

## MARC Fields -- Local Practice in HCL Technical Services

3 August 2004

This document presents brief explanations and HCL TS local practice for the individual MARC tags of a bibliographic record. It assumes a familiarity with the MARC format. Practices may vary among language divisions.

### 020 ISBN

An ISBN is a unique number assigned to the item by the publisher. The 020 field is repeatable.

020 \_\_ |a 1874786801 |z 1874786811 (subfield *z* indicates cancelled or invalid ISBN number)

➔ **ACTION: If the 020 contains an ISBN for hardcover but book is paperback, add the paperback ISBN. If the existing 020 conflicts with book, put aside for cataloger.**

### 035 System Control Number

The 035 field contains local control numbers of an external utility (e.g., OCLC) that identifies the same bibliographic record.

### 040 Cataloging Source

Records original source of cataloging record (subfield *a*); contributor of cataloging record (subfield *c*); and if applicable, modifier of cataloging (subfield *d*)

040 \_\_ |a DLC |c DLC  
a Library of Congress record (that usually needs no revision and contains an 050 00 call number)

040 \_\_ |a ORX |c ORX |d TEF  
a member record that has been modified by a second member library

### 041 Language Code

Codes languages associated with an item when the 008 fixed field element *Language* (position 35-37) is insufficient to convey full information for a multilingual item or for items that involve translation.

Field 041 is used in conjunction with 008 fixed field *Language* (position 35-37) and variable fields 500 or 546. The coding in the 008 field reflects only the first language listed in subfield *a* of the 041.

first indicator 0 means item is not or does not include a translation

first indicator 1 means item is or includes a translation

041 1\_ |a eng |h ita  
240 10 |a Vuoto d'amore. |l English

041 0\_ |a eng |a fre |a ara  
546 \_\_ Text in English, French, and Arabic.

➔ **ACTION: If item is a translation, do not add an 041 if missing. If book contains multiple languages as parallel text, conference papers in various languages, or similar, add 041 (see MARC code list for languages at <http://www.itsmarc.com/crs/lang0098.htm>) and 008 fixed field *Lang*.**

### 043 Geographic Area Code

Contains coding based on 6xx subject headings (not place of publication). Each code is 7 digits, a maximum of 3 codes is allowed.

043 \_\_ |a e-fr--- |a e--uk---  
650 \_0 |a Corporations, American |z France.  
650 \_0 |a Corporations, American |z Great Britain.

➔ **ACTION: Do not add an 043 field if missing.**

## 049 Local Holdings

The 049 field is not part of standard MARC format. Any edits made to a bibliographic record cannot be saved unless the 049 is deleted.

## 050 Library of Congress Call Number

The LC call number assigned by the Library of Congress or member library. If indicators are both 0, then the number has been assigned by the Library of Congress; if second indicator is 4, then the number has been assigned by a member library.

Subfield *a* (class number) and *b* (cutter) correspond to subfields *h* and *i* in the 852 of the holdings record.

050 00 |*a* HC123 |*b* .V45 2000 = 852 0\_ |*b* WID |*c* HD |*h* HC123 |*i* .V45 2000

Do not assign PZ class numbers or numbers above Z1200; use alternate, if given (found in second subfield *a*):

050 00 |*a* Z2061 |*b* .F58 1975 |*a* DA760

➔ **ACTION: If no alternate number for PZ or Z1200+ exists and book is destined for HD, process as usual but without the call number. If book is destined for Stacks, set aside for cataloger.**

Both the 050 or 090 field may contain call numbers unsuitable for use in Widener's collections (see examples below).

|*a* LAW  
|*a* MLCM 81/3002  
|*a* African Section Pamphlet Coll  
|*a* HC123 |*b* .D35 vol. 9

➔ **ACTION: If the bibliographic record contains an unusable call number of this type and book is destined for HD, process as usual but without the call number. If book is destined for Stacks, set aside for cataloger.**

## 090 Locally Assigned LC-Type Call Number

Call number assigned by a member library. Subfields *a* and *b* correspond to subfields *h* and *i* in the 852 of the holdings record. See 050 above.

## 100 Main Entry -- Personal Name

A personal name used as a main entry heading. Do not verify headings.

second indicator is always blank

100 0_   <i>a</i> Liberace.	first indicator 0 for forename only
100 1_   <i>a</i> Harris, Edwin.	first indicator 1 for surname(s)
100 2_   <i>a</i> Castelo-Branco, Camilo.	first indicator 2 for multiple surname (obsolete, but do not change on older records)
100 1_   <i>a</i> Smith, Zachariah,   <i>d</i> 1905-1945	subfield <i>d</i> for dates associated with name
100 1_   <i>a</i> Lawrence, D. H.   <i>q</i> (David Herbert)	subfield <i>q</i> for fuller form of name

## 110 Main Entry - Corporate Name

A corporate name used as a main entry heading. Do not verify headings.

## 111 Main Entry - Meeting Name

A conference or meeting name used as a main entry heading. Do not verify headings.

## 240 Uniform Title

Provides a standard filing title for an item that appears under varying titles. (See *Searching for the author/title 1xx/240 authority record* document)

➔ **ACTION:** If search does not result in an authority record, set aside for cataloger.

## 245 Title and Statement of Responsibility

Must match the title page including the subtitle (remainder of title) and statement of responsibility. Title should be transcribed exactly as to wording, order and spelling but not necessarily as to punctuation and capitalization (AACR2 1.1F7). Statements of responsibility appearing on the title page should be transcribed as they appear excluding titles of nobility (e.g., Sir) and address (e.g., Dr.).

first indicator 0 = bib. record does not include 1xx field

first indicator 1 = bib. record has 1xx field

second indicator = number of non-filing characters, e.g. 245:14: |a The final exam

subfield *b* Remainder of title (subtitles, parallel titles)

Subfield *b* is not repeated, phrases are separated with spaces and colons

245:00: |a Distribution of soil : |b orders and suborders : soil survey classification

Parallel title is separated from subfield *a* with an equals sign

245:00: |a Tekstiiliteollisuuden vuosikirja = |b Textile industry yearbook

subfield *c* Statement of responsibility

Subfield *c* is not repeated, phrases are separated with spaces and semicolons

If more than 3 names in the same category, use ... [et al.].

245:10: |a Dickens : |b essays / |c by Walter Allen ... [et al.] ; edited by M. Slater.

## 246 Variant Title

Includes varying forms of the title associated with the item, whether or not the title is on the item and if it contributes to further identification of the item. Do not enter initial articles in 246 field or use punctuation at the end of the field unless it ends with an abbreviation. The first and second indicators control the generation of notes and title added entries.

## 250 Edition

Use only if the edition statement is on the book and is self-defining, i.e. uses words such as *edizione*, *issue*, *version*, etc. (See *New edition or copy of monograph* document.) The edition statement includes words and numbers describing the edition, including terms such as *revised* or *enlarged*, abbreviated as per AACR2, Appendix B.

250 \_\_ |a English ed.

250 \_\_ |a 1st ed., rev. impression.

## 260 Publication. Distribution, etc.

The 260 records the place of publication (in subfield *a*), publisher (in subfield *b*) and date of publication (in subfield *c*) and if necessary, the place of distribution and the distributor.

The place of publication should match the 008 Fixed Field *Country* (position 15-17) code

Place of publication (subfield *a*)

The abbreviation "S.I." may appear when place of publication is unknown.

### Publisher (subfield *b*)

The publisher may be recorded in the shortest form in which it can be understood and identified internationally (e.g. Da Capo instead of Da Capo Press, Inc.).

#### ➔ ACTION: Do not edit longer form of publisher.

If publishers are linked grammatically (e.g. published by x for y) enter as such.

The abbreviation "s.n." may appear when publisher is unknown.

### Date of publication (subfield *c*)

If there is no publication date, but there is a copyright date, use the latest copyright date, preceded by the letter 'c', e.g. c1999.

Use brackets and question mark if publishing date is estimated, e.g. |c [1997?]

Printing dates are sometimes recorded in parenthesis in subfield |g (date of manufacture)

#### ➔ ACTION: If bibliographic record contains a printing date, set aside for cataloger.

Generally, printing dates are not considered different editions unless a new ISBN has been issued (see *New edition or copy of monograph* document)

If choice on t.p. verso is copyright date or date from CIP, use copyright date

Date can only be used once. If you quote from the t.p. "June 2002" in a 500 note and it is the only date on the piece, then bracket it in the 260

## 300 Physical Description

The 300 field contains a physical description of the item. Pagination (or number of volumes) is recorded in subfield *a*; illustrative matter is recorded in subfield *b*; and dimensions are recorded in subfield *c*.

Subfield *b* of the 300 field should match codes in 008 Fixed Field *Illustration* (position 18-21.) 008 fixed field coding and corresponding 300 subfield *b* entries are entered in alphabetical order (except for "ill." which always comes first):

a = ill. (illustrations)

b = maps

c = port. or ports. (portraits)

f = plates

h = facsim. or facsim. (facsimiles, e.g. photos of manuscripts or letters)

The word color is abbreviated: 300 \_\_ |a xiii, 60 p. : |b col. ill., maps ; |c 28 cm.

If book has no page numbers: 300 \_\_ |a 1 v. (unpaged)

Bracket unnumbered pages (of text) if they are referred to in a note, e.g., a bibliography on p. [360]:

300 \_\_ |a 358, [4] p. :

Subfield *c* contains the height of the book to the nearest largest centimeter. If the width of the book is either less than half the height or greater than the height, record the dimensions as height times width, e.g. 11 x 30 cm.

Book is considered oversize if it is taller than 30 cm. Add the following letter code to a subfield *m* in the 852:

31-39 cm. = F

40 and up = PF

The current trend is for less specificity, i.e., 'ill.' and 'maps' only. Use the term "ill." as a catch-all, for things such as plans or tables.

#### ➔ ACTION: Do not change older records with 300 tags containing terms other than 'ill.' or 'maps'

#### 4xx Series Statement

The 4xx fields record series statements as they appear on the book-in-hand. (see *Monograph series* document)

#### 500 General Note

Ensure that notes apply to the piece as published. Copy specific notes such as 'Errata slip inserted' need special attention.

➔ **ACTION: If no other Harvard library owns book and errata note does not apply to piece in hand, then strip note. If errata note does apply, set aside for cataloger.**

Examples of 500 notes:

- 500 \_\_ |a Cover title.
- 500 \_\_ |a Subtitle on cover: Precedence and dualism in Balinese society.
- 500 \_\_ |a Map on lining pages.
- 500 \_\_ |a Originally published: London : Routledge, 1998.
- 500 \_\_ |a "February 1997"--T.p. verso.
- 500 \_\_ |a "A Mariner original." (the implication being that this info came from title page, otherwise specify location as in above example)
- 500 \_\_ |a Map on folded leaf in pocket.

➔ **ACTION: If book contains separate supplementary material, set aside for cataloger.**

#### 504 Bibliography, Etc. Note

If the book contains one major bibliography, include relevant page numbers (see example below).

Code bibliographical references as 'b' in 008 Fixed Field *Nature of Contents* (position 24)

Code indexes as '1' in 008 Fixed Field *Index* (position 31) otherwise code as "0" if no indexes

Use 504 if the piece includes only bibliographical references or bibliographical references and index. If piece contains only an index, use 500 note instead.

- 504 \_\_ |a Includes bibliographical references (p. [348]-350) and index.

➔ **ACTION: Do not add pagination to the 504 field if the book contains scattered bibliographies (e.g., at the end of each chapter) or bibliographical footnotes. Do not edit older form of note (e.g. Bibliography: p. 45-47) or add pagination, if missing.**

#### 505 Formatted Contents Note

Contents note contains titles of separate works or parts of an item.

➔ **ACTION: Leave 505 fields if found, but do not add.**

first indicator

- 0 contents
- 1 incomplete contents (entire item is not in hand)
- 2 partial contents (entire item is in hand, but note describes only selected parts)

second indicator

- [blank] basic
- 0 enhanced (each title entered in a separate subfield)

#### 546 Language Note

Note about the languages of the text. Also coded in fixed field 'Lang' (008:35-37) and field 041.

➔ **ACTION: Add associated 041 field and 008 fixed field *Lang* if missing, but only if book contains multiple languages as parallel text, conference papers in various languages, or similar. (See MARC code list for languages at <http://www.itsmarc.com/crs/lang0098.htm>). If book is a translation, do not add missing 041 and 008 fields.**

## 600 Subject Added Entry -- Personal Name

A personal name used as a subject heading. Do not verify headings.

first indicator

0	Forename	600 00	a	Liberace.
1	Single surname(s)	600 10	a	Carroll, Lewis.
2	Multiple surname	600 20	a	Castelo Branco, Camilo. (obsolete, but do not change)
3	Family name	600 30	a	Morton family.

second indicator

0 Established according to Library of Congress practice

600:10 : |a Smith, Zachariah, |d 1905-1945 subfield *d* for dates associated with name

600:10 : |a Lawrence, D. H. |q (David Herbert) subfield *q* for fuller form of name

Form, general, chronological and geographic subfields (v, x, y, and z) are often added to a 600 as well

## 610 Subject Added Entry -- Corporate Name

A corporate name used as a subject heading. Do not verify headings.

## 611 Subject Added Entry -- Meeting Name

A meeting name used as a subject heading. Do not verify headings.

## 630 Subject Added Entry -- Uniform Title

A uniform title used as a subject heading. Do not verify headings.

A 630 is used for the following types of uniform titles:

- names of journals or newspapers
- radio and television programs
- motion pictures and videorecordings
- anonymous works

## 650 Subject Added Entry -- Topical Term

All records require valid subject headings except the following: fiction, drama, poetry by individual authors, or collections of essays on multiple topics, otherwise set aside for cataloger.

2nd indicators such as 2 (National Library of Medicine), 4 (usually British), 5 (Canadian headings in English) or 6 (Repertoire des vedettes-matiere, i.e. Canadian headings in French) may be left in as long as there is at least one 6xx field with 2nd indicator of 0

➔ **ACTION: Except for fiction, drama, poetry by individual authors, or collections of essays on multiple topics, records must include at least 1 valid subject heading with 0 as the second indicator.**

## 653 Index Term -- Uncontrolled

Subject terms that are not derived from controlled subject heading lists.

➔ **ACTION: Ignore 653 fields, unless there are no other valid subject headings.**

## 655 Form Genre

Index terms that describe the genre (e.g., Detective and mystery stories) or form (e.g., DVD-Video discs) of an item. OK to keep 655 fields if 2nd indicator is 7 and includes a subfield 2. Aleph will not let you save 655 \_0.

➔ **ACTION: Delete 655 \_7 fields if you are unable to save record because of other edits, otherwise leave them in.**

**700 Added Entry -- Personal Names**

A personal name used as an added entry. Editors or additional authors from the 245 statement of responsibility are entered as 7xx entries. Do not verify headings.

**710 Added Entry -- Corporate Name**

A corporate body name (associations, business firms, government agencies, etc.) used as an added entry. Do not verify headings.

**711 Added Entry -- Meeting Name**

A conference or meeting name used as an added entry. Do not verify headings.

**800 Series Added Entry -- Personal Name**

Use for name/title series added entries entered under personal names, if series tracing differs from series statement.

➔ **ACTION: Set aside for cataloger**

**810 Series Added Entry -- Corporate Name**

Use for name/title series added entries entered under corporate names, if series tracing differs from series statement.

➔ **ACTION: Set aside for cataloger**

**811 Series Added Entry -- Meeting Name**

Use for name/title series added entries entered under conference or meeting names, if series tracing differs from series statement.

➔ **ACTION: Set aside for cataloger**

**830 Series Added Entry -- Uniform Title**

Use for uniform titles added entries, if series tracing differs from series statement. Initial articles are omitted so the second indicator is always 0. (see *Monograph series* document)