

KeepDelete CheatSheet MARC Tags

KEEP	DELETE	SPECIAL	EXCEPTIONS/INSTRUCTIONS
001, 003	004,005		
006-008			
010	015-019		
020	suffix wording: (6-pack) (acid-free/alk. paper), \$c		Keep both 020: 13-digit first; then 10-digit. In \$q use lowercase w/ ()
022, 028	029	024	if cover image displays, keep 024; if cover image not displaying, delete 024
034, 035\$a	033, 035\$z, 037, 039		keep only OCLC in 035 - no others
041-044	040, 045-047, 049		
050, 052	051, 055		
	060, 066		
	070, 072		
082	084		
	09X		
100-129		130	if wording is identical to 245, delete; if wording is different, change to 730
245, 246	210	240	change 240 to 740
250, 255		257	Keep only foreign countries
260, 264	263, 264_4		do not need both 260 & 264 if identical; multiple 264 w/ diff publ. are alright
300, 306			
336-338			
340, 344-347	350		
385	386	380	keep only 38x terms with: \$2gsafd, \$2lcsh, \$2marcgt, \$2rda, \$2lcgft
		440	change to 490/800/830
490			0_ no 8xx; 1_ enter 8xx.
500, 504-505		506	Remove 506 for ebks & bks; Keep for A-V
507-581, 533, 586	538, 582-583, 588, 59X		
600-630	653, 69X	648	Keep unique dates
650_0, 650_2, 651_0, 655_7	650_4, 650_6, 650_7 & \$2eflch, \$2fast, \$MeSH, \$2sears, \$2swd	650_1	Keep only unique juvenile headings
700-740, 787	773-775	776	Keep 776 for ebook ; Remove 776 for hardback/paperback
800-830	852		Keep only numbers in 800 \$v; no prefix wording (bk., #, v., no., etc.)
	Remove 856 for images, ebrary, contrib., publishr, etc. , 880	856	Keep 856 for Ebsco, OverDrive, CamelliaNet, Credo, FilmsonDemand, NetLibrary
914	900-913, 915-999		