

MARC BASICS

Introduction to MARC using Auto-Graphics (AG) software

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MARC DEFINITION & SECTIONS

- ❖ MARC means Machine-Readable Cataloging
- ❖ MARC is a standard for bibliographic data
- ❖ MARC records have two main sections:
 - Fixed fields (LDR, 006/007/008)
 - Variable fields (001,003,010-8XX)

FIXED FIELDS

- ❖ The Fixed fields contain the Leader (LDR) and the 006 / 007 / 008 field. The 006 field serves as an extension of the 008 field when multiple formats occur.
- ❖ Each character is defined by a position/byte.
- ❖ Fixed fields are normally codes of one or three characters

VARIABLE FIELDS

- ❖ Variable fields contain the bibliographic (bib) data in 001, 003, 010 to 8XX
- ❖ To identify and process data, the fields have:
 - Tags
 - Indicators
 - Subfields

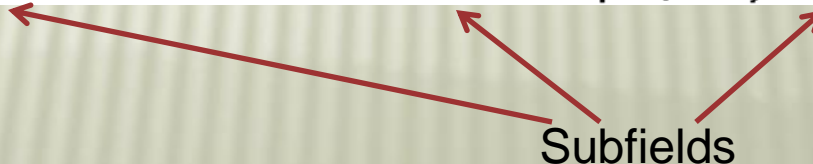
Example:

245 Title 10 a Southern cakes: b sweet and irresistible recipes / c by Nancie McDermott.

Tag

Indicators

Subfields



FIXED VS VARIABLE

	LDR Leadercam..... a.....
	UDB	c 0
Fixed	001 Control Nbr.	ocm47108273·
	003 Control Nbr. ID	0CoLC
	005 Latest Trans.	20140924111325.0
	008 Fixed Field	010612s2001.....nyua...j.....000·0·eng·d
	020 ISBN	.. a 0439204232·(paperback)
	020 ISBN	.. a 9780439204231·(paperback)
	020 ISBN	.. a 0329273388·(hardcover)
	020 ISBN	.. a 9780329273385·(hardcover)
	035 Sys Control Nbr	.. a (0CoLC)47108273 z (0CoLC)81256059
	050 LC Call Nbr.	. 4 a PZ7 b .M26572·no.·9
	082 Dewey Call Nbr.	04 a 813.54
Variable	100 Author/Creator	1. a Stamper,·Judith·Bauer.
	245 Title	1 0 a Dinosaur·detectives·/ c [written·by·Judith·Bauer·Stamper·;·illustrations·by·Ted·Enik].
	260 Imprint	.. a New·York·: b Scholastic, c c2001.
	300 Description	.. a 84·pages·: b illustrations·; c 20·cm.
	490 Series Title	1. a Magic·school·bus·science·chapter·book·; v #9
	500 General Note	.. a "Based·on·The·magic·school·bus·books·written·by·Joanna·Cole·and·illustrated·by·Bruc
	520 Summary	.. a The·Magic·School·Bus·takes·Ms·Frizzle·and·her·class·on·a·trip·to·the·Museum·of·Natu and·experiences·a·first·hand·Jurassic·adventure!
	650 Subj Topical	. 0 a Dinosaurs v Juvenile·fiction.
	700 Other Author	1. a Enik,·Ted, e illustrator
	830 Series Title	. 0 a Magic·School·Bus,·a·science·chapter·book.

LDR, 008 are considered Fixed fields.

001, 003, 005, 010-8XX are considered Variable fields.

FIXED FIELD: LEADER (LDR)

- ❖ The Leader is a Fixed Field consisting of the first 24 characters of a MARC record.
- ❖ The Leader provides information for processing and instruction to the software.
- ❖ The leader is automatically provided by the software but can be edited.

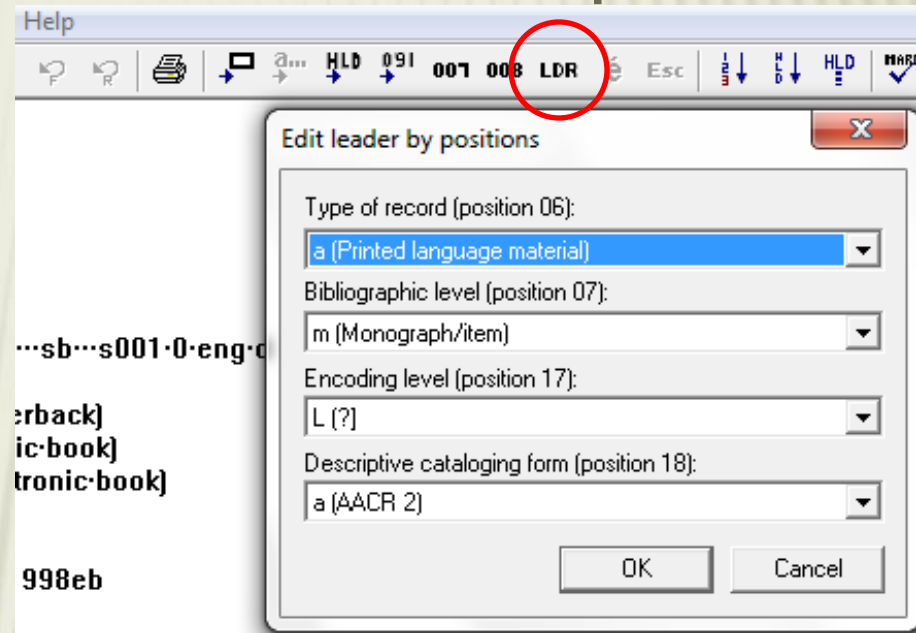
Example:

LDRLeader

.....cam.....La.....

FIXED FIELD: LEADER (LDR)

- ❖ The LDR icon in AGcat's toolbar provides viewing/editing.



- ❖ Each of the 24 characters occur in a specific numbered position/byte.

LDR Leader

.....cam.....La.....

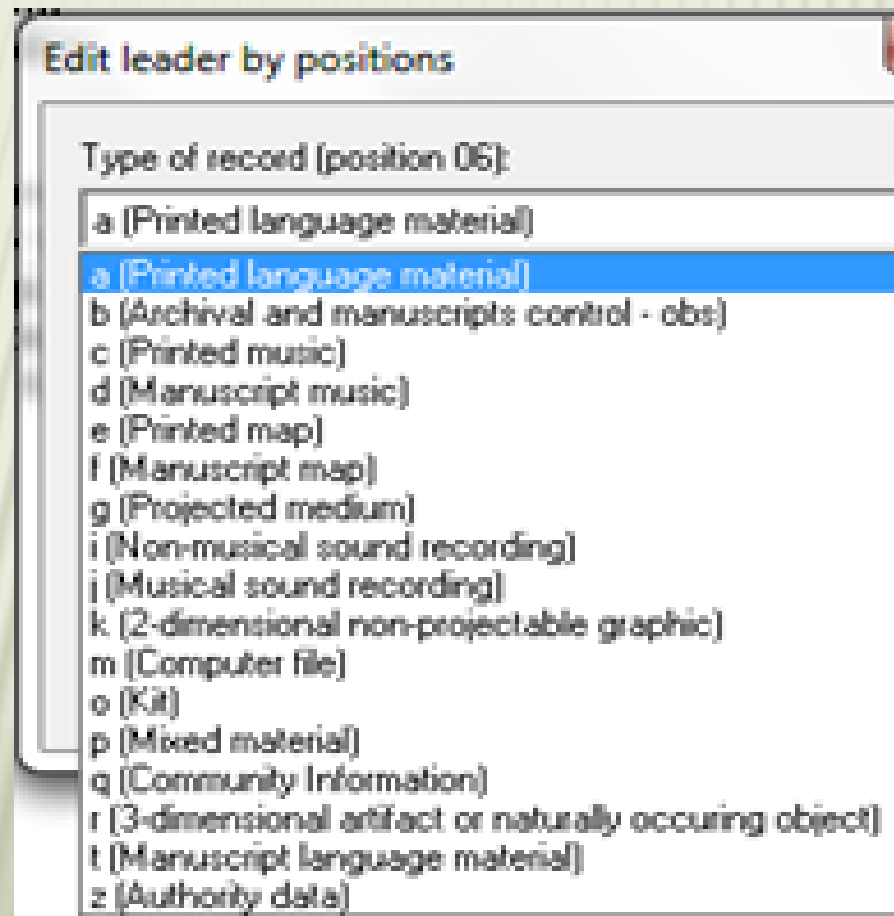
FIXED FIELD: LEADER (LDR)

- ❖ The most common data is entered in the LDR. Default values are:

➤ Record Status	n	(new)
“ “	c	(corrected/revised)
➤ Type of Record	a	(book)
➤ Bibliographic Level	m	(monograph)
➤ Encoding Level	<i>*blank*</i>	(full cataloging)
➤ Descriptive Cataloging	a	(AACR2)
- ❖ When cataloging non-book titles, catalogers will need to change the Type of Record.

LDR (POSITION 6 - TYPE OF RECORD)

- ❖ The LDR drop-down menu provides all the options for Type of Record position 6:

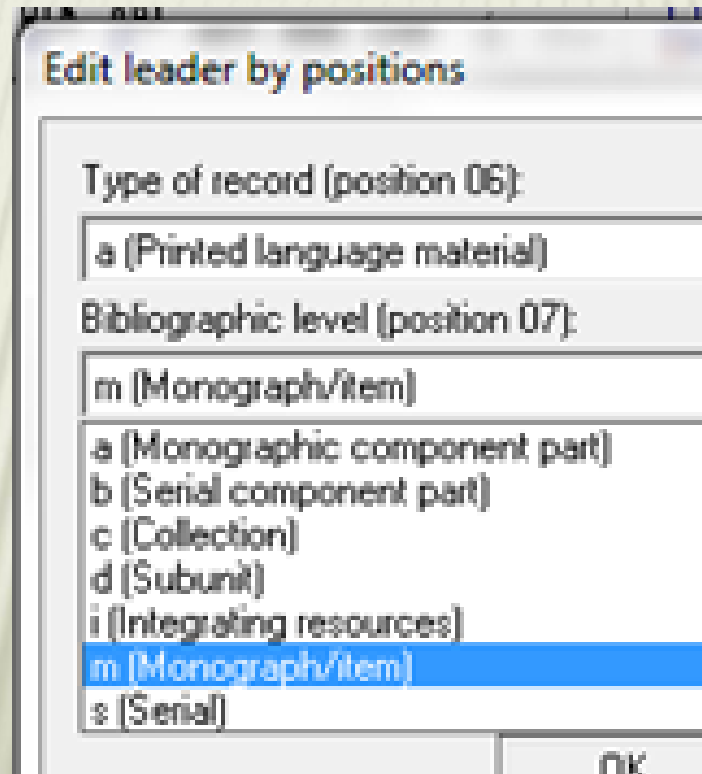


The image shows a screenshot of a software dialog box titled "Edit leader by positions". Inside the dialog, there is a section labeled "Type of record (position 06):" which contains a list of options for the Type of Record field. The options are listed as follows:

- a (Printed language material)
- a (Printed language material)
- b (Archival and manuscripts control - obs)
- c (Printed music)
- d (Manuscript music)
- e (Printed map)
- f (Manuscript map)
- g (Projected medium)
- i (Non-musical sound recording)
- j (Musical sound recording)
- k (2-dimensional non-projectable graphic)
- m (Computer file)
- o (Kit)
- p (Mixed material)
- q (Community Information)
- r (3-dimensional artifact or naturally occurring object)
- t (Manuscript language material)
- z (Authority data)

LDR (POSITION 7 – BIBLIOGRAPHIC LEVEL)

- ❖ When cataloging a Serial, position 7 will need changing.

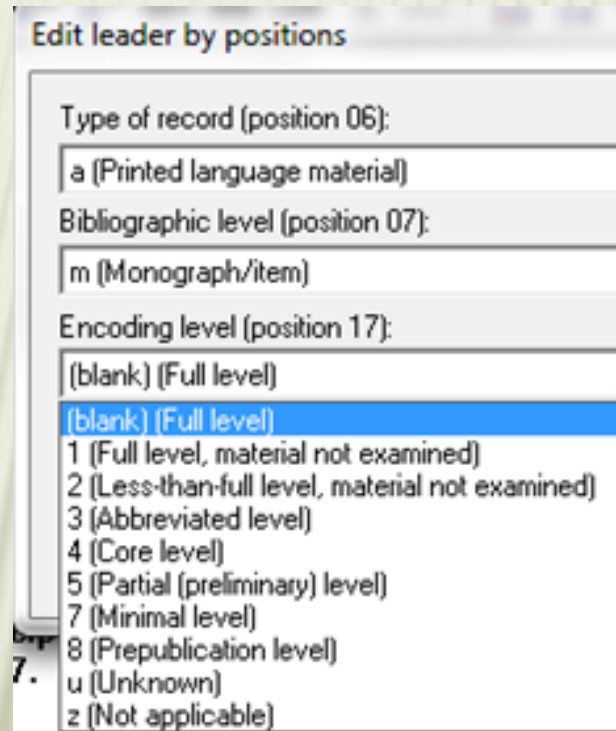


The screenshot shows a dialog box titled "Edit leader by positions". It contains two sections: "Type of record (position 06):" with a dropdown menu showing "a (Printed language material)", and "Bibliographic level (position 07):" with a dropdown menu showing a list of options: "m (Monograph/item)", "a (Monographic component part)", "b (Serial component part)", "c (Collection)", "d (Subunit)", "i (Integrating resources)", "m (Monograph/item)", and "s (Serial)". The "m (Monograph/item)" option is currently selected and highlighted in blue. An "OK" button is visible at the bottom right of the dialog box.

Field	Value
Type of record (position 06):	a (Printed language material)
Bibliographic level (position 07):	m (Monograph/item)

LDR (POSITION 17 – ENCODING LEVEL)

- ❖ Encoding level is “blank” by default.



The image shows a screenshot of a software dialog box titled "Edit leader by positions". It contains three sections for editing leader positions:

- Type of record (position 06):** a (Printed language material)
- Bibliographic level (position 07):** m (Monograph/item)
- Encoding level (position 17):** (blank) (Full level)

The encoding level field is expanded to show a list of options:

- (blank) (Full level) - highlighted in blue
- 1 (Full level, material not examined)
- 2 (Less-than-full level, material not examined)
- 3 (Abbreviated level)
- 4 (Core level)
- 5 (Partial (preliminary) level)
- 7 (Minimal level)
- 8 (Prepublication level)
- u (Unknown)
- z (Not applicable)

At the bottom left of the dialog box, there is a small icon of a mouse cursor and the number "7.".

LDR (POSITION 18 – DESCRIPTIVE CATALOGING)

- ❖ Use AACR2.

Edit leader by positions

Type of record (position 06):
a (Printed language material)

Bibliographic level (position 07):
m (Monograph/item)

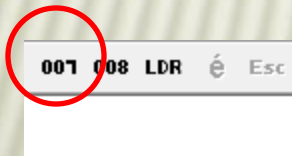
Encoding level (position 17):
(blank) (Full level)

Descriptive cataloging form (position 18):
a (AACR 2)
(blank) (Bib-Non-ISBD, Auth/CI-Undefined)
a (AACR 2)
c (ISBD punctuation omitted)
i (ISBD punctuation included)
u (Unknown)

7.

FIXED FIELD: 007

- ❖ 007 fields are for sound recordings, videorecordings, kits, maps, projected graphics, computer files, and globes.
- ❖ Not every MARC record will have an 007 field – only audio-visual or realia.
- ❖ The 007 accompanies the 008 field.
- ❖ To expand the 007, select the 007 icon on the AGcat toolbar.



007 Phys. Desc.		sd·fungnmmned
008 Fixed Field		070707s2007····ctu n·······b····eng·d
020 ISBN	..	a 9781400105335
020 ISBN	..	a 1400105331
035 Sys Control Nbr	..	a ocn156833350
050 LC Call Nbr.	0.	a DA356 b .R58·2007d
082 Dewey Call Nbr.	1 4	a 942.05/5092 a B 2 22
100 Author/Creator	1.	a Ronald,·Susan.
245 Title	1 4	a The·pirate·queen·[sound·recording]: b [Queen·I
246 Other Title	3 0	a Queen·Elizabeth·I,·her·pirate·adventurers,·and·th
260 Imprint	..	a [Old·Saybrook,·CT]: b Tantor·Media, c p2007.
300 Description	..	a 11·sound·discs·(14·hr.): b digital; c 4·3/4·in.

FIXED FIELD: 007

- ❖ Even though labeling begins with 00, the 007 editing screen begins with 01. Be careful not to think byte 03 corresponds with position 3 on the editing screen – it does not correspond.

s	d	.	f	u	n	g	n	n	m	m	n	e	d
00	01,02,03,04,05,06,07,08,09,10,11,12,13	:	byte										

Field 007 - Physical description

Current contents:
sd.fungnnmmed

00 - Category of material:
s (Sound Recording)

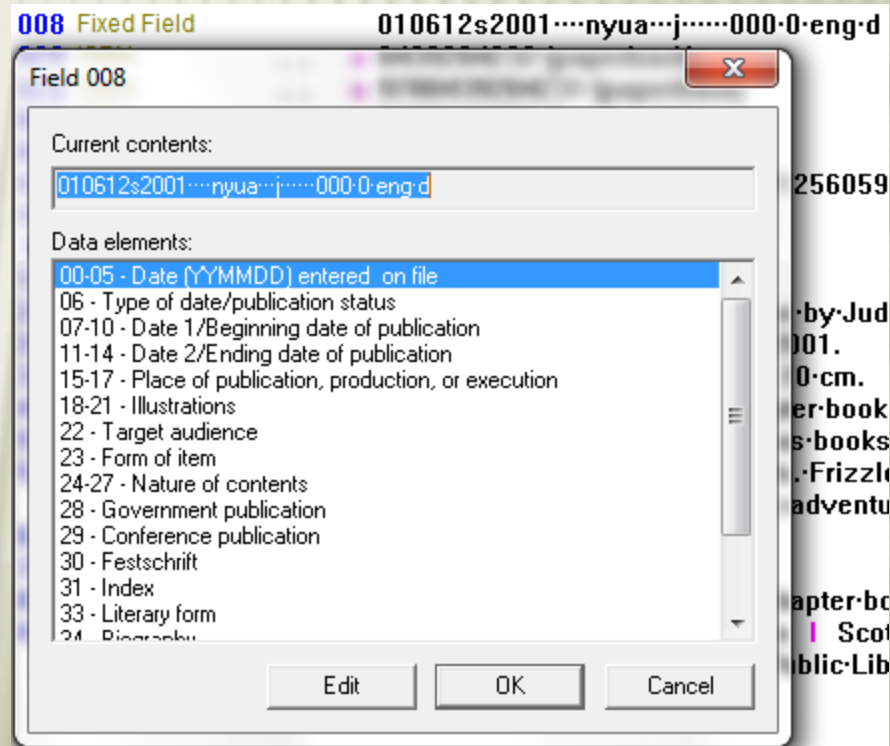
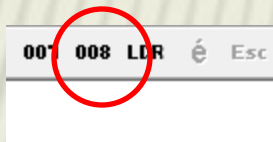
Data elements:

- 01 - Specific material designation
- 02 - Undefined
- 03 - Speed
- 04 - Configuration of playback channels
- 05 - Groove width/groove pitch
- 06 - Dimensions
- 07 - Tape width
- 08 - Tape configuration
- 09 - Kind of disc, cylinder, or tape
- 10 - Kind of material
- 11 - Kind of cutting
- 12 - Special playback characteristics
- 13 - Capture and storage technique

Edit OK Cancel

FIXED FIELD: 008

- ❖ Every MARC bib record should contain an 008 field.
- ❖ The 008 icon in the AGcat toolbar expands the field.



MARC TAGS

- ❖ Tags are divided into 9 groups according to the type of information involved.
 - 0XX Control fields and classification numbers
 - 1xx Author/Main Entry
 - 2xx Title Entry
 - 3xx Physical Description
 - 4xx Series Statement
 - 5xx Notes
 - 6xx Subject Headings
 - 7xx Added Author/Title Entries
 - 8xx Series Authorized Entry
 - 9xx Local Information

MARC TAGS

- ❖ The last two digits of the MARC tag indicate a specific function and form.
 - X00 Personal Name Heading
 - X10 Corporate Name Heading
 - X11 Conference Name Heading
 - X30 Uniform Title Heading
 - X40 Alternate Title Heading
 - X45 Main Title Heading
 - X50 Topical Subject Heading
 - X51 Geographical Subject Heading

MARC TAGS

- ❖ The number “9” indicates a local field. “9” may appear in any part of the tag (first, second, or third). LMN only uses “914 - - LMN_cm”
- ❖ Delete the following:
 - 049 Local Holding Information
 - 09X Local Call Numbers
 - 59X Local Notes
 - 69X Local Subject Headings
 - 9XX Local Miscellaneous Use

INDICATORS

- ❖ Indicators are a one-character numeric code used to provide filing/indexing information and instructions to the software.
- ❖ Each tag may contain one or two indicators or both positions may be “blank.” Indicator 1 is the first position; Indicator 2 is the second position.

Example: **245** Title



1 0

INDICATORS

- ❖ 245_0 Gone with the wind.
(indicates indexing on the first character)
- ❖ 245_2 A moment in time.
(skips 2 characters; indexes on 3rd “m”)
- ❖ 245_3 An ounce of prevention.
(skips 3 characters; indexes on 4th “o”)
- ❖ 245_4 The chaemeleon spell.
(skips 4 characters; indexes on 5th “c”)

INDICATORS

- ❖ Depending on the tag, the indicators may instruct differently.
- ❖ In other words, “2” does not always mean the same thing.
 - “2” as 2nd Indicator in tag 245 means skip 2 spaces of the title, e.g., A _ball for Sam.
 - “2” as 1st Indicator in tag 100 means a multiple surname, e.g., Jones-Smith

DELIMITERS

- ❖ Delimiters are used to identify subfields and differentiate between the actual data and subfields.
- ❖ Delimiters mark the start of each subfield.
- ❖ Delimiters can be pipes “|”, “\$”, small boxes, etc.
- ❖ Written delimiter signs used by LMN are the “\$”

Example: *\$a San Diego :\$bMcNaughton, \$c2000.*

- ❖ AGcat uses colors to distinguish subfields from actual data.

Example:

a San-Francisco: **b Chronicle-Books,** **c c2007.**

- ❖ However when a bib is exported, AG uses “\$”

Example:

=264 \1\$aNorthampton, MA :\$bMedia Education Foundation,\$c[2013]

SUBFIELD CODES

- ❖ Subfield codes are single alpha letters, e.g., “a” “b” “c” “d”
- ❖ Subfields and their meaning vary depending on the tag. In other words, “b” does not always mean the same thing in every instance.
 - “b” in 245 means Subtitle
 - “b” in 260 means Publisher, etc.

SUBFIELD CODES, COMMON

In AG, subfield code “a” is suppressed in all tags

❖ 100 Author

- \$a Last name, First name
- \$d Dates of birth-death

Example: **100** Author/Creator 1. **a** Poe,-Edgar-Allan, **d** 1809-1849.

❖ 245 Title

- \$a Title
- \$b Sub-title
- \$c Statement of Responsibility

Example:

245 Title 1 0 **a** Mable-Riley: **b** a-reliable-record-of-humdrum,-peril,-and-romance-**c** Marthe-Jocelyn.

SUBFIELD CODES, COMMON

❖ 260/264 Publication Data / Imprint

- \$a Publication Place
- \$b Publisher Name
- \$c Date of publication, copyright

Example: **260** Imprint . . . **a** Cambridge, Mass.: **b** Candlewick Press, **c** c2004.

❖ 300 Description

- \$a Extent (# of pages, discs, etc.)
- \$b Details (illustrations, color, etc.)
- \$c Dimensions (23 cm)'

Example: **300** Description . . . **a** [32]-pages: **b** color-illustrations; **c** 24-cm.

SUBFIELD CODES, COMMON

- ❖ 650 Subject Heading, Topical
 - \$a Topical heading
 - \$v Form subdivision
 - \$x General subdivision
 - \$y Chronological subdivision
 - \$z Geographic subdivision

Examples:

650 Subj Topical . 0 a Magic v Juvenile-fiction.

650 Subj Topical . 0 a British x Travel z Italy z Florence v Fiction.

651 Subj Geog. . 0 a United-States x History y Civil-War,1861-1865 x Naval-operations.

VARIABLE FIELDS: NUMERICS

- ❖ 001, 010, 020, 024, 035 fields are the Numeric fields in a MARC bib record
 - ❖ The 001 is the AGCN (Auto-Graphics Control Number) — a unique number for that specific bib record. All bib records will have an 001 field.
 - ❖ The 010 is the LCCN (Library of Congress Control Number). There is only one 010 per bib.
 - ❖ The 020 is the ISBN(s) (International Standard Bibliographic Number). There may be multiple ISBNs in a bib.
 - ❖ The 024 is the UPC (Universal Product code) or other standard #. There is usually only one 024 per bib.
- [Syndetics pulls cover images from the 020 and 024.]**
- ❖ The 035 field is the unique OCLC number. There is only one per bib.

STANDARD FIELDS

- ❖ 010 LCCN
- ❖ 020 ISBN
- ❖ 035 OCLC number
- ❖ 100 Author
- ❖ 245 Title & Statement of Responsibility
- ❖ 250 Edition Statement
- ❖ 260 Publication/Imprint
- ❖ 300 Physical Description
- ❖ 490 Series Statement
- ❖ 650 Subject Heading, Topical

VARIABLE FIELDS: 336, 337, 338, 344, 347

- ❖ RDA fields of 336, 337, and 338 are included in MARC bib records.
- ❖ Additional RDA fields of 344,347 are for audio-visual.

Examples:

Sound Recording	Video Recording
336 Content Type .. a spoken-word 2 rdacontent	336 Content Type .. a two-dimensional-moving-image b tdi 2 rdacontent
337 Media Type .. a audio 2 rdamedia	337 Media Type .. a video b v 2 rdamedia
338 Carrier Type .. a audio-disc 2 rdacarrier	338 Carrier Type .. a videodisc b vd 2 rdacarrier
	344 .. a digital b optical g surround h Dolby-Digital-5.1 2 rda
	347 .. a video-file b DVD-video e region-1 2 rda

MARC RECORD EXAMPLE - BOOK

LDR Leadercam.....a.....
UDB c 0
001 Control Nbr. LMN503266
003 Control Nbr. ID CPomAG
005 Latest Trans. 20140701070656.0
008 Fixed Field 060911s2007....caua....b....001.0.eng.d
010 LCCN .. a ..2006029765
020 ISBN .. a 0811853705.(paperback)
020 ISBN .. a 9780811853705.(paperback)
035 Sys Control Nbr .. a ocm71329855
043 .. a n-usu-
050 LC Call Nbr. 00 a TX771 b .M31755.2007
082 Dewey Call Nbr. 00 a 641.8/653 2 22
100 Author/Creator 1. a McDermott, Nancie.
245 Title 10 a Southern cakes: b sweet and irresistible recipes for everyday celebrations / c by Nancie McDermott
260 Imprint .. a San Francisco: b Chronicle Books, c c2007.
300 Description .. a 168 pages: b color illustrations; c 21 cm.
504 Bibliography .. a Includes bibliographical references and index.
650 Subj Topical . 0 a Cake.
650 Subj Topical . 0 a Cooking, American x Southern style.
856 Internet Link 41 3 Table of contents only u <http://www.loc.gov/catdir/toc/ecip0620/2006029765.html>

MARC RECORD EXAMPLE – SOUND RECORDING

LDR Leader	cim.....a.....
UDB		c 0
001 Control Nbr.		ocm60359611
003 Control Nbr. ID		OCoLC
005 Latest Trans.		20140924150614.0
007 Phys. Desc.		sd-fsngnmmneu
008 Fixed Field		070403s2005.....nyunnnn.....h..n-eng-d
010 LCCN	..	a ..2007567290
020 ISBN	..	a 0743544234
020 ISBN	..	a 9780743544238
024 Other Stand. ID	1.	a 076714049956
028 Publisher Nbr.	02	a 0-7435-4423-4 b Simon-&-Schuster-Audio
035 Sys Control Nbr	..	a [OCoLC]60359611 z [OCoLC]731267673
043	..	a n-us—
050 LC Call Nbr.	00	a SDB-57865
050 LC Call Nbr.	. 4	a E208 b .M396-2005ab
082 Dewey Call Nbr.	04	a 973.3 2 22
100 Author/Creator	1.	a McCullough, David-G.
245 Title	10	a 1776 h [sound-recording]/ c David-McCullough.
246 Other Title	3.	a Seventeen-seventy-six
250 Edition	..	a Unabridged.
260 Imprint	..	a New-York: b Simon-&-Schuster-Audio, c p2005.
300 Description	..	a 10-sound-discs-(12-hr.): b digital; c 4-3/4-in.
500 General Note	..	a Compact-discs.
508 Credits	..	a Producer/director, Elisa-Shokoff.
511 Performer	0.	a Read-by-the-author.
520 Summary	..	a Presents-the-intensely-human-story-of-the-those-who-marched-with-George-Washington-in-the-cause-was-riding-on-their-success.
521 Target Audience	1.	a Adult.
611 Subj Meeting	27	a American-Revolution-(1775-1783) 2 fast 0 [OCoLC]fst01351668
650 Subj Topical	. 0	a Audiobooks.
650 Subj Topical	. 0	a Talking-books.
651 Subj Geog.	. 0	a United-States x History y Revolution,-1775-1783.
651 Subj Geog.	. 0	a United-States x History y Revolution,-1775-1783 x Causes.
655 Genre/Form	. 7	a Audiobooks. 2 lcgft
856 Internet Link	41	3 Sample-text u http://catdir.loc.gov/catdir/enhancements/fy0810/2007567290-s.html
856 Internet Link	41	3 Table-of-contents u http://catdir.loc.gov/catdir/enhancements/fy0810/2007567290-t.html
856 Internet Link	42	3 Contributor-biographical-information u http://catdir.loc.gov/catdir/enhancements/fy0901/2007567290-b.html
856 Internet Link	42	3 Publisher-description u http://catdir.loc.gov/catdir/enhancements/fy0713/2007567290-d.html

MARC RECORD EXAMPLE - VIDEORECORDING

LDR Leadercgm.....lj.....
UDB c 5500
001 Control Nbr. ocn855218637
003 Control Nbr. ID OCLC
005 Latest Trans. 20140918164832.0
008 Fixed Field 130807p20112008mnu450-d.....vleng:d
007 Phys. Desc. vd-mvaizs
024 Other Stand. ID 1. a 683904506535
035 Sys Control Nbr . . a [OCoLC]855218637
050 LC Call Nbr. . 4 a D521 b .W95-2011
082 Dewey Call Nbr. 04 a 940.3 2 23
245 Title 04 a The war to end war, 1914-1918. h [videorecording]/ c Creation Films Documentaries ; producer/director, I
Dobring ; writers, Edward Feuerherd, Steven Tobias Smith.
i Title on container and videodisc labels: a WWI, the war to end all wars
246 Other Title 1. i Title on container and videodisc labels: a WWI, the war to end all wars
246 Other Title 30 a World War I
246 Other Title 30 a War to end all wars
250 Edition . . a Collector's edition.
264 Publ. Notice . 1 a [United States] : b Mill Creek Entertainment, c [2011]
300 Description . . a 3 videodiscs (approximately 7.5 hours) : b sound, black and white with color sequences ; c 4-3/4 inches.
336 Content Type . . a two-dimensional moving image b tdi 2 rdacontent
337 Media Type . . a video b v 2 rdamedia
338 Carrier Type . . a videodisc b vd 2 rdacarrier
538 System Details . . a DVD format : Dolby Digital 2.
511 Performer 0. a Narrator, Fred North.
508 Credits . . a Producer/director, Edward Feuerherd ; producers, K.C. Hight, Justin Dobring ; writers, Edward Feuerherd, St
500 General Note . . a "3-disc set"--Container.
500 General Note . . a Originally released in 2008.
500 General Note . . a Includes WWI photo slide show.
521 Target Audience 8. a Warning : may contain images not suitable for young audiences.
520 Summary . . a A comprehensive look at the war that shaped the 20th century. Through actual battle footage and veteran in
the Austrian Archduke in 1914 to the final desperate battles of 1918.
505 Contents 0. a Disc 1. With flags waving --- The battle of the frontiers --- The taxis of the Marne --- A war of chemicals and en
fronts. --- Disc 3. Revolt --- Changing tide --- End game.
650 Subj Topical . 0 a World War, 1914-1918.
650 Subj Topical . 0 a World War, 1914-1918 x Veterans v Personal narratives.
650 Subj Topical . 0 a World War, 1914-1918 v Pictorial works.
650 Subj Topical . 0 a Documentary films.
700 Other Author 1. a Feuerherd, Edward, e film producer, e film director, e screenwriter.
700 Other Author 1. a Hight, K.C., e film producer.
700 Other Author 1. a Dobring, Justin, e film producer.
700 Other Author 1. a Smith, Steven Tobias, e screenwriter.
700 Other Author 1. a North, Fred, e narrator.
710 Other Corp. Name 2. a Creation Films Documentaries (Firm), e production company.
710 Other Corp. Name 2. a Mill Creek Entertainment, e film distributor.

PUNCTUATION

- ❖ AACR2 rules when and how to use commas, periods, semi-colons, spaces, etc.
- ❖ Punctuation affects indexing; so consistent data entry is important.
- ❖ RDA has changed some entry rules, but LMN will continue to use AACR2 for punctuation (BUG workshop, 9/17/2014)
- ❖ Documentation:
 - LMN Cataloging Procedural Manual
 - Cataloger's Desktop (www.loc.gov/cds/desktop)