



CATALOGING GUIDELINES FOR SMALL AND RURAL LIBRARIES





CATALOGING GUIDELINES FOR SMALL AND RURAL LIBRARIES

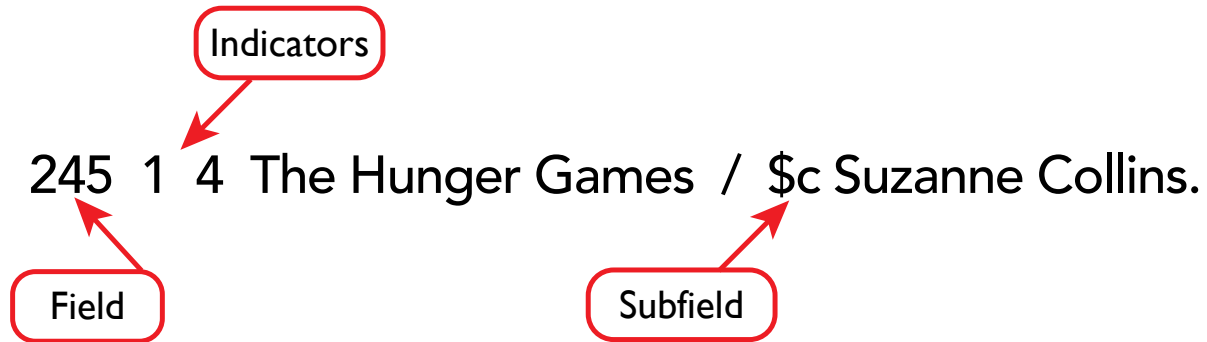
AN INTRODUCTION

The following guidelines are intended to help library staff of small and rural libraries, with little or no cataloging experience, who find themselves responsible for cataloging at their libraries. As a copy cataloger with the Library of Michigan I have encountered various cataloging situations, and as a result created a practical guide with the information I think is the most helpful. These guidelines can be used as a tool to aid in the original and copy cataloging of materials, as well as a reference tool to help in the understanding of various MARC fields and subfields. These guidelines are not a comprehensive guide outlining every material type and MARC field possible. Instead, they focus on the most common materials found in small public libraries and their corresponding fields.

It is important to note that within the realm of cataloging there are many judgment calls that are made by individual catalogers and individual institutions. Catalogers' judgment allows for a library to choose what works best for their library based on established cataloging rules. When a particular decision is made over another, it is based on local needs, that is, what works best for that library and its users, and is often referred to as local cataloging practice. This does not necessarily mean that one way is right or wrong, or that one way is better than the other. It simply means that there is some leeway in the way cataloging can be done.

MARC GUIDELINES

MARC is an acronym for MACHine Readable Cataloging. It breaks down bibliographic data into a series of fields and subfields. The image below shows an example of a title field and how it's broken down into the MARC format.



- **Field/Tag:** A 3-digit numeric code that corresponds to specific information about an item.
- **Indicators:** The two character positions that follow each field/tag. One or both character positions may be used. Each indicator value is a number from 0-9, unless it is left blank.
- **Subfields:** The data within a field. Each subfield is preceded by a subfield code (\$a, \$b, \$c, etc.).
- **Delimiter:** A character used to separate subfields. Different software programs use different characters to represent the delimiter. Examples are double dagger (‡), the dollar sign (\$), an “at sign” (@), or the vertical bar (|). These guidelines use the dollar sign (\$).

Note – not all indicators and subfields are represented in the table. A full list for each field can be found at <https://www.oclc.org/bibformats/en.html>

MARC GUIDELINES

PRINT BOOKS

The guidelines below are specific to books (monographs). They explain the MARC fields that are most specific to print book bibliographic records. They provide guidance on how to construct each field and common values for indicators and subfields.

The table below is broken down into three columns:

- **Tag/Field:** A 3-digit numeric code that corresponds to specific information about an item.
- **Term:** Corresponding name for a tag/field.
- **Explanatory Information:** Explains indicators and subfields for the corresponding tag. Also includes examples and other helpful information.

When cataloging, information should be pulled from the preferred source of information. For books, that is considered the title page. If the title page is incomplete or does not contain all the information needed a secondary source can be used. Secondary sources are the cover and/or the caption.

Tag/Field	Term	Explanatory Information
Fixed length data elements	MARC Leader AND 008 Field	<p>The MARC Leader and 008 field both contain encoded characters which describe an item. The MARC Leader contains 24 characters, and the 008 field contains 40 characters.</p> <p>These elements duplicate much of the information already in the record but makes it machine-readable using single-letter codes. This information is used on the back end of the catalog to aid with organization and searching of materials. If this information is not manually input, many systems will try to pull the information from other fields in the record.</p> <p>While the MARC Leader and 008 field are important to provide a full and complete record, many catalogs can still perform adequate searches without it. For this reason, they will not be broken down and discussed in these guidelines.</p>
020	ISBN	<p>Indicators: 1st indicator = blank 2nd indicator = blank</p> <p>Subfields: \$a = ISBN (10 or 13 digits) omit any hyphens shown. \$q = qualifying information (binding)</p> <p>Examples: 020 __ 9781524767617 \$q (hardcover) 020 __ 9781524767624 \$q (pbk.)</p>

Tag/Field	Term	Explanatory Information
043	Geographic Area Code	<p>7--character code for locations listed in subject headings (650 fields). \$a is repeatable to show multiple locations. See MARC Code List for Geographic areas (http://www.loc.gov/marc/geoareas)</p> <p>Indicators: 1st indicator = blank 2nd indicator = blank</p> <p>Subfields: \$a = geographic area code (see link above) Example: Book takes place in New York 043 __ n-us-ny 650 _ 7 Women \$z New York (State) \$v Fiction</p>
1XX	Main Entry	<p>This field is the first and primary access point for a bibliographic record. Record the name of entity chiefly responsible for intellectual content of the item. This may be a person (100), corporate entity (110), or conference meeting (111). If there is not an entity that is chiefly responsible for the work, the 1xx field is left blank and the 245 (title field becomes the main entry).</p> <p>See each field below for more specific info and examples.</p> <p>Check https://authorities.loc.gov/ for authorized format of name.</p> <p>If author is not found in LC (or if you cannot verify that LC authority is a match), create an entry:</p> <ul style="list-style-type: none"> ● If author name is rather unique, may use by itself (Last name, First name). ● If more differentiation is needed, add birth and/or death dates (if known), or some other identifying term/role. <p>Always include e for relationship designators.</p>

Tag/Field	Term	Explanatory Information
100	Personal Name	<p>Entry under first author only. Additional authors are added in the 7XX fields. (Do NOT use for editor of compilation. Editors are entered under 7XX).</p> <p>Indicators: 1st Indicator: 0 = Forename only 1 = Surname 3 = Family name 2nd indicator = blank</p> <p>Subfields: \$a = Personal name \$b = Numeration (mostly for rulers, popes) \$d = Dates</p> <ul style="list-style-type: none"> Do not use abbreviations for birth and death dates when unknown. Instead, use open-ended dates. Examples: 1929-2014 <p>\$e = Relator term. Must use official RDA term. Frequently used terms: author, illustrator.</p> <p>Examples: 100 0 _ Madonna, \$d 1958- \$e author. 100 1 _ Patterson, James, \$d 1947- \$e author</p>
110	Corporate Name	Not very common for books.
111	Meeting Name	Not very common for books.

Tag/Field	Term	Explanatory Information
245	Title Statement	<p>Pull the title from the title page. Next preference is cover. Transcribe information exactly as shown on item.</p> <p>If supplying information that is NOT pulled from the resource, enclose information in square brackets.</p> <p>NOTE: indicators and subfields are explained separately below.</p>
	Indicators	<p>1st indicator: 0 = No 1XX field present 1 = 1XX field is present.</p> <p>2nd indicator : Number of nonfiling characters for title sorting. To skip “The” at the beginning of a title, the 2nd indicator would = 4 (THE + space before first significant word to be sorted).</p> <p>Example: 245 0 4 The Mystery writers of America cookbook</p>
	Subfields	<p>\$a = Title \$b = Remainder of title, i.e., subtitle</p> <ul style="list-style-type: none"> ● Example with subtitle: 245 1 0 Justice League : \$b the ultimate guide / \$c written by Joe Walsh. ● Example with other title information found on cover: 245 1 0 Tangled webs : \$b a novel / \$c Irene Hannon. <p>\$c = Statement of Responsibility Include authors, editors, illustrators, etc. List all names. Do NOT use [and others] option. Transcribe exactly as shown on title page.</p> <p>Examples: 245 1 0 Grumpy monkey / \$c by Suzanne Lang ; illustrated by Max Lang. 245 0 4 The Mystery writers of America cookbook / \$c edited by Kate White</p>

Tag/Field	Term	Explanatory Information
246	Varying Form of Title	<p>Other forms of the title, including parts of title, parallel titles. May be used to spell out abbreviations or numbers. General rule is to list obvious and likely variations or other titles patrons may search under.</p> <p>Indicators: 1st indicator: 1 = note with added access point.</p> <p>Use for variant titles appearing on the item that are not recorded in the 245 field.</p> <p>3 = No note, but added access point.</p> <p>Use for variant titles which already appear in the 245 field such as parallel titles, variant forms of the title which spell out abbreviations, or provide alternative forms of numbers.</p> <p>2nd indicator: blank = no type specified 0 = Portion of title 1 = Parallel title 4 = cover title 8 = spine titles</p> <p>Subfields: \$a = title</p> <p>Examples: 245 1 0 World War I and II tanks / \$c George Forty. 246 3 _ World War 1 and 2 tanks 246 3 _ World War One and Two tanks</p>
250	Edition Statement	<p>Enter as shown on resource.</p> <p>Indicators: 1st indicator = blank 2nd indicator = blank</p> <p>Subfields: \$a = edition statement</p> <p>Examples: 250 _ _ First edition 250 _ _ Revised edition</p>

Tag/Field	Term	Explanatory Information
264	Production, Publication, Distribution, Manufacture, and Copyright Notice	<p>If recording both a copyright date and a date of publication/ distribution/manufacture, two 264 fields are required. Copyright date can be used to infer publication date. See second example below.</p> <p>Indicators: 1st indicator = Blank 2nd indicator: 1 = publisher 2 = distributor 3 = manufacture 4 = copyright notice</p> <p>Subfields: \$a = place of publisher, distributor, etc. \$b = name of publisher, distributor, etc. \$c = date of publisher, distributor, etc.</p> <p>Examples: <i>Book shows publication date:</i> 264 _ 1 New York : \$b Random House, \$c 2018.</p> <p><i>Book does not show publication date. Only date available is for copyright:</i> 264 _ 1 New York : \$b Random House, \$c [2018] 264 _ 4 \$c ©2018</p>
300	Physical Description	<p>Indicators: 1st indicator = blank 2nd indicator = blank</p> <p>Subfields: \$a = Extent Include number of pages (Roman and Arabic). \$b = Other physical details. Include illustrative content. Include presence of color (black and white is assumed unless otherwise noted). \$c = dimensions (measure spine height in cm. Round up to nearest cm). \$e = Accompanying material (removable maps, cd, etc.).</p> <p>Examples: 300 __ 180 pages ; \$c 22 cm 300 __ 26 unnumbered pages : b color illustrations ; \$c 28 cm 300 __ xi, 116 pages ; \$c 24 cm 300 __ 260 pages ; \$c 25 cm + \$e 2 maps</p>

Tag/Field	Term	Explanatory Information
336	Content Type	This is the form of communication through which a work is expressed. The content of this field uses standardized terms/codes. Use the value below. 336 __ text \$b txt \$2 rdacontent
337	Media Type	This reflects the general type of intermediation device required to view, play, etc., the resource. The content of this field uses standardized terms/codes. Use the value below. 337 __ unmediated \$b n \$2 rdamedia
338	Carrier Type	This reflects how the resource is stored and housed. The content of this field uses standardized terms/codes. Use the value below. 338 __ volume \$b nc \$2 rdacarrier
490	Series Statement	This field is where the title of a series, as shown on the resource, should be inserted. Some series are traced and have an authorized access point and some series do not. If a series is traced the bibliographic record will also contain an 830 field. If the series is not traced only a 490 field is needed in the record. To determine if a series is traced use the Library of Congress Authority Files: https://authorities.loc.gov/ For more information on how to format both the 490 and 830 field visit: https://www.oclc.org/bibformats/en.html Below is an example of a series that is not traced. Indicators: 1st indicator = 0 2nd indicator = Blank Subfields: \$a = series title \$v = volume number Example: 490 0_ Jeremy Marsh & Lexie Darnell ; \$v Book one.
500	General Note <i>Source of Title</i>	Give source of title if not from title page. Example: 500 __ Title from spine.
500	General Note <i>Index Note</i>	Use to indicate presence of index. May be combined with 504 if bibliographical references are present. Example: 500 __ Includes index.

Tag/Field	Term	Explanatory Information
504	<i>Bibliography, etc. Note</i>	<p>Note about a bibliography, discography, filmography, webliography, or other bibliographic references in an item. Standard wording is “Includes bibliographical references...” Include page numbers if bibliography is contained in one place.</p> <p>Examples: 504 __ Includes bibliographical references (pages 100-109). 504 __ Includes bibliographical references.</p>
520	Summary	<p>Summary of book.</p> <p>Example: 520 __ [insert summary]</p>
521	Target Audience Note	<p>Mostly used for children’s resources.</p> <p>Indicators: 1st indicator: 0 = reading grade level 1 = interest age level 2 = interest grade level 8 = no display constant generated</p> <p>2nd indicator = blank</p> <p>Subfields: \$a = target audience note \$b = source</p> <p>Example: 521 2 _ K-3 \$b Follett Library Book Company.</p>

Tag/Field	Term	Explanatory Information
600 610 611 650 651	Subject Headings	Use subject headings to describe what the item is about. Use https://authorities.loc.gov/ to discover authorized headings. Examples below:
600	Personal Name	<p>Indicators: 1st indicator: 0 = forename 1 = surname 3 = family name</p> <p>2nd indicator: 0 = Library of Congress Subject Heading</p> <p>Subfields: \$a = Personal name \$v = Form subdivision (Examples: Fiction, Juvenile fiction, Poetry) \$x = General subdivision \$y = Chronological subdivision \$z = Geographical subdivision</p> <p>Examples: 600 0 0 Will.i.am \$v Fiction. 600 1 0 McCartney, Paul \$x Death hoax.</p>
610	Corporate or Jurisdiction name	<p>Indicators: 1st indicator: 0 = Jurisdiction name (mostly for government entities). 2 = name in direct order.</p> <p>2nd indicator: 0 = Library of Congress Subject Heading</p> <p>Subfields: \$a = Corporate or Jurisdiction name \$v = Form subdivision (Examples: Fiction, Juvenile fiction, Poetry) \$x = General subdivision \$y = Chronological subdivision \$z = Geographical subdivision</p> <p>Examples: 610 2 0 Google (firm) 610 2 0 Pinkerton's National Detective Agency \$v Fiction</p>

Tag/Field	Term	Explanatory Information
611	Conference/Meeting/ Event	<p>Indicators: 1st indicator: 0 = Jurisdiction name (mostly for government entities). 2 = name in direct order</p> <p>2nd indicator: 0 = Library of Congress Subject Heading</p> <p>Subfields: \$a = Meeting name or jurisdiction name \$c = Location of meeting \$v = Form subdivision (Examples: Fiction, Juvenile fiction, Poetry). \$x = General subdivision \$y = Chronological subdivision \$z = Geographical subdivision</p> <p>Examples: 611 2 0 World's Fair of 1982 \$c (Knoxville, Tenn.)</p>
650	Topical Term	<p>Indicators: 1st indicator = blank</p> <p>2nd indicator: 0 = Library of Congress Subject Heading.</p> <p>Subfields: \$a = Topical term \$v = Form subdivision (Examples: Fiction, Juvenile fiction, Poetry) \$x = General subdivision \$y = Chronological subdivision \$z = Geographical subdivision</p> <p>Examples: 650 _ 0 Man-woman relationships \$v Poetry. 650 _ 0 Cooking, American \$x Southern style.</p>
651	Geographic Name	<p>Indicators: 1st indicator = blank</p> <p>2nd indicator = 0 Library of Congress Subject Heading</p> <p>Subfields: \$a = Geographic Name \$v = Form subdivision (Examples: Fiction, Juvenile fiction, Poetry) \$x = General subdivision \$y = Chronological subdivision \$z = Geographical subdivision</p> <p>Examples: 651 0 Paris (Texas) 651 0 Addis Ababa (Ethiopia) \$v Juvenile fiction.</p>

Tag/Field	Term	Explanatory Information
655	Genre Term	<p>Use to describe what the item is. Library of Congress Genre Form Term (LCGFT) available at http://authorities.loc.gov under subject files.</p> <p>Indicators: 1st indicator = blank 2nd indicator: 7 = source is specified in subfield \$2.</p> <p>Subfields: \$a = genre term \$2 = lcgft</p> <p>Examples: 655 _ 7 Humorous fiction. \$2 lcgft 655 _ 7 Audiobooks. \$2 lcgft</p>
700	Personal Name Added Entry	<p>Add entries for additional authors, illustrators, editors. Check Library of Congress authority files http://authorities.loc.gov</p> <p>Indicators: 1st indicator: 0 = forename 1 = surname 3 = family name 2nd indicator = blank</p> <p>Subfields: \$a = personal name \$d = dates associated with a name \$e = relator term</p> <p>Examples: 700 1 0 White, Amy, \$e illustrator. 700 1 0 Loeb, Luther, \$e editor. 700 1 0 King, Stephen, \$d 1947- \$e writer of foreword.</p>

CATALOGING TERMS

AACR2 (Anglo-American Cataloging Rules, 2nd edition)

Rules for describing library materials. AACR2 has been replaced with RDA. Bibliographic records created using AACR2 still exist, and while they are outdated, they are not wrong.

Access Point

Name or term in a bibliographic record that makes a record searchable. Authorized access points are standardized terms found in the authority files.

Added Entry

Entities that contributed to an item that are not represented as the main entry (illustrators, editors, etc.).

Accounts Receivable

Asset account reflecting amounts due from individuals or organizations for goods and services furnished by a library.

Authority Files

Database created by the Library of Congress that contains the standardized form for names and terms.
<https://authorities.loc.gov/>.

Delimiters

Character that marks the beginning of a subfield. The following are common delimiters in cataloging: \$, |, ‡.

Library of Congress

The de facto national library of the United States. They provide guidance on cataloging standards and guidelines.

Main Entry

Primary entity responsible for an item. This is generally the 1XX field. In the absence of a 1XX the 245 is used. There can only be one main entry.

MARC (Machine Readable Cataloging)

Data format used to interpret bibliographic information. Fields and subfields are MARC data elements..

RDA (Resource Description Access)

New rules for describing library materials. RDA replaced AACR2. The two formats are very similar. RDA was developed because of the surge in electronic materials.



702 W. Kalamazoo St., Lansing MI 48915
www.michigan.gov/librarymanuals