | Elvl : **I**[blank] if DLC record | Srce: **d**[blank] if DLC record | Audn:[blank]-adult**j**-juvenile | Ctrl: [blank] | Lang: **eng**(see [code list](http://www.loc.gov/marc/languages/langhome.html) forother languages) |
| BLvl: **m** | Form: [blank]**d**-large print | Conf:**0**-Not a conference pub.**1**-Conference pub. | Biog:**a**-autobiography**b**-biography**c**-collective biography | MRec:[blank] | Ctry:(see [code list](http://www.loc.gov/marc/countries/cou_home.html)) |
|  | Cont:**b**-bibliography**6**-graphic novel | GPub:[blank]-not govt.**f**-federal govt**s**-state govt**l**-local govt | LitF:**0**-Nonfiction**1**-Fiction**f**-Fiction**j**-Short stories**p**-Poetry | Indx:**0**-No indexes**1**-Index(es) |  |
| Desc: **a** | Ills:**a**-illustrations**b**-maps**f**-plates**o**-photographs | Fest:**0** | DtSt:**s**-single date**r**-reprint date,original date**t**-publication date,copyright date**m**-multiple dates | Dates:current date, | original date |

Variable Length Fields:

010 Add if available. Do not delete*.[LCCN* *Library of Congress Control Number]*

 Format:

010\_\_ 2018028578

015 Delete.

020 Add or delete as necessary. *[ISBN]* *[Enter without hyphens]*

Delete ISBNs for electronic formats from the regular print bib record.

Delete ISBNs for large print from the regular print bib record.

Delete ISBNs for board books from the regular print bib record.

Do not shorten or abbreviate information past the ISBN number. (Example: hardcover to hc.)

Delete price from ISBN field.

Format:

020\_\_ 9781454933595 |q (hardcover)

040 Keep. *[Cataloging source]*

041 Keep. *[Language codes if there is more than one language used]* (see [code list](http://www.loc.gov/marc/languages/langhome.html))

043 Keep. *[Geographic area code]*

050 Delete. *[Library of Congress call number]*

082 Keep. [*Dewey Decimal Number]*

092 Keep unless this is identical to the 082 field. *[Dewey Decimal Number]*
100 Add first author (if available). Additional authors, illustrators, etc. add as 700s.

Verify against authority record.
 Format:

100 1\_ Thompson, Kelly, |d 1976- |e illustrator.

 Format:

100 1\_ Jung, C. G. |q (Carl Gustav), |d 1875-1961, |e author.

110 Change to 710 2\_ *[Group name]. [Verify against authority record]*.

240 Convert to 730 or 740 field. *[Uniform title]*

245 Required. Compare to title page. *[Title and statement of responsibility.]*

First indicator is 1 if there is a 100 or 110 field. It is 0 if there is not one of these fields.

Second indicator shows how many characters to skip over to index the first significant word in the title.

Subfield **b** lists the item's subtitle. It is always preceded by a colon **:**

Subfield **h**shows the GMD. Print materials do not have GMDs.

Remove |h[large print] it is not a valid GMD.

Subfield **n** lists the volume number. It is always preceded by a period.

Subfield **p** lists the title of a part of a multi-part set. It is always preceded by a period.

Subfield **c**lists the people or organizations responsible for creating the item. It is always preceded by a slash “/”.

Format:

245 1\_ Superman/Wonder Woman.|nVolume 1. |pPower Couple /|cCharles Soule ; illustrated by Tony Daniel.

245 13 An encyclopedia of Tolkien : |b the history and mythology that inspired Tolkien's world / |c David Day.

246 Add for other titles if different from title page *[see 246 field example sheet]*

Add for partial titles

Add for spine titles or cover titles if different from title page

Add for parallel titles

Add for alternative or expanded forms of words

(e.g. Force Ten from Navarone, Force 10 from Navarone.)

250 Include if available. *[Edition statement, e.g.: Library edition].*

260 Required. *[Place of publication]*

Format:

260 \_\_ San Diego, CA : |b Canterbury Classics, |c c2019.

263 Delete.

264 Keep.

300 Required. *[Description]*

Include pagination count.

If pages are not numbered use “1 volume (unpaged)”

Include types of illustrations, maps, etc. Do not abbreviate. This information should also be coded in the fixed field Ills.

Include height of book measured in cm.

Include a +|e with to list any included materials.

Format:

300 \_\_ 544 pages : |b illustrations, maps ; |c 24 cm + |e 1 music CD.

336 Keep. *[RDA content]*

337 Keep. *[RDA media*

338 Keep. *[RDA carrier]*

440 Change to a 490 and/or 8XX.

490 Add as found on item. *[Series title]*
*1st indicator is 0 if the series is not found in the authority file.*

*1st indicator is 1 if the series is traced in an 800 or 830 field.*

In many records you will find 490 and 830 fields that are identical. Leave these fields as you find them.

If you find a record with only a 490 or 830, leave the field as is. There is no need to create a duplicate field.

Format:

490 1\_ Dune chronicles ; |v book 1

490 0\_ US-States ; |v no. 14

5XX Include a 500 or 504 if bibliographical reference and/or index are included. Add other important notes as necessary.

500 Includes index. Check that **Indx: 1**.

504 Includes bibliographical references.  Check that **Cont: b**

*[Note: lists of websites count as bibliographical references.]*

504 Includes bibliographical references (pages xxx-xxx) and index.

Check that **Cont: b**

Check that **Indx: 1**.

521 Add only if specified on item. *[Target audience]
1st indicator is 1 if specifying an age level.*

*1st indicator is 2 if specifying a grade level.*

520 Required for children’s materials. *[Summary].*

505 Add if item is a collection of short stories, essays, etc. or other chapter information

cataloger believes important. *[Enhanced contents note.]*

Format:

505 00 |t The murders in the Rue Morgue / |r Edgar Allan Poe -- |t The stolen cigar case / |r Bret Harte –

* 600, 610, 630, 650, 655 Fields –

Each bib record should have at least two 6XX subject headings whenever possible. Verify subject headings against authority records.

Delete any 6XX fields with the second indicator of 2, 3, 4, 5, 6, or 8.

Delete FAST subject headings, with |2 fast

Delete BISAC subject headings with |2 bisac

Delete Sears subject headings with |2 sears

For Spanish language materials, Keep Spanish language headings with |2 bidex or |2 qslp

Change any 6XX fields with the second indicator of 1to second indicator of **0**and change the subfield |v to its Juvenile form. (Unless this creates duplicate subject headings).

For Spanish language materials include 650 \_7 Materiales en español. |2 bidex

600 Subjects (Names).

630 Subjects (Titles).

650 Subjects (Topical).

700 Add as necessary. *[Additional names]*

Add 700 fields for names of people who have made a significant contribution to the

item, as long as they are not already covered by a 100 or 110 field.

Please keep the number of 700 fields within reasonable limits. We do not have the

time to add dozens of names to a record.

Some common 700s are Illustrators, Photographers, etc.

730 Add uniform title if necessary. Verify against authority record if possible.

 Format:

 730 0\_ Luftslottet som sprängdes. |l English

776 Delete. *[Other available formats]*

800 Add as indicated by authority record. *[Series title. Author main entry]*
830 Add as indicated by authority record. *[Series title. Title main entry]*

856 Delete 856 fields for print materials unless URL leads to supplemental

information (not sales pages, tables of contents, etc.)

If you leave an 856 for print materials code the indicators as 856 42.