

# MARC Checklist

## Essentials for Books in MARC Record

Candy Blessing, Sept. 2005

### PHYSICAL DESCRIPTION

- 020    \_a ISBN : \_c price
- 040    \_a Cataloging source code \_d Modifying library code (your library code)
- 100    \_a Main entry – name of author, \_d life dates.
- 245    \_a Title proper :  
      \_b subtitle /  
      \_c statement of responsibility.    } **Directly from title page**
- 246    \_a Variant title (if applicable)
- 250    \_a ed. (**edition statement – use ordinal numbers, i.e. 1<sup>st</sup> ed.**)
- 260    \_a place of publication :  
      \_b publisher,  
      \_c pub. date or © date.
- 300    \_a number of units (i.e. pages, DVDs, volumes) :  
      \_b illustrative matter (ill.) ;  
      \_c dimensions (cm.) +  
      \_e (if accompanying materials)
- 440    \_a Official LC series title (from LoC authority list)  
      **or**   \_v volume number, if applicable
- 490    \_a Unofficial series title

### NOTES (most useful in a school setting)

- 500    \_a General notes (optional, put notes here that do not fit into other fields in 5XX)
- 504    \_a Bibliographical references
- 505    \_a Contents (**parts of the work separated by - -**)    } **At least one of these two fields**
- 520    \_a Summary (**essence of work**)
- 521    \_a Intended audience (**reading, age, grade levels or special target group**)
- 526    \_a Standard reading program, if applicable (**Accelerated Reader, etc**)
- 586    \_a Awards note, date of award
- 590    \_a Local notes (location directives, references to relative classes or teachers)

### SUBJECT HEADINGS

- 600    \_a Personal names (**personal name as subject heading –i.e. biographies**)
- 650    \_a Main topics **with appropriate subdivisions (usually up to 3)**
- 651    \_a Geographical emphasis, if applicable  
(Most common subdivisions for 65X: \_y Chronological ; \_x Topical ; \_z Geographical)  
(Use the \_v subfield for form subdivisions in 6XX – i.e. Fiction, Dictionaries, Juvenile literature...)
- 655    \_a Genre headings for fiction or drama (**Science fiction, Fantasy films, Love stories, Folklore, Fairy tales, Mystery fiction**)
- 658    \_a Curriculum Index term (optional)
- 690    \_a Local subject headings

### ADDITIONAL ADDED ENTRIES

- 7XX    \_a Added entries for joint authors, editor, illustrator..
- 856    \_u URL (Uniform Resource Identifier , a.k.a. Web address)  
      \_y hyperlink text (**will display instead of URL if added**)

## Non-print items (videos, DVDs, electronic resources, etc.)

All of the above plus:

- 028    \_a Publisher number   \_b Source of number
- 245    \_h [GMD]\* **immediately following title proper**
- 300    \_a ( # min.) length of production (**immediately after SMD\***)
- 500    \_a Source of title (required for electronic resources only)
- 508    \_a Creators and producers of work                      } **Credits**
- 511    \_a Performers and participants                         }
- 538    \_a System requirements (VHS, DVD, PC, MAC, etc.)

\*See GMD and SMD terminology on next page

Note: Indicators are not included in this checklist. Non-filing indicators are set automatically in MARC Magician. See the Cataloger's Reference or [Follett Tag of the Month](#) site for clarification of indicators for particular fields (i.e. 521 target audience - first indicator).

### HOLDINGS RECORD (852 field expanded)

**Add the following information for electronic shelf list copy-level records.**

- Barcode #
- Call #
- Acquisition date
- Vendor
- Funding source
- Price
- Circulation type
- Category (new materials for budget year + others if applicable)
- Add volume #, copy #, or part #, as needed

MARC Magician - [Master List]

Catalog

File Edit

020 a 19  
028 a 19  
b S  
040 a W  
100 a T  
d 19  
245 a J  
h v  
b  
c A  
V  
260 a N  
b S  
c 19  
ann l a 1 4  
\* Tips:  
Enter the (ISBN) with  
ISBN only  
multivolum  
and each

For Help, press

Holdings

#1

Delete

Type of holdings: Follett Catalog Plus 5.0 (Windows)

Bar code:

Acquisition date:

Call number:

Price:

Description/enumeration

First:

Second:

Third:

Vendor:

Funding source:

Circulation type:

Category:

Copy number:

Sub location:

USMARC org code:

Help

Type the bar code as it is defined in the Follett System Setup. Example: T123456

New Duplicate OK Cancel Help

NUM 1

# CORRECT TERMS FOR GMD AND SMD

**GMD = General Material Designation**

**SMD = Specific Material Designation**

## TYPE OF MATERIAL

GMD  
(MARC Field 245 \_h)

SMD  
(MARC Field 300 \_a)

### **Videorecordings (AACR Ch. 7)**

[videorecording]\*

videocassette(s)  
videodisc(s) or DVD(s)

### **Interactive videos**

[interactive multimedia]

videodisc(s)  
Computer disk(s) for floppy disks

Filmstrips  
Slides  
Transparencies  
Flash cards

[filmstrip]\*  
[slide]\*  
[transparency]\*  
[flash card]

videodisc(s)

Computer disk(s) for floppy disks  
filmstrip(s)  
slides  
transparencies  
flash cards (or other  
term such as picture  
cards, etc.)

Activity cards  
Pictures

[activity card]  
[picture] \*

activity cards  
(specific terms such as  
photographs, etc.)

Posters  
Study prints  
Flannel board sets

[picture]  
[picture]  
[picture]  
or [kit]  
or [game]  
(depends on item)

poster(s)  
study print(s)  
(specific terms, or  
flannel board pieces)

### **Sound recordings (AACR Ch. 6)**

[sound recording]\*

sound cassette(s)  
sound tape reel(s)  
sound disc (for record or CD)

### **Three-dimensional items (AACR Ch. 10):**

Realia  
Models  
Games  
Jigsaw puzzles

[realia]  
[model]  
[game]  
[game]

(name of object)  
model (or descriptive term)  
(list the components)  
jigsaw puzzle(s)

### **Kits**

[kit]\*

(list the components)

### **Computer software (AACR Ch. 9):**

Floppy disks  
Standard compact discs  
compact discs

[electronic resource]\*  
[electronic resource]\*  
[electronic resource]\*

computer disk(s)  
computer optical disc(s) Interactive  
computer optical disc(s)  
or  
CD-ROM(s)

Standard or interactive CDs

[electronic resource]\*

**Note:** The GMDs marked with an asterisk (\*) above are currently being used by the Library of Congress. The GMDs not marked with an asterisk are not currently being used by LC. The GMD [interactive multimedia] was never officially approved as a GMD but was allowed as an experimental GMD for use in OCLC records by U.S. libraries. Interactive multimedia formats are included in the new GMD [electronic resource]. The other GMDs are still approved for use, and are still used by libraries other than LC.

## **Web sites do not have a physical description.**

Original Source: McCroskey, Marilyn. Cataloging Nonbook Materials with AACR2R and MARC: A Guide for the School Library Media Specialist. 3<sup>rd</sup> ed. Chicago: American Association of School Librarians, 1999.

Updated by Candace Blessing 09-30-2005