MARC TAGS - VARIABLE FIELDS 001-9XX

(In AGcat, subfields are colored red; there are no "a" subfields that display in 001-008; and there are no dollar signs to indicate a delimiter. The following examples of "dollar sign" before "a" are for identification only and are not to be entered in bib records. A "dash" in the indicator position equals a [blank] space. AG stands for Auto-Graphics software.)

If a tag is not used, the word DELETE is the action to take; all other information in tags are added or kept. **(R)** or **(NR)** indicates whether a field can be repeated or not repeated within the same bib record according to MARC standards www.loc.gov/marc/bibliographic. To check validity of any tag, consult the LC or OCLC Connexion database. Information is from http://www.oclc.org/bibformats/en.html

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0XX FIELDS – CONTROL & CALL NUMBERS, CODES, & CLASSIFICATION

001 Control Number (NR)   KEEP
The 001 field is indexed in AG. The 001 does appear in certain AG reports. The AGCN (AG Control Number) is stored in the 001 field, prefaced with the characters "LMN," i.e., LMN244691. To search, use the index of A-G Control number and enter just the six digits without the LMN prefix.
AG overwrites the 001 field during every MARC export. For that reason OCLC numbers are to be stored in the 035 field now. Indicators are both blank.
>   Example:
>   001 -- LMN4244694

003 Control Number Identifier NUC Symbol. **(NR)** KEEP
Code for the organization whose control number is contained in field 001. The OCLC utility will add "OCoLC" in the 003 field automatically when a bib has been added or overlaid imported from OCLC. If the bib has been exported or created using A-G, "CPomAG" will appear in the 003 field. Keep CPomAG or OCoLC in the 003. Do not add any data. Indicators are both blank.

004 Not used.

005 Date and Time of Latest Transaction (NR) DELETE
System generated; serves as a version identifier for the record. Keep in MARC record if present, but do not add. Indicators are both blank.
>   Examples:
>   005 --$a19951126131546.0 [Nov. 26, 1995 @ 1:15:46 P.M.]

006,007, 008 (Discussed in Chapter 9) KEEP

010   Library of Congress Card/Control Number (LCCN) (NR) KEEP

The LCCN is actually "fixed" at 12 digits long. Do not enter or include the dash. LMN uses OCLC and LCMARC as authority sources for LCCNs. If a record is found in the OCLC or LCMARC database, if the LCCN in the bib record 010 field is different from the LCCN printed in the book, please retain the LCMARC 010 field ~~ do not edit the 010 to match the book in hand since many times publishers simply print the old CIP information for new editions or make typos. If the LCCN on an item is the same as in another record but it is not a match, check OCLC or LCMARC to find which LCCN is correct.

Do not delete any valid MARC 21 prefixes from the 010 field, such as (sn, map, etc.). The reason the prefixes should not be deleted is because the LCCN sn 96000007 and LCCN 96000007 are actually two different records: the first is a serial, the second is a monograph. LCCN will contain ten numeric digits and begin with two blank spaces (or a prefix) and have NO extra space after the LCCN. REMOVE all suffixes and slash marks (//AC, R//, etc.) from the 010 field.

Examples:
010 -- $a 2001210999
010 -- $z sn 55010910

015   National Bibliography Number (R) DELETE

When the cataloging information is derived from an entry in a foreign national bibliography, the number of the entry is given in the record. DELETE the field if no number is present. Indicators are both blank.

Examples:
015 -- $a Sw*** (DELETE)
015 -- $a B67-25185 (DELETE)

016   National Bibliographic Agency Control Number (R)   DELETE

Searchable under Standard ID # - remove..
016 7- $a 017914255 $2 Uk (DELETE)

017, 018   DELETE

019   OCLC Cross Reference Control Number   DELETE

Contains older OCLC numbers replaced by newer OCLC numbers. Not indexed, not searchable; does not display in AG online catalog.
019 -- $a 719431090 (DELETE)

020   International Standard Book Number (ISBN) (R)   KEEP
The 020 is used to pull cover images so it is important that the 020 field is included in the bib record.
Indicators are both blank. No dashes are to be entered in the 020 field.
Any ISBN ending with an X should always be capitalized; do not use lowercase x for entry.
Remove any 020 subfield $c from bib records. Price/costs are to be included in **item** records.
ISBNs are either 13 or 10 numeric digits. The ISBN pair (13 or 10) is linked to the same title.
Both ISBNs (ISBN-13 and ISBN-10) are to be included in the bib record
ISBNs are to be grouped with the ISBN-13 **preceding** the ISBN-10 in the bib record, for example:

      020 - - $a 9781873671000 $q (hardback)
      020 - - $a 1873671008 $q (hardback)
      020 - - $a 9781594865275 $q (paperback)
      020 - - $a 1594865272 $q (paperback)

Any qualifying information should be placed as a suffix *after* the ISBN. The BUG has selected to use $q for qualifying information, so enter a single suffix term in subfield "q" enclosed in parenthesis.
LMN's BUG has selected to use complete terms for the suffix – no abbreviations.
When binding threads and stitching are present with or without a dust cover, use "hardcover."
When the cover image is printed directly on the outside cardboard (no dust cover), use "hardback."
The following terms are acceptable as suffix terms:

electronic book	paperback
hardback or hardcover (not hardbound or hardcopy)	set
large print	softbound or softcover
library binding	trade
online	volume

Examples:
020 --$a 0879514906 $q(electronic book)   020 --$a 9780060799748 $q(set)
020 --$a 0395453550 $q(hardback)   020 --$a 9781594865275 $q(trade)
020 --$a 0426220602 $q(large print)   020 --$a 0456789012 $q(student workbook)
020 --$a 978055301112X $a(paperback)   020 --$a 0567890123 $q(volume 2)

Multiple suffix terms are to be formatted with terms inside parenthesis; use one subfield $q and one parenthesis set with terms inside separated by a semi-colon.
Examples: 020 --$a 0394170660 $q (large print ; paperback)
                   020 --$a 9781594865275 $q (teacher edition ; volume 3)

If a hardback/paperback bib record includes an ebook ISBN, remove the ebook ISBN. We have separate bib records for ebooks and books so that the Format Material Type icon/wording will be correct in the online catalog.
However, if an ebook bib record includes **a** hardback/paperback ISBN, keep all ISBNs. The hard/paperback ISBN may retrieve the cover image. Therefore, it is acceptable to keep ISBNs for hard/paperback in an ebook bib record just to retrieve the cover image.

If an ISBN is pulling a wrong cover image, change to "z" for Syndetics to skip that ISBN.

ISBN CHECK DIGIT

If there is a discrepancy with an ISBN, the following formula can help determine whether the ISBN is valid. Using the source, *American National Standard for Book Numbering*, to define the complete 10-digit ISBN 0835200019:

Multiply the first digit by 10, the second digit by 9, the third digit by 8, the fourth digit by 7, the fifth digit by 6, the sixth digit by 5, the seventh digit by 4, the eight digit by 3, and the ninth digit by 2. Divide the sum of these products by 11 to find the remainder. Subtract the remainder from 11 to generate the required check digit. If the check digit is 10, use X, if there is no remainder, use zero (0).

```
      0    8    3    5    2    0    0    0    1
x    10    9    8    7    6    5    4    3    2
     ---- ---- ---- ---- ---- ---- ---- ---- ----
      0+   72   24   35   12   0+   0+   0+   2=   145/11=13r2; 11-2=9
           +    +    +    +
```

Not all 13-digit ISBNs begin with the digits "978." The formal for calculating the check digit for 10-digit and 13-digit ISBNs are different and will most often result in a different check digit.

022   International Standard Serial Number (ISSN) (R) KEEP

The ISSN is the identifying number for serials / resource publications. An ISSN consists of eight digits comprising two groups of four digits each, separated by a hyphen. Indicators are both blank.

> Examples:
> 022 --$a7685-2325

024   Other Standard Identifier (R)   KEEP for A-V; if a cover image is not displaying, use $z

AG labels this field as ISRN in the online catalog. The UPC symbol or other standard number is entered for audio-visual materials and is valid. If there is no 020, the 024 may be used to pull the cover image. If an 020 exists however, the 024 will trump the 020. So, if the cover image is wrong or not displaying, change the 024 to $z or delete 024.

028   Publisher Number (R) KEEP

This field contains formatted publishers' numbers used for sound recordings, printed music, videorecordings, and computer files.

> Examples:
> 028 02 $a82613-2 $bAtlantic (sound recording)
> 028 42 $a52413 $bColumbia TriStar (videorecording)
> 028 32 $aHL00110079 $bHal Leonard (music score)

029   Other System Control Number (R)   DELETE

> Example:
> 029 1-$a AU@ $b000059037295

034 Coded Cartographic Mathematical Data (R) KEEP

This field contains cartographical mathematical data, including scale, projection, and/or coordinates in coded form. There should be an 034 field corresponding to each 255 field in a bib record.

    Examples:

    034 0-$aa

    034 1-$aa $b22000000$dW1800000 $eE1800000 $fN0840000 $gS0700000

035   System Control Number   (R)   ADD/KEEP subfield "a" only

The OCLC number **MUST BE** added in 035 field to ensure indexing. The 035 field $a is indexed and searchable in AG; $z is not indexed. Remove all subfield z from 035. In AG, the 035 is *the only field* that protects the OCLC number after exporting. The 035 field is the primary match point. The prefix "(OCoLC)" must be entered exactly with parenthesis followed by the number. Do not enter "(OCLC)" as the number will not be indexed. Prefixes (ocm, oc, on) in the 035 occur when the record is brought over online and prefixes are to be kept as is with no parentheses or capitalization. OCLC prefixes indicate the following:

        "ocm" has 8 following digits;

        "ocn" has 9 following digits; and

        "on" has 10 or more following digits.

    Examples:

    035 --$a(OCoLC)27669009

    035 --$a(NLM)54249082

    035 --$a(OCoLC)858868477 ~~$z(OCoLC)853621186~~

    035 --$aocm00899622

    035 --$aocn880638880

    035 --$aon1234567890

037   Source of Acquisition (R) DELETE

Subfield $a is Stock Number; subfield $b is the vendor. Delete 037 fields and any corresponding 500 fields with the duplicate information. Does not display online.

    037 -- $a MidwestTape $nhttp://www.midwesttaapes.com   DELETE

039   Not Used. This field is obsolete. DELETE

040   Cataloging Source (NR) DELETE

Not indexed – can be lengthy. As of July 13, 2009, the Bibliographic Users Group voted to remove this field.

    Examples:

    040 --$aDLC $dDLC $dOCLC   DELETE

    040 --$aMVI $dTMI   DELETE

041   Language Code (R) KEEP

This field contains three character alphabetic codes taken from the USMARC Code List for Languages. The 041 is used when an item to be cataloged contains more than one language, or the item is or includes a translation.

Examples:

041 1-$aeng $hspa (item in English, translated from Spanish)

041 0-$aengrus (item contains both English and Russian)

041 1-$aita $beng (item in Italian, subtitle in English)

041 0-$dengfre (sound recording contains both English and French)

042   Authentication Code (NR) KEEP

Used when a bib record has been copy cataloged from another source, such as OCLC.   Indicators are both blank.

Examples:

042 --$alccopycat (LC copy cataloging)

042 --$alcac (LC annotated children's cataloging program)

042 --$apcc (Program for Cooperative Cataloging)

043   Geographic Area Code (NR) KEEP

This field contains as many as three geographic codes associated with a bib record. The codes are taken from USMARC Code List for Geographic Areas. The codes are determined by what geographic names and/or subdivisions are used in the 6XX fields. There can be as many $a as needed to cover all geographic subject headings and subdivisions in the record. Each geographic area code is seven characters long. Indicators are both blank.

Examples:

043 --$an-us-ny

650 -0$aSerial murders $zNew York (State).

043 -- $ae-it---

651 -0 $aItaly $vJuvenile literature.

046   Not Used. DELETE

047   Form of Musical Composition (NR) DELETE

This field is used only when code "mu" is used in the form of composition subfield in the 008 field of a sound recording. The codes are listed in order of importance. Indicators are both blank.

Example:

047 --$acr $app $acy $ajz   (DELETE)

049   Not Used DELETE

050   Library of Congress Call Number (R) KEEP
     Example:
     05000 $aQC861.2 $b.B36

051   Library of Congress Copy, Issue, Offprint Statement (R) DELETE.
(Used for LC's local additional copy information.
     Examples:
     051; ;$aPS3525.I19$bM48 1992 Copy 3 $cCopy3 Signed by author. Copyright deposit, Jan. 6, 1993

052   Geographic Classification Code (R) KEEP
This field contains a geographic classification code that represents the geographic areas covered by an item. The codes are derived from the Library of Congress Classification - Class G and expanded Cutter number lists for place names. KEEP in bib record if from OCLC or LCMARC, but do not add. Use field 043 instead. (See MARC tag 043 for tagging information.)

060   National Library of Medicine Call Number (R) DELETE.
WARNING: if an 060 field is in the MARC record, there will probably be a Medical Subject Heading in 650; 2; which should also be deleted. (See 6XX field section.)

072   Subject Category Code (R) DELETE
Another type of subject category codes.

082   Dewey Decimal Call Number (R) KEEP
     Examples:
     08200 $a388.0919 $221 (full edition)
     08210 $a914.3 $212 (abridged edition)

084 Other Classification Number (R) DELETE
     Numbers assigned using a scheme other than LC, DDC, etc..

09X   Not Used.

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1XX FIELDS – Main entries

100   Main Entry - Personal Name (NR)
For birth dates, RDA rules state to remove "b." and add a hyphen after the birth date.
The BUG decided 2/6/2020 that in "c" add Titles (Sir, Prince, etc.) but delete occupations (Mystery writer, chef, etc.)
RDA adds a subfield $e/$4 to describe the relationship between the name and the work. In subfield $e the relationship is expanded/spelled out as the Relator term; in subfield $4 the relationship code is used as the Relator code. A complete list of Relator codes is listed at:
http://www.itsmarc.com/crs/mergedProjects/relators/relators/relator_codes_code_sequence_relators.htm#Relator_code_E   <Verify editors, illustrators, translators, etc. are entered in 700 tag >

ABBREVIATION	EXPANDED	ABBREVIATION	EXPANDED
$4 arr.	$e arranger	$4 ill. / illus.	$e illustrator
$4 aut.	$e author	$4 jt.	$e joint
$4 com. / comp.	$e compiler	$4 pub.	$e publisher
$4 ed. / eds. / edt.	$e editor	$4 tr. / trans.	$e translator

Examples:
        100 0- $aGeorge $bIII, $cKing of Great Britain, $d1738-1820.
        100 1- $aCapote, Truman, $d1924-1984.
        100 1- $aAndrews, V. C. $q (Virginia C.) $4aut.
        100 1- $aLloyd Webber, Andrew, $d1948-
        100 1- $aBurgess, Dorothy, $d1970-$e editor.

110   Main Entry - Corporate Name (NR)
        Examples:
        110 1- $aUnited States. $bDepartment of Agriculture.
        110 2- $aHootie & the Blowfish (Musical group)

111   Main Entry – Meeting/Conference Name (NR)
        Examples:
        111 2- $aVatican Council $n(2nd $d1962-1965)
        111 2- $aSymposium on the Role of the Chimpanzee in Research $d(1993 :$cVienna, Austria)

130   Main Entry - Uniform Title (NR)
A uniform title is used when a work has appeared under varying titles, necessitating that a particular title be chosen to represent the work. Thus, the uniform title will bring all of those varying works together.
        Examples:
        130 0- $aMother Goose.
        130 0- $aBible. $lEnglish. $sAuthorized. $kSelections. $f1995.
        130 0- $aBible. $pOld Testament.

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2XX FIELDS – TITLE, EDITION, IMPRINT, AND RELATED ENTRIES

210   Abbreviated Title (R) DELETE.
Information found here can be expanded by entering it in the 246.

240   Uniform Title (NR) CHANGE to 740
The uniform title is used when a work has appeared under varying titles. The uniform title will bring all of the varying works together. The 240 field does not end with a period. Because the 240 interferes with title display in the online catalog, the BUG decided (9/17/14) to change all 240 fields to 740 fields.
> Examples:
> 245 10 $aSelected poems of Robert Browning.
> 740 10 $aPoems.$ kSelections   (was 240)
>
> 245 10 $aMusic from "The ring of the Nibelung" $h[sound recording].
> 740 10 $aRing des Nibelung. $kSelections   (was 240)

245 Title Statement (NR) KEEP
In $c, if there are multiple persons listed, list all names and do not omit; do not use [et al.]   Make added entries in the 700 field for all the other persons.
> Examples:
> 245 10 $aCatalogers are people too! /$cwritten by James Christopher and Charlie Moncrief ; illustrated by Jim MacKenzie ; foreword by Ann Smith.
> 245 04 $aThe future of cataloging : $bmetadata, PURLs, and the Dublin Core / $ccompiled by the LMN Bibliographic Committee.
> 245 03 $aAn introduction to MARC tags. $nPart II, $pFixed fields.

Capitalization in the 245 field
The word following an initial article in a 245 is **not** capitalized if the word is normally lower case (not a proper noun).
> Examples:
> 245 12 $aA cataloger's nightmare /$cwritten by Carolyn ...
> **NOT** 245 12$aA Cataloger's nightmare /$cedited by Carolyn...

General Material Designation (GMD) in the 245 field
The GMD may be kept after March 31, 2016 to facilitate discovery and display. The GMD should be enclosed in square brackets and tagged in subfield $h in the 245, 246, and 740. The GMD follows subfields $a, $n, $p and precedes subfields $b and $c.

The following designations are acceptable in LMN's database:

[art]	[microform]
[Braille]	[model]
[chart]	[motion picture]
[computer file]	[music]
[electronic resource]	[picture]
[electronic resource (video)]	[realia]
[filmstrip]	[sound recording]
[flash card]	[sound recording (digitized)]
[game]	[sound recording (eAudiobook)]
[graphic novel]	[videodisc]
[kit]	[videorecording]
[large print]	[videorecording (Blu-Ray)]
[map]	---------------------

Definitions:
3Dimensional materials use terms of [model], [game], or [realia] and include dioramas, puzzles, sculpture, machines/equipment, clothing/costumes, toys, puppets, exhibits, or natural objects such as rocks, minerals, leaves, seeds, shells, mounted microscopic specimens, bones, skeletons, etc.

A [kit] includes three (3) or more different materials/formats.
[Microform] includes microfiche and microfilm.

Examples:
245 12 $aA cat on the edge $h[large print] : $ban Alice Nestleton mystery /$cLydia Adamson.

245 03 $aAn illustrated map of Decatur $h[map].

245 00 $aFour catalogers speak their minds $h[sound recording] / $cedited by Ima Nutt.
246 3- $a4 catalogers speak their minds $h[sound recording]

245 04 $aThe eighteen sites $h[videorecording] / $cedited by Library Management Network.
740 4- $aThe 18 sites $h[videorecording].

245 14; $aThe Mother Goose piano book $h[music] / $cillustrated by Blanche Fisher Wright.

246   Varying Form of Title (R) KEEP

The 246 DOES NOT end with a mark of punctuation (unless the last word is an abbreviation, initial/letter, or date that ends with a mark of punctuation). There are no indicators in the 246 for non-filing characters, so initial articles must be omitted.

Examples:

245 10 $a50 powerful ideas to keep your customers $h[sound recording] / $cby Paul R. Timm.

246 3- $aFifty powerful ideas to keep your customers $h[sound recording]

245 10 $aHouse rabbit handbook : $bhow to live with an urban rabbit / $cby Marinell Harriman.

246 30 $aHow to live with an urban rabbit

246 30 $aUrban rabbit

250   Edition Statement (R) KEEP

Expand numeric designations from "1st" to "First"; and abbreviations from "ed." to "edition" and from "rev." to "revised" etc.   250 always ends with the punctuation of a period.

Examples:

250 -- $aRevised edition.

250 -- $aFourth edition / $brevised by Phil Smith.

255   Cartographic Mathematical Data (R) KEEP

Mathematical data associated with cartographic material, including a statement of scale, statement of projection, and/or a statement of bounding coordinates. Data corresponds to coded data in field 034.

Examples:

255 -- $aScale [approximately 1:29,500].

260 Publication, Distribution, etc. (Imprint) (R) KEEP
The 260/264 field relates to the publication, printing, distribution, issue, release, or production of a work. [s.l.] and [s.n.] and [n.d.] is no longer used.

>   260 --$aNew York : $bRandom House, $c1995, c1988.   (normal entry)

$a, when the place of publication is unknown or uncertain: use [Place of publication not identified].

>   Do not use [S.l.] - Spell out the state or country of publication (260 $a). For example, if the title page has "AL" or "Ala.", use "Alabama". Do not use an abbreviation of the state.
>   260 -- $a[Place of publication not identified] : $bHysterical Press,$c1995.

$b, when the publisher cannot be identified, use [publisher not identified] - Do not use [s.n.]

>   260 -- $aMadison, Alabama : $b[place of publication not identified],$c1898.

When more than one publisher occurs, include both sources along with their respective place.

>   260 -- $aNew York : $bCresent Books ; $aAvenel, N.J.: $bDistributed by Outlet Book Co., $c1993.

Multiple 260 fields are acceptable. One 260 is for the hardback edition, and the other 260 is for the electronic edition. Both the hardback and electronic information may appear in one 260 with subfields sorting out the differences. Keep both.

>   Example:
>   264 -1 $aBoston : $b[publisher not identified], $c2010.
>   264 -3 $aCambridge : $bKinsey Printing Company, $c copyright 2005.

$c, when the date is unknown: do not use [n.d.]

>   Use © or "c" for copyright symbol date; use ℗ or "p" or "(p)" for phonogram for recorded sound date. If "copyright" or "phonogram" is spelled out, use the symbol. According to OCLC.org, *"Use brackets [ ] around dates not on the source."*

[1971 or 1972]	<one year or the other>	
[1969?]	<probable date>	
[approximately 1960]	<approximate date>	
[197-]	<decade is certain>	[between 1970 and 1979]
[197-?]	<probable decade>	
[18--]	<century is certain>	[between 1800 and 1899]
[19--?]	<probable century>	

263   Projected Publication Date (NR) DELETE.
This field is seen on pre-publication records (encoding level is 8 in the 008 field). Usually there is no or limited data in the 300 field when a 263 is present.
     Example:
     263 -- $9909   <means the book is to be published in Sept. 1999>

264   Production, Publication, Distribution, Manufacture, and Copyright Notice (R) KEEP
Follow the rules in 260 field.
For more information: http://www.loc.gov/marc/bibliographic/bd264.html

When a 260 and 264 exists in a bib record and the 264 is a duplicate of the 260, the 260 may be deleted and the 264 may be kept. Keep the 264 field.

264 fields sometimes have just the date on a single line. Do not keep 264 fields with only $c.   If the date is the same in both 264 $c, the 264 $c on the standalone can be deleted. If the date is different, the 264 $c standalone should be added to the date on the line above accompanying subfields $a and $b.
The following example is incorrect and should have the 2013 added to the 2014 line.

264 Publ. Notice   . 1   **a** Thorndike, Maine :   **b** Center Point Large Print,   **c** 2014.
264 Publ. Notice   . 4   **c** ©2013

Printing, distributor, division, imprint, and publisher can be included in multiple $b subfields:

260   * *   **a** New York : **b** A & E Home Video : **b** Distributed by New Video, **c** c2006.

For different places, use multiple $a and $ b subfields:
264 -- $a Munchen, Germany : $b C.H. Beck ; $a Oxford, United Kingdom : $b Hart, c2014.

An alternative practice is to find print information in the 776 field – which can be kept for electronic materials:

776   08   **i** Print version: **t** Home, sweet home. **d** [Detroit, Mich.] : Sports Pub., ©1999 **z** 158261136X **w** (DLC)···99063138 **w** (OCoLC)42034332

Subfield c
If the copyright symbol ("c" within a circle) appears in AGcat, then a question mark within a black diamond appears in the webopac. This is not preferable.
When the green wording **<<phono>><<flat>>** is entered as a prefix before the date in AGcat, the copyright symbol appears nicely in the webopac.

264 Publ. Notice   . 1   **a** New York :   **b** St. Martin's Press, an imprint of St. Martin's Publishing Group,   **c** «phono»«flat»2023.

264   1   **a;** New York :**b;** St. Martin's Press, an imprint of St. Martin's Publishing Group,**c;** ©2023.

To insert the <<phono>><<flat>> using AGCat two special characters need inserting
The first character is "Copyright Mark, phono", which is right below the other "Copyright Mark".
The second character is just called "Flat, musical" and is lower in the list.

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3XX FIELDS – PHYSICAL DESCRIPTION

300   Physical description (R) KEEP

Terms used for the extent are spelled out in $a, $b and $c – no abbreviations. Punctuation at the end of the 300 field will end with a period regardless if there is a series statement or not.

ABBREVIATION	EXPANDED	ABBREVIATION	EXPANDED
b&w	black and white	irr.	irregular
ca./approx.	approximately	l. / lvs.	leaves
col.	color	numb.	numbered
cov.	cover	p. / pp.	pages
dia.	diameter	p.l.	preliminary leaves
diagr. / diagrs.	diagram / diagrams	phot. / photo.	photographs
fac. / facsim.	facsimiles	port/ / ports.	portrait / portraits
fig.	figures	sam. / samp	samples
fol.	folio	sd.	sound
fold.	folded	tab.	tables
front. /fronts.	frontispiece	unn. / unnum.	unnumbered
gen. / geneal.	genealogical	unp.	unpaged
ill.	illustrations	v. / vol. / vols.	volumes
incl.	including		

Acceptable terms in $a are "audio", "sound", "CD", "DVD", "Playaway", "CD-ROM" e.g., audio tape, audio disc, sound tape, sound cassette, videodisc, audio media player.

Examples:

300 -- $a259 pages : $billustrations (some color), maps ; $c29 cm.

300 -- $a[32] unnumbered pages : $billustrations ; $c12 x 18 cm.   <pages not numbered>

300 -- $a2 volumes ; $c18 cm.

300 -- $a1 sound disc (56 min.) : $bdigital, stereo. ; $c4 3/4in. +$e1 pamphlet.

300 -- $a3 audio cassettes (30 min. each) : $banalog, stereo., Dolby processed.

300 -- $a1 sound media player (11 hr.) : $bdigital ; $c3 3/8 x 2 1/8 in.

300 -- $a1 videocassette (approximately 90 minutes) : $bsound, color ;$c1/2 in.

300 -- $a1 videodisc (87 minutes) : $bsound, color ; $c4 3/4 in.

300 -- $a1 computer disk : $bsound, color ;$c5 1/4 in. + $e1 user's guide.

300 -- $a1 score (62 pages) ; $c29 cm.

300 -- $a1 atlas (xv, 288 pages) : $bcolor illustrations, color maps ; $c38 cm.

300 -- $a1 map : $ bcolor ; $c200 x 350 cm., folded to 20 x 15cm., in plastic case 25 x 20 cm.

300 -- $a1 globe :$ bcolor, wood, on metal stand ; $c12 cm in diameter.

300 -- $a4 filmstrips, 2 sound discs, 2 posters, 1 teacher's guide ; $cin box 34 x 26 x 4 cm.

DVD/VHS does not go in this field. See information on MARC tag 538.

Earbuds and battery information for Playaways go in Item Message field in item record.

306 Playing Time (NR) KEEP

Contains formatted numerical representation of the playing time (duration) of the item. Playing time is also recorded in natural language in a note field such as 500 and/or 505 or 300.

> Example:
> 306- - $a061116

336-34x is RDA data that replaces GMD (245 $h). No ending punctuation for 33x-34x.

Subfield "a" is the actual always controlled **term** of the content and should always be used. 336 $a RDA term list: https://www.loc.gov/standards/valuelist/rdacontent.html

Subfield "b" is the **code** of the term and can be used in addition to subfield "a" or not. If a bib record already has subfield "a" and "b", leave the record as is. When adding RDA information to a bib record, only $a and $2 are required. (Similar to Relator terms and codes found in author fields 1xx and 7xx. Either use the $e for the expanded term or $4 for the code, but not necessary to use both.)

Subfield "2" is the **carrier** of the storage medium and always used.

Subfield "3" is materials specified. Leave if existing, do not add.

For a book packaged with a CD/DVD, only include the 336/337/338 data for the primary material (the book). If a kit is being cataloged, include 336/337/338 fields for each component.

336 Content Type (R) KEEP

RDA uses field 336 as a form of communication through which a work is expressed. Used in conjunction with LEADER 06 (type of record), it indicates the general type of content of the resource.

> Examples:
> 336 -- $aperformed music $2rdacontent
> 336 -- $atext $2 rdacontent
> 336 -- $aspoken word $2rdacontent

337 Media Type (R) KEEP

RDA uses field 337 media type to reflect the general type of device required to view, play, run, etc., the resource. Used as an alternative to or in addition to the coded expression of Media type in field 007/00 (category of material)

> Examples:
> 337 -- $aaudio $2rdamedia
> 337 -- $avideo $bv $2rdamedia
> 337 -- $aunmediated $2rdamedia $3liner notes

338 Carrier Type (R) KEEP

RDA uses carrier type to reflect the format of the storage medium and housing of a carrier in combination with the media type (which indicates the device required to view, play, run, etc., the resource). Used as an alternative to or in addition to the coded expression of Media type in field 007/01 (specific material designation).

     Examples:
     338 -- $aaudio disc $2rdacarrier
     338 -- $avideodisc $bvd $2rdacarrier
     338 -- $avolume $2rdacarrier

340 Physical Medium (R) KEEP

RDA uses physical medium for items that require technical equipment for use or and item that has special storage needs. Subfield "n" specifies the size of the type used in the resource. Subfield "2" contains just the letters "rda".

     Example:
     340 -- $nlarge print $2rda

Remove subfield "0" hyperlink

340			‡g polychrome. ‡2 rdacc ‡0 http://rdaregistry.info/termList/RDAColourContent/1003

344-347 Sound, projection, video, and digital file - RDA carrier characteristics KEEP

347 Digital file   . .   a text·file 2 rdaft

Remove subfield "0" hyperlink.

347 Digital file   . .   a text·file 2 rdaft 0 http://rdaregistry.info/termList/fileType/1002

350 Price -- DELETE

380-385 Target Audience codes and Source Codes and Characteristics (music)   KEEP
This page created with music cataloging in mind.
Keep 380 fields with the following source in subfield 2: gsafd, lcgft, lcsh, marcgt, rda.
Delete 380-385 fields with any other sources in subfield 2, such as: $2 tlcgt, $2 tlctarget
Standard codes and sources for specifying the audience.

> 380   Form of Work.
>> Ex: Play, Television program, Choreographic work, etc.
> 381   Other Distinguishing Characteristics of Work.
>> Ex: Authorized, Arranged, Selections, Southern Law Commission, etc.
> 382   Medium of Performance.
>> Ex: mixed voices, orchestra, piano, etc.
> 383   Numeric Designation of Musical Work.
>> Ex: no. 14, opus 27, no. 2, etc.
> 384   Key (musical work)
>> Ex: C# minor, F major, etc.
> 385   Audience Characteristics. Can be demographic or category of persions.
>> Ex: Painters, Children, Caregivers, College Freshmen, Lawyers, Judges, etc.

> Controlled Vocabulary Examples
> Library of Congress Genre/Form Terms
>> 380 – Masses $2 lcgft
>> 380 – Preludes (Music) $2 lcgft
>> 380 – Requiems $2 lcgft
>> 380 – Suites $2 lcgft

> Library of Congress Subject Headings
>> 380 – Canons, fugues, etc. $2 lcsh
>> 380 – Concertos $2 lcsh
>> 380 – Librettos $2 lcsh
>> 380 – Mixed media (Music) $2 lcsh
>> 380 – Ragtime music $2 lcsh
>> 380 – Songs $2 lcsh

~ ~

4XX FIELDS – SERIES STATEMENTS

440 Series Statement/Added Entry – Title (R) CHANGE
The 440 field is obsolete and no longer used in LMN's database. If a 440 is found, all catalogers are to change to 490 or should update the entire bib record or contact the LMN office for the Coordinator to overlay the bib record.

490 Series Statement   KEEP
490 0- are untraced series and have no corresponding 800/810/811/830 field.
490 1- are traced series and **must have** corresponding 800/810/811/830 field.

490s are indexed with the 800/810/811/830 field.
490s have no non-filing indicators; therefore, data may begin with "A, An, or The."

In November, 2010 the BUG approved to keep information in the 490 and corresponding 800/810/811/830 fields.

> *Summary:*
> 490 0- no 800/810/811/830   KEEP
> 490 1- with 800/810/811/830   KEEP

There should be no brackets anywhere in the 490 field.

Subfield $v shall contain only the series volume numbering. The preferred entry for the volume field ($v) is *only the issue number* with no prefix (v. no. bk. # etc).
 Publisher prefixes, i.e., (CD-34) or (RL-45) and Level prefix ($n Level 2.) are alright to keep
> Examples:
> 490 1- $a Happy times ; $v 7
> 490 1- $a Vampire Academy ; v 1
> 490 1- $a Science skills ; $v RL-45
> 490 1- $a Viking Compass ;$v C31.

> **No:**
> ~~$v volume 8~~
> ~~$v v. 3~~
> ~~$v no. 14~~
> ~~$v number 32~~
> ~~$v # 6~~
> ~~$v bk. 2~~
> ~~$v book 2~~

~ ~

5XX FIELDS - NOTES
The 5XX fields are not always displayed in numeric order.

500 General Note (R) KEEP
> Examples:
> 500 -- $aIncludes index.
> 500 -- $aCompact disc.
> 500 -- $aSpine title: The poetry of Rumi journal.
> 500 -- $a"An Alex Cross mystery"—Subtitle on cover.
> 500 -- $aTitle from cover. (Use when cover is used as chief source of information.)

504 Bibliography Note (R) KEEP
> Examples:
> 504 -- $aBibliography: pages 238-242.
> 504 -- $aIncludes bibliographical references (page 299) and index.
> 504 -- $aDiscography: pages 109-114.

505 Formatted Contents Note (R) KEEP
For works that can stand on their own, if a title entry is desired, use subfield t ($t) or 740 field for each individual title, such as short stories or poems. Chapters and sections are part of a work and do not stand on their own; therefore, remove chapter headings.

Bibliographic Formats and Standards http://www.oclc.org/bibformats/en/5xx/505.shtm.
In the instructions for subfield ‡g it says:
Do not use subfield ‡g to separate initial articles from titles in field 505.See subfield ‡t for more information.

In the instructions for subfield ‡t it says:
Do not use subfield ‡g to separate initial articles from titles in field 505. Initial articles in titles should be included in subfield ‡t when inputting an enhanced contents note. The correct transcription of formal contents notes is governed by:
- AACR2 rule 2.7B18 and its Library of Congress Rule Interpretation
- The corresponding contents note rules (and Library of Congress Rule Interpretations) in subsequent AACR2 chapters

505 0 0 ‡ t The final voyage of the liquid sky.
Data in contents notes were never intended to be controlled access points. To provide access to such data, use the appropriate 7xx fields. If appropriate, create controlled name/title entries in fields 700, 710, or 711; or uniform title entries in field 730. Uncontrolled related and analytical titles, which may be coded to eliminate initial articles, belong in field 740.

Subfield "t" data is searchable as titles and subfield "r" data is searchable as authors in the OPAC. Many bibs from OCLC now contain subfield information in 505 fields. However, there are certain terms which are not desirable as titles and when indexed, these terms become redundant.

The following terms should be removed from the 505 Notes field:

About the author	Index
Abbreviations	Introduction
Acknowledgements	List of…
Afterword	Name index
Appendix	Notes
Author's note	Preface
Bibliography	Prologue
Chronology	Publishers notes
Conclusion	References
Contents	Selected bibliography
Contributions	Statistics
Epilogue	Subject index
Figures	Summary
Foreword	Timeline
Glossary	(other similar terms)

Examples:

505 0- $av. 1. Poems and rhymes -- v. 2. Once upon a time -- v.3. Art around us -- v. 4. The world of animals.

505 0- $a $tWinter neighbors. -- $tThe bluebird. -- $tSpring jottings.-- $tThe spring bird procession. -- $tWild life about my cabin. -- $tThe coming of summer. -- $tDevious paths. -- $tTwo birds' nests. -- $tFuss and feathers. -- $tA hay-barn idyl. -- $tA sharp lookout.

Bib Record from OCLC coming in with 505:

505 -- $tAcknowledgements -- $tPreface -- $tIntroduction -- $tTwinkle, twinkle little star -- $tHow high the moon -- $gThe $tlittle engine that could -- $gA $tblack bird -- $tSummary -- $tIndex.

Change to:

505 -- $tTwinkle, twinkle little star -- $tHow high the moon --$tThe little engine that could -- $tA black bird.

506   Restrictions on Access Note (R) ~
Remove for books and ebooks; keep for AV.
> $3 - part of the described materials to which the field applies.
> $f - data taken from a standardized list indicating the level of restrictions type.
> $2 - identifyies the source used to record the restriction in $f
> $5 - code of the institution or organization holding the copy
> Example:
> 506 --$aFor private home use only.

508   Creation/Production Credits Note (R) KEEP
This field contains credits for persons or organizations other than members of the cast who have participated in the creation and/or production of the work. (For tagging cast members, see MARC tag 511.) Indicators are blank.
> Example:
> 508 -- $aProducer, Joe N. Ermolieff; screenplay, Theodore St. John; musical director, Michael Michelet.

511   Participant or Performer Note (R) KEEP
This field contains information about participants, players, narrators, presenters, or performers.
> Examples:
> 511 0- $aNarrated by Maya Angelou.
> 511 1- $aShirley MacLaine, Jack Nicholson, Debra Winger, Jeff Daniels.

518   Date/Time and Place of an Event Note (R) KEEP
> Examples:
> 518 --$aRecorded April 29, 1999.
> 518 --$aFilmed on location in Decatur, Ala. From April 1 through April 30, 1999.

520   Summary Note (R) KEEP
The Summary describes the scope and general contents. Abstracts, annotations, reviews, summaries, and phrases may be used. Do not include the word "Summary:" at the beginning of the field.
> Example:
> 520 -- $aAn illustrated collection of nursery rhymes.
When information comes from the item, record the source at the end of subfield $a.
> Example:
> 520 -- $aThe owner of the saloon in Crater City, New Mexico - a bustling mining town, needs a few good sharpshooters to protect his clients. Joe Buckhorn's handy with a gun and takes the job, but against his better judgment, he takes a liking to the boss's daughter. Before the sun goes down, much blood will be spilt and Joe aims to be sure his is not. – Back cover.
When information comes from a third party, use subfield $c as the Assigning Source that supplied the data. Goodreads.com is a good source for summaries.
> Example:
> 520 -- $aThis collection of 177 original art quilts depicts the varying flora and fauna of the 59 US National Parks. Included are writings from 64 park rangers. -- $cAmazon.com.

521 Target Audience Note (R) KEEP

Reading level. KEEP/ADD

       Examples:

       521 8- $aMPAA rating: R.

       521 0- $a3.1. (reading level is that for the first month of the 3rd grade)

       521 1- $a008-012. (interest to ages 8-12)

       521 2- $a7 & up. (interest to grades 7 and up)

533   Reproduction Note (R) KEEP

A note field that describes the resource of an original material. Use when the description reflects the original information and the note reflects information about the copy.

       533 Electronic reproduction. ǂb [S.l.] : ǂc HathiTrust Digital Library, ǂd 2010. ǂ5 MiAaHDL

538   System Details Note (R) ~

Remove for books and ebooks if duplicate information of 533; keep for AV. This field contains system information about an item, such as system requirements, disk characteristics, etc.

       Examples:

       538 -- $aDVD.

       538 -- $aSystem requirements: IBM 360 and 370; 9K bytes of internal memory.

       538 -- $aSystem requirements: Windows Media Player, QuickTime, or RealPlayer.

546   Language Note (R) KEEP

       Examples:

       546 -- $aIn French, with English subtitles.

       546 -- $aSung in Italian.

586   Awards Note (R) KEEP

This field does not end with a mark of punctuation.

       Examples:

       586 -- $aAcademy Award for Best Picture, 1987

       586 -- $aCaldecott Medal, 1993

588   Source of Description (R) – Not Used. DELETE

59X   Local Notes – Not Used. DELETE.

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6XX FIELDS - SUBJECT ACCESS

LMN uses:
lcsh - Library of Congress Subject Headings http:www.lov.gov/standards/sourcelist/subject.html and
lcgft - Library of Congress Genre/Form Terms for Library and Archival Materials. These are preferred and replaced gsafd (Guidelines on Subject Access); however there still may be some gsafd in the database.
fast - Faceted Application of Subject Terminology; may be kept if unique and not duplicate.

LMN does not use SEARS, MeSH, BISACSH, or Mgfig subject headings.
LMN does not use foreign terms in subject headings.

Form subdivisions - Subfield $v in 6XX

Subfield $v in 6XX tags was implemented by the Library of Congress in January 1999 and indexed in the LMN database in December 2000. For this reason, form subdivisions previously coded as $x are now coded as $v.   If any of the following are found, please change.

     650 -0 $aWolves $xJuvenile literature. < Incorrect
     650 -0 $aWolves $vJuvenile literature. < Correct
     OR
     650 -0 $aBirthdays $xFiction. < Incorrect
     650 -0 $aBirthdays $vFiction. < Correct

Juvenile Subject Headings:

Juvenile subject headings have a second indicator of 1 (one); adult subject headings have a second indicator of 0 (zero). Library of Congress Juvenile (AC) Subject Headings are allowed only when unique and not in conflict or duplication with adult LCSH.

INCORRECT: (same parent heading)	650 -0 $aWolves $vJuvenile literature.	(adult)
	650 -1 $aWolves.	(juvenile)
CORRECT: (different parent headings)	650 -0 $aSwine $vJuvenile fiction.	(adult)
	650 -1 $aPigs $vFiction.	(juvenile)
CORRECT: (different headings)	650 -0 $aEnuresis $vJuvenile literature.	(adult)
	650 -1 $aBedwetting.	(juvenile)

Medical Subject Headings (MeSH) – Not Used. DELETE

LMN requires that all Medical Subject Headings be removed from the MARC records. The headings have a second indicator value of 2, and are commonly found in MARC records that also contain an 060 field. Remove the entire 650 -2 field from the MARC record.
     Example:
        650 -2 $aPsychotropic Drugs $xhandbooks. (DELETE)
     USE: 650 -0 $aPsychotropic drugs $xHandbooks, manuals, etc.

Talking books in 6XX
This is a valid Library of Congress Subject Heading. Talking books are recorded at a different speed for playback on machines specifically for the blind and require special equipment. This heading cannot be used for commercial mass market audiobooks.
> Use:
> 650 -0 $aAudiobooks. (Adult audiobook)
> 650 -0 $aChildren's audiobooks. (Children's audiobook)

600 Subject Added Entry -- Personal Name (R) KEEP
Use value "1" in 1st indicator for multiple surnames. Verify titles entered in subfield $t after names are indexed correctly. Do not include initial articles (A, An, The) in subfield t $t.
> Examples:
> 600 10 $aKennedy, John F. $q(JohnFitzgerald), $d1917-1963 $xAssassination.
> 600 30 $aRegan family.
> 600 00 $aJesus Christ $xHistory of Doctrines $yEarly Church, approximately 30-600.
> 600 10$ aAbdul-Jabbar, Kareem, $d1947-

610 Subject Added Entry - Corporate Name (R) KEEP
> Examples:
> 610 10 $aUnited States. $bAdministration for Native Americans $xAppropriations and expenditures.
> 610 20 $aUnited Nations $xArmed Forces $zSomalia.
> 610 20 $aWindows on the World (New York, N.Y.)

611 Subject Added Entry -- Meeting Name (R) KEEP
> Example:
> 611 20 $aOlympic Games $n(26th : $d1996 : $cAtlanta, Ga.) $vPeriodicals.

630 Subject Added Entry -- Uniform Title (R) KEEP
> Examples:
> 630 00 $aBeowulf $vAdaptations.
> 630 00 $aAndy Griffith show (Television program)
> 630 00 $aBible. $pRomans $xGeography $vMaps.

648 Subject added entry, Chronological term – DELETE
When 65x fields have "20th century" or exact dates, and the 648 field contains 1900-1999, that would be redundant and not precise. Only keep if unique and not found elsewhere in 65x.

650 Subject Added Entry -- Topical Term (R) KEEP
2nd indicator "0" indicates Adult subject heading. Keep all adult subject headings.
2nd indicator "1" indicates Juvenile subject heading. Only keep unique juvenile headings that are unique and not a duplicate of an adult heading.

    Examples:
    650 -0 $aCats $vJuvenile fiction. (Adult LC subject heading)
    ~~650 -1 $aCats $vFiction.~~   (Juvenile LC subject heading) (duplicate – delete)

2nd indicator "7" indicates foreign subject headings. "$2bidex" is an example – Remove entire field.

The wording (Fictitious character) is entered for non-true characters as a suffix.
    Examples:
    650 -0 $aBatman (Fictitious character).
    650 -0 $aJames Bond (Fictitious character).
The plural form wording (Fictitious characters) is used for multiple or pluralized terms.
    Examples:
    650 -0 $aMuppets (Fictitious characters).
    650 -0 $aMarch family (Fictitious characters).

Caldecott/Newbery
The Caldecott Medal goes to one winner each year; The Caldecott Honor goes to the runners up and there may be multiple each year. Usually OCLC has the 586 field information. Catalogers will need to enter this data in the 650 field.

    586 -- $aCaldecott Medal, 2009   **no ending period
    650 - 1 $aCaldecott Medal $y2009.

    586 -- $aNewbery Medal, 2009   **no ending period
    650 - 1 $aNewbery Medal $y2009.

    586 -- $aCaldecott Honor Book, 2008   **no ending period
    650 - 1 $aCaldecott Honor Book $y2008.

651 Subject Added Entry -- Geographic Name (R) KEEP
Whenever using a geographic subject heading (tag 651) or a geographic subdivision ($z), always add an 043 field using the code for that area from *USMARC Code List for Geographic Areas*. (See some common codes in the last part of Appendix A.)
    Examples:
    651 -0 $aUnited States $xHistory $yCivil War, 1861-1865 $xCampaigns.
    651 -0 $aSalem (Mass.) $vFiction.
    651 -0 $aSaturn (Planet) $vJuvenile literature.

653 Uncontrolled Index Term - DELETE
Not indexed; not searchable

655 Index Term -- Genre/Form (R) KEEP

The 650 field is normally what the item is ABOUT while the 655 is what the item IS.

In September, 2014 catalogers voted to remove 65X fields with $2bisac, $2eflch, and $2fast terms. As of 2018, according to Library Technologies, Inc., GSAFD *Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc*. has not been updated since 2001. It is LMN policy to primarily use LCGFT *Library of Congress Genre/Form Terms*. For example:

> ~~655 _7 $aSpy stories $2gsafd~~   >>>   655 _7 $aSpy fiction. $2lcgft

LMN policy is to categorize the basic heading "Adventure films" as a genre term. If the heading is extended, i.e., "Adventure films – American" or "Black humor literature" then use the 650.

> 655 -7 $aAction and adventure films. $2lcgft
> 655 -7 $aDetective and mystery films. $2lcgft

When both tags 650 and 655 have the exact wording for identical headings, the genre heading trumps the subject heading, so keep the 655 and remove the 650.

> ~~650 0 $aStories in rhyme~~.
> 650 -0 $aHumorous stories.
> 655 -7 $aStories in rhyme. $2lcgft
> 655 -7 $aHumorous fiction. $2lcgft

Terms for the LCGFT list are found at https://lmnconnect.org/cataloging.

Acceptable LCGFT Terms:	Unacceptable (not in LCGFT list):
655 -7 $aNovels. $2lcgft 655 -7 $aNonfiction films. $2lcgft	655 -7 $aNonfiction. 655 -7 $aJuvenile fiction 655 -7 $aJuvenile works. 655 -7 $aYoung adult fiction

Due to the large number of hit results, LMN policy is to remove the following:

> 655 -7 $aFiction. $2lcgft

69X Locally Created Subject Headings - DELETE.

Commonly found in bib records copied/cloned from the remote databases. DO NOT USE -- Must use legitimate Library of Congress Subject Headings.

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7XX FIELDS – ADDED ENTRIES

700 Added Entry - Personal Name (R) KEEP

7XX fields are identical to the 1XX fields with the following exception: the 2nd indicator is either a blank (no information provided) or a 2 (for analytical entries). An analytical entry is an entry for a part of a work (as in short story collections, etc.). The title portion of an analytical entry is tagged in $t. The $t portion of the 700 field is searchable only by keyword or keyword title. It is not searchable by t=[title], but it will display under an author search, a=[author]. In author/title 700 fields subfield t, DELETE any articles (A, An, The) at the beginning of the titles.

> Example:
> 700 12 $aCrane, Stephen, $d1871-1900. $tBride comes to Yellow Sky.

Subfield $e after names contains the expanded Relator Term, i.e., illustrator, editor, compiler, etc.
Subfield $4 after names contains the Relator Code, i.e., aut., edt., trl, etc. Do not have both $e and $4.

> Examples:
> 700 0- $aMadonna, $d1959-
> 700 0- $aGeorge $bIII, $cKing of Great Britain, $d1738-1820.
> 700 1- $aCapote, Truman, $d1924-1984
> 700 1- $aAndrews, V. C.$q (Virginia C.) $ecompiler.
> 700 12 $aHemingway, Ernest,$ d1899-1961. $tOld man and the sea. (Analytical entry)
> 700 1- $aLloyd Webber, Andrew, $d1948-
> 700 1- $aCastello, James, $4edt.

Subfield $1 after names are links that need to be deleted.

710 Added Entry - Corporate Name (R) KEEP

According to authority records, the word (Firm) is only added to some corporations – not all. Keep the corporation name and all the suffix in parentheses as is in OCLC.
"1" in 1st Indicator is the jurisdiction name; "2" in 1st Indicator is name in direct order.

> Examples:
> 710 1- $aUnited States. $bDepartment of Agriculture.
> 710 2- $aHootie & the Blowfish (Musical group)
> 710 2- $aCBS Television Network.
> 710 2- $aPBS Distribution (Firm)
> 710 2- $aNetLibrary $cCollection 4

711 Added Entry - Meeting Name (R) KEEP

> Examples:
> 711 2- $aVatican Council $n(2nd : $d1962-1965)
> 711 2- $a Symposium on the Role of the Chimpanzee in Research $d(1993 :$cVienna, Austria)
> 711 22 $aWomen and National Health Insurance Meeting $d(1998 : $cWashington, D.C.).
> $tReport. $f1999.

730 Added Entry - Uniform Title (R) KEEP
> Examples:
> 730 0- $a20/20 (Television program)
> 730 0- $aBible. $pO.T. $pJudges V. $lGerman $sGrether.

740 Added Entry -- Uncontrolled Related/Analytical Title (R) KEEP
The non-filing character indicator in the 740 is the first indicator - just the reverse as found in a 245. Most variant titles that were formerly tagged in this field are now tagged in the 246 field unless there is a need for the article to be included in the title for consistency in the database.
Another example, there were twenty different editions of a book called "The dollar store." Then a video is produced with the title proper being: "The $ store." If a variant title was tagged in the 246 for Dollar store, the patron would have to look at both hit lists: Dollar store and The dollar store. Thus, in cases like this (only when there are articles) it would be best to use the 740 instead of the 246 so the article could be included in the title added entry.
> 245 14 $aThe $ store $h[videorecording] / $c by ...
> 740 4- $aThe dollar store $h[videorecording].

Otherwise, the 740 field is used mostly for analytical entries. Analytical entries will still be recorded in the 740 (titles that are actually part, such as short stories). Any title that should be entered with an article for consistency will have to be tagged in the 740. (Example: The 3 musketeers is on the title page, a 740 -4$aThe three musketeers. would have to be added to be consistent.)
> Example:
> 505 0- $aJoys of cataloging -- More joys of cataloging --The new joys of cataloging.
> 740 02 $aJoys of cataloging.
> 740 02 $aMore joys of cataloging.
> 740 42 $aThe new joys of cataloging.

758 Resource Identifier (R)   -- DELETE for hardback/paperback

776 Additional physical form entry (R)   KEEP for ebooks; DELETE for hardback/paperback
Bib records may be related to and available in other forms.
Electronic book bib records may have the print text referenced in the 776 field.
In online catalog, 776 does not display under Details tab; but it does appear under MARC tab.
> Example:
> 245 10 $aCommunications skills$h[electronic resource] /$cG. Michael Campbell.
> 776 1- $c Original$z9780814410530$z0814410537$w(DLC)2008055732 $w(OCoLC)27633
> 776 08 $iPrint version: $aCampbell, G. Michael, 1948-$tCommunications skills.$dNew York
> : AMACOM, c2009$z9780814410530$w(DLC) 2008055732$w(OCoLC)27633

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8XX FIELDS – SERIES ADDED ENTRIES

The wording in the 8xx is the authorized heading. Do not change.

800 Series Added Entry - Personal Name. KEEP
The 800 fields begins with the author's name.
> Examples:
> Entry as in the 490 field:
> 490 1-   Dean Koontz's Frankenstein ; $v 3
> 800 1-   Koontz, Dean R. $q(Dean Ray), $d1945-$t Frankenstein ; $v 3.
> 800 1- Dodd, Christina. $tDarkness chosen ; $v 4.

 Subfield $v contains the series volume numbering. The preferred entry for the volume field ($v) is *only the issue number* with no prefix (v., no., bk., #, etc).
Publisher prefixes, i.e., (CD-34) or (RL-45) and Level prefix ($n Level 2.) are alright to keep,

> Examples:
> 800 1- $a Evanovich, Janet. $t Stephanie Plum novel ; $v 7
> 800 1- $a McDonald, Megan. $t Stink ; $v RL-45

> **Do not enter volume indicator prefix:**
> ~~$v volume 8~~
> ~~$v v. 3~~
> ~~$v no. 14~~
> ~~$v number 32~~
> ~~$v # 6~~
> ~~$v bk. 2~~
> ~~$v book 2~~

810 Series Added Entry -- Corporate Name. KEEP

811 Series Added Entry - Meeting Name. KEEP

830 Series Added Entry -- Uniform Title. KEEP

Keep subfields $n (Number of Part./Section of work) and $p (Name of Part/Section of work) in place.

    Examples:

    830 -0 $aStep into reading. $n Step 1 book.

    830 -0 $aAt Issue. $p Social issues.

    830 -0 $aDrug dangers.

    830 -0 $aCompass Books ;$v C31.

    830 -0 $aHalf and half. $n Level 1.

When volume information is present in series, enter only the number in "v" subfield. Even in OCLC has bk.3, book 3, b.3, no.3, v.3, or vol.3" catalogers are to enter only the number. The exception to this rule is for "Step or Level" volumes which shall include these words.

Sometimes, a bib record will have both an 800 and 830 with different information. KEEP both.

490 Series Title	0.	a	A·Spenser·novel·; v [42]
490 Series Title	1.	a	Thorndike·Press·large·print·core
520 Summary	. .	a	Kinjo·Heywood·is·a·hard-nosed·linebacker·for·the·New·Engla off-field·violence·repeatedly·lands·Heywood·in·the·news,·his·a troubles·seem·to·be·tied·to·a·nightclub·shooting·from·two·years and·a·winding·trail·through·Boston's·underworld·begins··It·will· star.
650 Subj Topical	. 0	a	Spenser·(Fictitious·character) v Fiction.
650 Subj Topical	. 0	a	Private·investigators z Massachusetts z Boston v Fictio
650 Subj Topical	. 0	a	Football·players v Fiction.
650 Subj Topical	. 0	a	Kidnapping v Fiction.
655 Genre/Form	. 0	a	Large·type·books.
655 Genre/Form	. 7	a	Mystery·fiction. 2 gsafd
800 Series	1.	a	Parker,·Robert·B., d 1932-2010. t Spenser·novel·; v 42.
830 Series Title	. 0	a	Thorndike·Press·large·print·core·series.

852 Location- Not Used. DELETE**.**

856   Electronic Location Hyperlink (R)   KEEP (Remove cover images)
URL information required to link to an electronic resource, through a web site, FTP, etc. The 856 is a link and clickable field in the online catalog. No ending punctuation is necessary. Links to full-text (sample) information is acceptable.

Auto-Graphics links the URL correctly to subfield $3. To provide user-friendly data instead of the long URL in the $u link, verify that each 856 has a subfield $3 included.
    Subfield 3 is Materials Specified.
    Subfield $u is the URL link.
Do not enter a subfield "z" or subfield "y" for links.

The entire 856 field is to be removed for any cover image information. Cover images are linked through the ISBN 020 field - not the 856 field.

The following wording is approved to add/be kept in the 856:
            $3Additional information
            $3Additional online information
            $3Author biography
            $3Book review
            $3Contributor biographical information
            $3Curricular connections
            $3EBSCOhost (previously NetLibrary)
            $3Internet Archive
            $3Online information
            $3Online version
            $3Sample text
Examples:
856 40 $3EBSCOhost $u search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=262847
856 40 $3Sample text $u http://lcweb.loc.gov/catdir/semdigdocs/seminar.html
856 1- $3Additional information $u ftp://path.net/pub/docs/urn2urc.ps
856 40 $3Internet Archive $u https://archive.org/details/algerhissslookin00whit

The BUG decided (2/6/2020) that if the 505 (Table of Contents) and/or 520 (Publisher Description) is in the bib record and matches the 856 data, then the 856 data for both of these can be removed.   If the 505 is very long and detailed, it can remain in the 856.

The 856 (Contributor Biographical Information) can also be removed if the links are not consistently functional or helpful information.

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9XX FIELDS – LOCAL USE

900-913 Not Used. DELETE

914 Local Field

This is a field used for identifying local information.

LMN uses this field for identifying libraries and individuals that have created or modified the bib record. Use three UPPERCASE characters for the library location, underscore/underline, and then follow with two or three initials of the cataloger in lowercase.

Use subfield $a when creating original cataloging OR if copying a new record into LMN.

Use subfield $d when **editing** a bib record already existing in LMN**.** Subfield $d can be repeated within one 914 field. Do not add multiple 914 fields, but rather add the appropriate subfield.

       Examples: 914 --$aSCP_ng $dLMN_jc $dLMN_cm

       Examples: 914 --$dLMN_jc

       Not:

       914 --$almn_CM

       914 --$aLMN_CM

       914 --$almn-mc

       914 --$dLMN/cm

915- 999 Not Used. DELETE

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