

## Basic Book Cataloging Cheat Sheet

FIELD		DESCRIPTION	COMMENTS
008		Fixed Length Data Elements (aka Control Field)	<ul style="list-style-type: none"> <li>Be sure the record has one! Automatically created with default values (book, in English) in <i>MARC Magician</i></li> </ul>
010		LC number	<ul style="list-style-type: none"> <li>2-4 digits (year) + 6 digits</li> <li>Numbers assigned as of 1/2/01 have full 4-digit year</li> <li>Add leading zeros if necessary to 2<sup>nd</sup> number to total 6</li> <li>Entered as 3 spaces + full number (no hyphens) + 1 space</li> </ul>
020		ISBN	<ul style="list-style-type: none"> <li>10 digits (1<sup>st</sup> and last digit/X always separate)</li> <li>If 1<sup>st</sup> single digit is missing, add as 0 (zero)</li> <li>Include separate 020 for each ISBN found on item or in CIP</li> <li>Include qualifier, if appropriate, e.g., (pbk.), (set)</li> <li>2<sup>nd</sup> group of numbers is publisher's code               <ul style="list-style-type: none"> <li>If publisher's code matches your copy, use record &amp; make necessary changes to match copy in hand</li> </ul> </li> </ul>
040		Cataloging source	<ul style="list-style-type: none"> <li>Check here when downloading records – tells which library created record</li> </ul>
100	a	Main entry: personal name	<ul style="list-style-type: none"> <li>Every record may <b>not</b> have one!</li> <li>Only one in the field; add 700s for 2<sup>nd</sup> and 3<sup>rd</sup> joint authors</li> <li>If more than three, omit 100 &amp; use title main entry</li> <li>Do not include dates in this subfield</li> <li>No longer put editor or compiler here – use 700</li> <li>If adaptation, adapter goes here</li> <li>Format: Last name, first name</li> </ul>
240	a	Uniform title	<ul style="list-style-type: none"> <li>Used most often with folklore, literature or sound recordings</li> </ul>
245	a	Title	<ul style="list-style-type: none"> <li>Item <b>must</b> have one!</li> <li>Transcribe <i>exactly</i> as on title page or chief source of information</li> <li>Capitalize <i>only</i> first word and proper nouns</li> <li>Do <i>not</i> drop or transpose initial articles</li> <li>Be sure non-filing indicator is correct</li> </ul>
	b	Remainder of title	<ul style="list-style-type: none"> <li>Item may or may not have one</li> <li>Transcribe <i>exactly</i> as on title page or chief source of information</li> </ul>
	c	Statement of responsibility	<ul style="list-style-type: none"> <li>Transcribe exactly as on title page or chief source of information</li> </ul>
246	a	Variant form(s) of title	<ul style="list-style-type: none"> <li>Use when different titles appear on item or are otherwise necessary</li> <li>Use for variants that apply to item <i>as a whole</i>, not for <i>parts</i> of item</li> <li>Omit initial articles!</li> <li>Type of variant title entered determines how to code indicators</li> <li>Formerly entered in 740</li> </ul>
250	a	Edition	<ul style="list-style-type: none"> <li>Enter only if specified on item</li> </ul>
260	a	Place of publication	<ul style="list-style-type: none"> <li>City + state abbreviation (App.B) except for <b>very</b> well-known cities</li> <li>Use postal abbreviation <i>if</i> that appears on item</li> </ul>
	b	Publisher	<ul style="list-style-type: none"> <li>Use shortest recognizable form</li> <li>Eliminate <b>Co., Inc.</b>, etc. unless crucial to understanding</li> </ul>
	c	Date of publication	<ul style="list-style-type: none"> <li>Use most recent publication date; if none, use copyright date</li> <li>If multiple dates are on item, publication/reissue date <b>precedes</b> copyright date: 1984, c1978</li> <li>Don't use printing date unless significant changes have occurred</li> </ul>
263	a	Expected date of publication	<ul style="list-style-type: none"> <li>Delete if you find this in a record for a book you have! May also need to edit 300 field</li> </ul>

<b>FIELD</b>	<b>≠</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>300</b>	<b>a</b>	Extent of item	<ul style="list-style-type: none"> <li>Number of pages or items</li> <li>Give last numbered page of each separately numbered section: xvii, 116 p.</li> <li>Avoid using <b>unp.</b> or <b>1 v.</b> – prefer to count pages and enclose in square brackets, e.g., [32] p.</li> </ul>
	<b>b</b>	Additional features	<ul style="list-style-type: none"> <li>Use prescribed abbreviations (AACR2R, App. B)</li> </ul>
	<b>c</b>	Dimensions	<ul style="list-style-type: none"> <li>If book is wider than it is tall, give both measurements: 24 x 32 cm.</li> <li>Regular paperback = 18 cm.</li> <li>Yep, use a ruler for the rest of them!</li> </ul>
<b>440</b>	<b>a</b>	Series/Added entry	<ul style="list-style-type: none"> <li>Used for series found in LC authority files</li> <li>Common practice is to omit initial articles (A, An, The)</li> </ul>
<b>490</b>	<b>a</b>	Series (untraced)	<ul style="list-style-type: none"> <li>Used when series is not to be traced, or is traced differently</li> <li>Often used in conjunction with 8XX field (authorized form of series)</li> </ul>
<b>5XX</b>		Notes	<ul style="list-style-type: none"> <li>Order of notes is prescribed by AACR2r – most important note comes first</li> </ul>
<b>500</b>	<b>a</b>	General note	<ul style="list-style-type: none"> <li>Use when no other designated 5xx exists for the information</li> </ul>
<b>504</b>	<b>a</b>	Bibliography note	<ul style="list-style-type: none"> <li>Putting exact page numbers is more informative for patrons: <ul style="list-style-type: none"> <li>Bibliography: p. 254-256.</li> </ul> </li> <li>If bibliographies are found throughout the book, use: <ul style="list-style-type: none"> <li>Includes bibliographical references.</li> </ul> </li> </ul>
<b>505</b>	<b>a</b>	Contents note	<ul style="list-style-type: none"> <li>Including detailed contents information allows for greater points of access for patrons</li> <li>Format follows that used in Area 1 of record: <ul style="list-style-type: none"> <li>Title1 : subtitle / Author -- Title2 / Author --Title3 : subtitle -- Title4.</li> </ul> </li> </ul>
<b>520</b>	<b>a</b>	Summary note	<ul style="list-style-type: none"> <li>Think in terms of keywords when writing an <i>objective</i> summary</li> </ul>
<b>521</b>	<b>a</b>	Intended audience note	<ul style="list-style-type: none"> <li>Use only if stated on the item, or readily available from publisher's catalog, web site, or other authoritative source - do not make up!</li> <li>Set Indicator 1 correctly to generate appropriate display constant for age or grade level</li> </ul>
<b>526</b>	<b>a</b>	Reading Program note	<ul style="list-style-type: none"> <li>Use correct subfields and format</li> <li>Be consistent</li> </ul>
	<b>c</b>	Reading level	<ul style="list-style-type: none"> <li>Format: x.x</li> </ul>
	<b>d</b>	Point value	<ul style="list-style-type: none"> <li>Format: xxx</li> </ul>
	<b>z</b>	Public notice	<ul style="list-style-type: none"> <li>Record test # here, if desired</li> </ul>
<b>586</b>	<b>a</b>	Awards note	<ul style="list-style-type: none"> <li>Create separate 586s for multiple awards</li> <li>Format: Name of award, date, e.g., Newbery Medal, 1999</li> <li>If date of award is unknown, use 500 field instead</li> </ul>
<b>590</b>	<b>a</b>	Local note	<ul style="list-style-type: none"> <li>Use for information only of interest to your patrons or unique to your item (especially if contributing to union catalog), e.g., Library's copy is autographed by the author.</li> </ul>

FIELD	≠	DESCRIPTION	COMMENTS
6XX		Subject added entries	<ul style="list-style-type: none"> <li>Most commonly used: <ul style="list-style-type: none"> <li>600 – Personal name (LC authorized format)</li> <li>650 – Topical term</li> <li>651 – Geographic name (LC authorized format)</li> <li>655 – Genre/form term</li> </ul> </li> <li>Set Indicator 2 to indicate source of term (LC, LCAC, etc.) <ul style="list-style-type: none"> <li>If using Sears, set to 7, include ≠2sears</li> </ul> </li> <li>Use appropriate subfields! Do <b>not</b> put everything in ≠a ! <ul style="list-style-type: none"> <li>≠x - general subheadings</li> <li>≠z - geographic subheadings</li> <li>≠y - chronological subheadings</li> <li>≠v - form subheadings (always comes last)</li> </ul> </li> <li>Do <b>not</b> use all caps!</li> </ul>
7XX		Added entries	<ul style="list-style-type: none"> <li>Information should always appear elsewhere in the record: 245≠c, 260≠b (non-print only), 5XX</li> <li>Most commonly used: <ul style="list-style-type: none"> <li>700 – Personal name – illustrators, joint authors, editors, compilers, directors, actors, etc. (LC authorized format)</li> <li>710 – Corporate name (LC authorized format)</li> <li>740 – Analytical title – use for contents of 505</li> </ul> </li> </ul>
800	a	Series added entry: Personal name	<ul style="list-style-type: none"> <li>Use for series that is traced by particular author</li> <li>Use governed by authority record for the series</li> </ul>
	t	Title of work	<ul style="list-style-type: none"> <li>Omit non-filing words at beginning</li> </ul>