

Cataloging: Audiovisual Materials and More

by

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Section 1: MARC Records and Catalog Cards

Variable Fields and Fixed Fields

A MARC record contains two types of fields: variable and fixed.

Fixed fields are fixed in size. They may contain only a specified number of characters. Each position in a fixed field has significance. Positions are numbered beginning with zero. Examples of fixed fields are the Leader and the 008 field.

Variable-length fields can be any size. Examples of variable-length fields include the author, title, and summary note. The only limits on the size of variable-length fields are those imposed by the software programmer. Usually, these limits are quite large, for example, 1,000 characters or more.

Variable fields are further divided into the following components:

Tag	The tag is a three-digit number from 000 to 999 which identifies the type of field. Some tags may appear only once in a record, but others are repeatable.
Indicators	Indicators 1 and 2 show something about the field that can be expressed in a single-digit code. The indicators can be blank (∅) or any number from zero through nine.
Subfield delimiter	The subfield delimiter is a character that tells the computer program that the character that follows it is a code and is not part of the text. The subfield delimiter is most commonly expressed as a ‡, but it can also be expressed as a \$, , ?, @, etc.
Subfield code	The subfield code is one character that immediately follows a subfield delimiter. It defines the text that follows it. The code may be any alphanumeric character.
Subfield data	The subfield data is the text of one portion of a field. The text may be coded information or it may be descriptive information about the item.

MARC Tag Groups

The MARC tags can be categorized in groups of 100:

000 through 099	Bibliographic control numbers and codes (including call numbers)
	001 Control number
	008 Fixed field
	010 Library of Congress control number
	020 ISBN
	024 Other Standard Identifier
	028 Publisher Number
	049 Local holdings
	082 LC-assigned Dewey class number
	092 Locally-assigned Dewey call number
100 through 199	Main entry headings (do not use for a title main entry)
	100 Personal name
	110 Corporate/geographic name
200 through 299	Title and title paragraph
	245 Title, subtitle, statement of responsibility
	246 Varying form of title
	250 Edition
	260 Place of publication, publisher, date
300 through 399	Physical description
	300 Physical description
400 through 499	Series statements
	440 Series traced
	490 Series not traced or traced differently
500 through 599	Notes
	500 General note
	504 Bibliography note
	505 Formatted contents note
	508 Creation/Production Credits
	511 Participant/Performer
	520 Summary note
	521 Target audience
	538 System detail note
	546 Language note
	590 Local note

600 through 699	Subject headings
	600 Personal name
	650 Topical
	651 Geographic
	655 Genre/Form
700 through 799	Added entries and linking entries
	700 Personal name
	710 Corporate name
800 through 899	Series added entries and variant forms of entry
	800 Personal name
	830 Series title



Quiz 1: An Overview of the Fields of a MARC

1. A MARC tag is:
 - a. One letter (A-Z) or one number (0-9).
 - b. A three-digit number ranging from 000-999.
 - c. One alphanumeric character preceded by a delimiter.

2. Each field in a MARC record is fixed in size.
 - a. True
 - b. False

3. The 600 fields of a MARC record contain:
 - a. The names of authors and illustrators
 - b. Call numbers
 - c. Subject headings

Section 2: Variable Fields

Classification and Control Numbers

The first variable fields of a MARC record are assigned to the bibliographic control and classification numbers that are unique to an item.

Frequently-used tags and subfields are as follows:

010 Library of Congress Control Number (NR)

<u>1st Indicator</u>	<u>Undefined</u>	
 		
<u>2nd Indicator</u>	<u>Undefined</u>	
 		
<u>Subfields</u>		
a	LC control number	
z	Canceled/invalid LC control number (R)	
<u>Examples</u>		
010	 	 ‡a 97-80685
010	 	 ‡z 97-80680

020 International Standard Book Number (ISBN) (R)

<u>1st Indicator</u>	<u>Undefined</u>	
 		
<u>2nd Indicator</u>	<u>Undefined</u>	
 		
<u>Subfields</u>		
a	International Standard Book Number (ISBN)	
c	Terms of availability	
z	Canceled/invalid ISBN (R)	
<u>Examples</u>		
020	 	 ‡a 0375401083
020	 	 ‡a 0385469896 (pbk.) : ‡c \$9.95

024 Other Standard Identifier (R)

<u>1st Indicator</u>	<u>Undefined</u>	
1	UPC	
3	EAN	
<u>2nd Indicator</u>	<u>Undefined</u>	
 		
<u>Subfields</u>		
a	Standard number or code; 13-digit ISBNs	
<u>Examples</u>		
024	1 	 ‡a 731451415623
024	3 	 ‡a 9780838934326

028 Publisher Number (R)

<u>1st Indicator</u>	<u>Undefined</u>	
0	Issue number	
4	Videorecording number	

<u>2nd Indicator</u>	<u>Undefined</u>	
2	Note, no added entry	
<u>Subfields</u>		
a	Publisher number	
b	Source	
<u>Examples</u>		
028	42	‡a VA5386 ‡b Vestron Video
028	02	‡a S 36482 ‡b Angel

082 Dewey Decimal Classification Number (R)

<u>1st Indicator</u>	<u>Type of edition</u>	
‡	No information provided	
0	Full edition	
1	Abridged edition	
2	Abridged NST version	
<u>2nd Indicator</u>	<u>Source of DDC number</u>	
‡	No information provided	
0	Assigned by LC	
4	Assigned by agency other than LC	
<u>Subfields</u>		
a	Dewey decimal classification number (R)	
2	Source (i.e., edition number)	
<u>Examples</u>		
082	00	‡a 649/.7 ‡2 20
082	00	‡a 615.8/54 ‡2 20

092 Local Call Numbers (R)

<u>1st Indicator</u>		
0-9	Can be defined locally	
<u>2nd Indicator</u>		
0-9	Can be defined locally	
<u>Subfields</u>		
a-z	Can be defined locally	
0-9	Can be defined locally	
<u>Examples</u>		
092	‡‡	‡a 741.5 ‡b NEW
092	‡‡	‡a LPF ‡b JONES



Exercise 1: Classification and Control

Throughout the following exercises, you will be creating MARC records for one book, one audiobook, one video, one DVD, and one music CD. Each exercise will focus on a different portion of the record. For the classification and control numbers (0xx), supply the appropriate tags and indicators on the blank lines to the left of each number. Insert subfield codes throughout the entries, as appropriate.

1. _____ 000 000 000 †_____ 2006002048 [LCCN]
_____ †_____ 0786273704 [ISBN]
_____ †_____ 813/.54 †_____ 22 [LC-assigned Dewey number]
_____ †_____ LPF †_____ PARKER [Locally-assigned call number]
2. _____ †_____ 1415927529 [ISBN]
_____ †_____ 6921-CD †_____ Books on Tape [Publisher number]
_____ †_____ 813.54 †_____ 22 [LC-assigned Dewey number]
_____ †_____ ACD †_____ PARKER [Locally-assigned call number]
3. _____ †_____ 9781415950043 [ISBN]
_____ †_____ DOWNLOADABLE AUDIO [Locally-assigned call number]
4. _____ †_____ 024543175902 [UPC]
_____ †_____ 2227590 : †_____ 20th Century Fox [Publisher number]
_____ †_____ 791.43/72 †_____ 22 [LC-assigned Dewey number]
_____ †_____ DVD †_____ SIDEWAY [Locally-assigned call number]
5. _____ †_____ 1884409490 [ISBN]
_____ †_____ 724352932528 [UPC]
_____ †_____ 724352932528 : †_____ Capitol [Publisher number]
_____ †_____ CD †_____ BEATLES [Locally-assigned call number]

When you're finished, check your answers against those on the following page.

Name Headings

Name headings are access points. They can be personal, corporate, or conference names as the main entry or added entries. AACR2 determines punctuation and the order of the subfields.

You should check all names against an authority file to ensure that you enter names in a consistent manner.

For corporate names (x10), you may add a phrase in parentheses to resolve conflicts. Include this phrase in previous subfield. The †q is not applicable for corporate names.

Frequently-used tags and subfields are as follows:

100 Main Entry -- Personal Name (NR)

<u>1st Indicator</u>	<u>Type of personal name</u>
0	Forename
1	Surname
<u>2nd Indicator</u>	<u>Undefined</u>
∅	
<u>Subfields</u>	
a	Surname, first name, middle name or initial, if any
b	Roman numerals
c	Titles and other words associated with the name (R)
d	Birth and death dates
q	Fuller form of name if needed to resolve conflicts, usually an expansion of the initials

Examples

100	1∅	†a Lambert, Janet.
100	1∅	†a Wells, H.G. †q (Herbert George), †d 1866-1946.
100	1∅	†a Saint-Georges, Joseph Boulogne, †c chevalier de, †d d. 1799.
100	0∅	†a John Paul † b II, †c Pope, †d 1920-

110 Main Entry -- Corporate Name (NR)

<u>1st Indicator</u>	<u>Type of corporate name</u>
1	Jurisdiction or government name
2	Name in direct order
<u>2nd Indicator</u>	<u>Undefined</u>
∅	
<u>Subfields</u>	
a	Corporate name or jurisdiction name
b	Subordinate unit (R)

Examples

110	2∅	†a Walt Disney Productions.
110	2∅	†a Museum of Modern Art (New York, N.Y.)

110 1Ø ÷a United States. ÷b Congress. ÷b Senate. ÷b Committee on the Budget. ÷b Task Force on Energy.

700 Added Entry -- Personal Name (R)

1st Indicator Type of personal name
 0 Forename
 1 Surname
2nd Indicator Type of added entry
 Ø No information provided
 2 Analytical entry
Subfields
 a Surname, first name, middle name or initial, if any
 b Roman numerals
 c Titles and other words associated with the name (R)
 d Birth and death dates
 q Fuller form of name if needed to resolve conflicts, usually an expansion of the initials
 t Title of work

Examples

700 1Ø ÷a Lambert, Janet ÷t Summer for seven.
 700 1Ø ÷a Wells, H.G. ÷q (Herbert George), ÷d 1866-1946.
 700 1Ø ÷a Saint-Georges, Joseph Boulogne, ÷c chevalier de, ÷d d. 1799.
 700 0Ø ÷a John Paul ÷ b II, ÷c Pope, ÷d 1920-

710 Added Entry -- Corporate Name (R)

1st Indicator Type of corporate name
 1 Jurisdiction or government name
 2 Name in direct order
2nd Indicator Type of added entry
 Ø No information provided
 2 Analytical entry

Subfields
 a Corporate name or jurisdiction name
 b Subordinate unit (R)

Examples

710 2Ø ÷a Walt Disney Productions.
 710 2Ø ÷a Museum of Modern Art (New York, N.Y.)
 710 1Ø ÷a United States. ÷b Congress. ÷b Senate. ÷b Committee on the Budget. ÷b Task Force on Energy.



Exercise 2: Name Headings

For the following name headings (1xx and 7xx), supply the appropriate tags and indicators on the blank lines to the left of each name heading. Insert subfield codes throughout the entries, as appropriate.

1. ____ ____ ____ †____ Parker, Robert B., †____ 1932- [main entry]
2. ____ ____ ____ †____ Sowers, Scott. [added entry, narrator]
3. ____ ____ ____ †____ Gilbert, Elizabeth, †____ 1969- [main entry]
____ ____ ____ †____ Books on Tape, Inc. [added entry, publisher]
____ ____ ____ †____ OverDrive, Inc. [added entry, distributor]
4. ____ ____ ____ †____ Giamatti, Paul [added entry, performer]
____ ____ ____ †____ Church, Thomas Haden [added entry, performer]
____ ____ ____ †____ Madson, Virginia.. [added entry, performer]
____ ____ ____ †____ Oh, Sandra, †____ 1971- [added entry, performer]
5. ____ ____ ____ †____ Beatles. [main entry]

When you're finished, check your answers against those on the following page.



Answers to Exercise 2: Name Headings

1. 100 1Ø ꞑa Parker, Robert B., ꞑd 1932- [main entry]
2. 700 1Ø ꞑa Sowers, Scott. [added entry, narrator]
3. 700 1Ø ꞑa Gilbert, Elizabeth, ꞑd 1969- [main entry]
710 2Ø ꞑa Books on Tape, Inc. [added entry, publisher]
710 2Ø ꞑaOverDrive, Inc. [added entry, distributor]
4. 700 1Ø ꞑa Giamatti, Paul [added entry, performer]
700 1Ø ꞑa Church, Thomas Haden [added entry, performer]
700 1Ø ꞑa Madson, Virginia.. [added entry, performer]
700 1Ø ꞑa Oh, Sandra, ꞑd 1971- [added entry, performer]
5. 110 2Ø ꞑa Beatles. [main entry]

Titles

Titles can be both description and access points. The title statement (MARC tag 245) is considered the first element of description. If there is any confusion as to the title of the item, you may create title variations from, for example, the title on the cover or the subtitle. You may also provide access to variant spellings, e.g., two vs. 2.

When an item consists of many parts, for example, a collection of short stories, you may create a formatted contents note (505). In the contents note, you will list each title, or you may choose to list only significant titles. Depending on how you have indexed your database in your automated system, you may also create a 740 field for each title that you list in the 505 field. Some libraries set up their indexes to search the 505 field for titles. Others access titles from the 740 fields.

Uniform titles allow you to create consistent forms of entry for titles that have appeared under varying titles. Uniform titles are most frequently used with music, but they are also used with bibles, legal materials, and translations.

A record can have either a 130 or a 240 field but not both. Use 240 when there is a personal or corporate author (that is, a 100, 110, or 111 field). Use 130 when there is no personal or corporate author (that is, no 100, 110, or 111 field). Use 730 for uniform title added entries, such as the names of television programs, movies, magazines, etc.

Do not enter initial articles for uniform titles.

Frequently-used tags and subfields are as follows:

245 Title Statement (NR)	
<u>1st Indicator</u>	<u>Title added entry</u>
0	No title added entry (usually no 1xx field present)
1	Title added entry (usually 1xx field present)
<u>2nd Indicator</u>	<u>Nonfiling characters</u>
0-9	Number of nonfiling characters present
<u>Subfields</u>	
a	Title
b	Remainder of title
c	Remainder of title page transcription/statement of responsibility
h	Medium

Examples

245	10	‡a Where the heart is / ‡c Janet Lambert.
245	14	‡a The true story of the 3 little pigs / ‡c by A. Wolf ; as told to Jon Scieszka ; illustrated by Lane Smith.
245	00	‡a Touched by fire ‡h [microform] : ‡b a photographic portrait of the Civil War / ‡c William C. Davis, editor.

246 Varying Form of Title (R)

1st Indicator Note controller/title added entry

0	Note, no title added entry
1	Note, title added entry
3	No note, title added entry

2nd Indicator Type of title

∅	No information provided
0	Portion of title
1	Parallel title
2	Distinctive title
3	Other title
4	Cover title
5	Added title page title
6	Caption title
7	Running title
8	Spine title

Subfields

a	Title proper/short title
b	Remainder of title
i	Display text

Examples

245	00	‡a 4 corners power review.
246	3∅	‡a Four corners power review
245	10	‡a Beauty & the beast.
246	3∅	‡a Beauty and the beast
245	04	‡a The Berkley book of modern writing.
246	30	‡a Modern writing
246	1∅	‡i At head of title: ‡a Agronomy : ‡b crops, climate, soil

130 Main Entry - Uniform Title (NR)

1st Indicator Nonfiling characters

0	Number of nonfiling characters
---	--------------------------------

2nd Indicator Undefined

∅

Subfields

a	Uniform title
f	Date of a work
k	Form subheading (standardized phrase to gather records for certain kinds of material) (R)
l	Language of a work
m	Medium of performance (R)

n	Number of part or section of a work (R)
o	Arranged statement for music
p	Name of part or section of a work (R)
r	Key for music
s	Version

Examples

130	0∅	∓a Beowulf. ∓l English
245	14	∓a The story of Beowulf.
130	0∅	∓a Bible. ∓p N.T. ∓p Luke. ∓l English. ∓s Authorize. ∓k Selections. ∓f 1992.
245	14	∓a The first Christmas ∓h [sound recording]

240 Uniform Title (NR)

<u>1st Indicator</u>	<u>Uniform title printed or displayed</u>
0	Not printed or displayed
1	Printed or displayed
<u>2nd Indicator</u>	<u>Number of nonfiling characters</u>
0-9	Number of nonfiling characters present

Subfields

a	Uniform title
f	Date of a work
k	Form subheading (standardized phrase to gather records for certain kinds of material) (R)
l	Language of a work
m	Medium of performance (R)
n	Number of part or section of a work (R)
o	Arranged statement for music
p	Name of part or section of a work (R)
r	Key for music
s	Version

Examples

100	1∅	∓a Heine, Heinrich, ∓d 1797-1856.
240	10	∓a Geständnisse. ∓l English
245	10	∓a Confessions / ∓c Heinrich Heine.
110	1∅	∓a Utah.
240	10	∓a Laws, etc.
245	10	∓a Utah criminal and traffic code.

730 Added Entry -- Uniform Title (R)

<u>1st Indicator</u>	<u>Nonfiling characters</u>
0-9	Number of nonfiling characters
<u>2nd Indicator</u>	<u>Type of added entry</u>
∅	No information provided
2	Analytical entry

Subfields

a	Uniform title
f	Date of a work
k	Form subheading (standardized phrase to gather records for certain kinds of material) (R)

l	Language of a work
m	Medium of performance (R)
n	Number of part or section of a work (R)
o	Arranged statement for music
p	Name of part or section of a work (R)
r	Key for music
s	Version

Examples

245	10	‡a Who knows what evil lurks?
730	0‡	‡a Shadow (Radio program)



Exercise 3: Titles

Add the appropriate tags, indicator values and subfield codes to the following title fields (245, 246, and 740). A hint about 245, 1st indicator: you want a title added entry except where "title main entry" is noted.

1. _____ †_____ Sea change / †_____ by Robert B. Parker.
2. _____ †_____ Sea change †_____ [sound recording] / †_____ Robert B. Parker.
3. _____ †_____ Eat, pray, love †_____ [electronic resource] : †_____ one woman's search for everything across Italy, India and Indonesia / †_____ Elizabeth Gilbert.
4. _____ †_____ Sideways †_____ [videorecording] / †_____ Fox Searchlight Pictures presents a Michael London production ; screenplay by Alexander Payne & Jim Taylor ; directed by Alexander Payne.
[title main entry]
5. _____ †_____ One †_____ [sound recording] / †_____ Beatles.
_____ †_____ Beatles 1 [other title]

When you're finished, check your answers against those on the following pages.



Answers to Exercise 3: Titles

1. 245 10 ≠a Sea change / ≠c by Robert B. Parker.
2. 245 10 ≠a Sea change ≠h [sound recording] / ≠c Robert B. Parker.
3. 245 10 ≠a Eat, pray, love ≠h [electronic resource] : ≠b one woman's search for everything across Italy, India and Indonesia / ≠c Elizabeth Gilbert.
4. 245 00 ≠a Sideways ≠h [videorecording] / ≠c Fox Searchlight Pictures presents a Michael London production ; screenplay by Alexander Payne & Jim Taylor ; directed by Alexander Payne.
[title main entry]
5. 245 10 ≠a One ≠h [sound recording] / ≠c Beatles.
246 13 ≠a Beatles 1
[other title]

Edition, Publisher and Physical Description

The edition, publisher and physical description are part of the descriptive portion of the cataloging record. *AACR2R* dictates that you only supply an edition statement if the book uses words like "edition," "issue," or "version." Use abbreviations from *AACR2R* (e.g., ed. for edition, rev. for revised).

Do not include a 300 field for electronic resources, since there is nothing physical to describe.

Frequently-used tags and subfields are as follows:

250 Edition Statement (NR)

<u>1st Indicator</u>	<u>Undefined</u>	
\emptyset		
<u>2nd Indicator</u>	<u>Undefined</u>	
\emptyset		
<u>Subfields</u>		
a	Edition statement	
b	Remainder of edition statement	
<u>Examples</u>		
250	$\emptyset\emptyset$	‡a 1st ed.
250	$\emptyset\emptyset$	‡a Rev.
250	$\emptyset\emptyset$	‡a 5th ed. / ‡b revised by Janet Lambert ; foreword by Rosamond Du Jardin.

260 Publication, Distribution, Etc. (NR)

<u>1st Indicator</u>	<u>Undefined</u>	
\emptyset		
<u>2nd Indicator</u>	<u>Undefined</u>	
\emptyset		
<u>Subfields</u>		
a	Place of publication, distribution, etc. (R)	
b	Name of publisher, distributor, etc. (R)	
c	Date of publication, distribution, etc. (R)	
<u>Examples</u>		
260	$\emptyset\emptyset$	‡a Garden City, N.Y. : ‡b Published for the Crime Club by Doubleday, ‡c 1981.
260	$\emptyset\emptyset$	‡a Ames, Iowa : ‡b Iowa State University Press, ‡c 1998.
260	$\emptyset\emptyset$	‡a New York : ‡b Macmillan ; ‡ a Chicago : ‡b Art Institute of Chicago, ‡c 1997, c1996.

300 Physical Description (R)

1st Indicator Undefined

⌀

2nd Indicator Undefined

⌀

Subfields

a Extent of item (R)

b Other physical details

c Dimensions (R)

e Accompanying material

Examples

300 ⌀⌀ ⌘a xix, 184 p. : ⌘b ill. ; ⌘c 22 cm.

300 ⌀⌀ ⌘a v. : ⌘b ill. (some col.) ; ⌘c 24-28 cm.

300 ⌀⌀ ⌘a 1 videocassette (95 min.) : ⌘b sd., col. ; ⌘c
½ in. + ⌘e 1 teacher's guide.



Exercise 4: Edition, Publisher and Physical Description

Add the appropriate tags, indicators, and subfields to the following edition, publisher, and physical description fields (250, 260, and 300).

1. _____ †_____ Waterville, Me. : †_____ Thorndike Press, †_____ 2006.
_____ †_____ 325 p. (large print) ; †_____ 23 cm.
2. _____ †_____ Library ed.
_____ †_____ Santa Ana, CA : †_____ Books on Tape, †_____ p2006.
_____ †_____ 5 sound discs (ca. 370 min.) : †_____ digital ; †_____ 4 3/4 in.
3. _____ †_____ [New York] : †_____ Books on Tape, †_____ 2007.
4. _____ †_____ Full screen ed.
_____ †_____ Beverly Hills, Calif. : †_____ 20th Century Fox Home
Entertainment, †_____ [2005], c2004.
_____ †_____ 1 videodisc (ca. 127 min.) : †_____ sd., col. ; †_____ 4 3/4 in.
5. _____ †_____ Hollywood, Calif. : †_____ Capitol Records, †_____ p2000.
_____ †_____ 1 sound disc : †_____ digital ; †_____ 4 3/4 in.

When you're finished, check your answers against those on the following pages.



Answers to Exercise 4: Edition, Publisher and Physical Description

1. 260 $\emptyset\emptyset$ \neq a Waterville, Me. : \neq b Thorndike Press, \neq c 2006.
300 $\emptyset\emptyset$ \neq a 325 p. (large print) ; \neq c 23 cm.
2. 250 $\emptyset\emptyset$ \neq a Library ed.
260 $\emptyset\emptyset$ \neq a Santa Ana, CA : \neq b Books on Tape, \neq c p2006.
300 $\emptyset\emptyset$ \neq a 5 sound discs (ca. 370 min.) : \neq b digital ; \neq c 4 3/4 in.
3. 260 $\emptyset\emptyset$ \neq a [New York] : \neq b Books on Tape, \neq c 2007.
4. 250 $\emptyset\emptyset$ \neq a Full screen ed.
260 $\emptyset\emptyset$ \neq a Beverly Hills, Calif. : \neq b 20th Century Fox Home Entertainment, \neq c [2005], c2004.
300 $\emptyset\emptyset$ \neq a 1 videodisc (ca. 127 min.) : \neq b sd., col. ; \neq c 4 3/4 in.
5. 260 $\emptyset\emptyset$ \neq a Hollywood, Calif. : \neq b Capitol Records, \neq c p2000.
300 $\emptyset\emptyset$ \neq a 1 sound disc : \neq b digital ; \neq c 4 3/4 in.

Series

The series statement is part of the descriptive cataloging record. It is also an access point, and it can be a uniform title.

When the item you are cataloging is part of a series, you have two options for MARC tagging:

- i Use a 490, first indicator 0 when you do not want to access the series at all. That is, the series is not a meaningful way for people to find an item. This is true of many publishers' series.
- i Use a 490, first indicator 1 when you want to provide access to the series. Add an 8xx as a uniform series title.

Frequently-used tags and subfields are as follows:

490 Series Statement (R)

<u>1st Indicator</u>	<u>Specifies whether series is traced</u>	
0	Series not traced	
1	Series traced	
<u>2nd Indicator</u>	<u>Undefined</u>	
∅		
<u>Subfields</u>		
a	Series statement (R)	
v	Volume number (R)	
<u>Examples</u>		
490	0∅	‡a Second series
490	0∅	‡a The Queen Bee books ; ‡v no. 16
490	1∅	‡a Goosebumps ; ‡v 4
800	1∅	‡a Stine, R. L. ‡t Goosebumps ; ‡v 4.

800 Series Added Entry -- Personal Name (R)

<u>1st Indicator</u>	<u>Type of personal name</u>	
0	Forename	
1	Surname	
<u>2nd Indicator</u>	<u>Undefined</u>	
∅		
<u>Subfields</u>		
a	Personal name	
b	Numeration	
c	Titles and other words associated with a name (R)	
d	Dates associated with a name	
t	Title of a work	
v	Volume number (R)	

Examples

490	1	‡a Nancy Drew mystery stories.
800	1‡	‡a Keene, Carolyn. ‡t Nancy Drew mystery stories.

830 Series Added Entry – Uniform Title (R)

1st Indicator Undefined

‡

2nd Indicator Nonfiling characters

0-9

Number of nonfiling characters present

Subfields

a

Uniform title

v

Volume number

Examples

490	1	‡a Opposing viewpoints
830	‡0	‡a Opposing viewpoints (Unnumbered)
490	1	‡a --For dummies
830	‡0	‡a --For dummies



Exercise 5: Series

Add the appropriate tags, indicators, and subfields to the following series fields (4xx, 8xx).

1. _____ ≠_____ Jessie Stone mysteries ; ≠_____ 5 [traced differently]
_____ ≠_____ Parker, Robert B., ≠_____ 1932- ≠_____ Jessie Stone mysteries
; ≠_____ 5.
2. _____ ≠_____ Mystery audiobooks [not traced]
3. [No series]
4. _____ ≠_____ 20th Century Fox award winners [not traced]
5. [No series]

When you're finished, check your answers against those on the following page.



Answers to Exercise 5: Series

1. 490 1Ø †a Jessie Stone mysteries ; †v 5 [traced]
800 1Ø †a Parker, Robert B., †d 1932- †t Jessie Stone mysteries ; †v 5.
2. 490 0Ø †a Mystery audiobooks [not traced]
3. [No series]
4. 490 0Ø †a 20th Century Fox award winners [not traced]
5. [No series]

Notes

The notes area of the cataloging record is part of the description. You may use notes to justify added entries. Enter each note in a separate field.

Many notes are general notes, and you can place them in 500 fields. Some notes have their own MARC fields, and some of these notes are formatted. The 502 and 505 fields (Dissertation notes and Contents notes, respectively) are two examples of formatted notes.

For the 533 field, describe items that are reproductions of original materials. Describe the reproduction in the note. Describe the original item in the rest of the record.

The 590 field is used for notes that pertain only to the library's copy.

Frequently-used tags and subfields are as follows:

500 General Note (R)

1st Indicator Undefined

⌀

2nd Indicator Undefined

⌀

Subfields

a General note

Examples

500	⌀⌀	‡a Sequel to: Where the heart is.
500	⌀⌀	‡a Translation of: Huckleberry Finn.
500	⌀⌀	‡a Six maps on 6 folded leaves in pocket.

505 Formatted Contents Note (R)

1st Indicator Display constant controller

0	Complete contents
1	Incomplete contents (complete item not available)
2	Partial contents (selected parts)
8	No display constant generated

2nd Indicator Level of content designation

⌀	Basic
0	Enhanced

Subfields

a	Formatted contents note
g	Miscellaneous information (R)
r	Statement of responsibility (R)
t	Title (R)

Examples

505	0 0	≠a v. 1. The fellowship of the ring -- v. 2. The two towers -- v. 3. The return of the king.
505	10	≠t Quark models / ≠r J. Rosner – ≠t Jet phenomena / ≠r M. Jacob – ≠t An accelerator design study / ≠r R.R. Wilson.
505	00	≠t Tell me on a Sunday ≠g (4:02) – ≠t Memories ≠g (3:58).

508 Creation/Production Credits Note (R)

<u>1st Indicator</u>	<u>Undefined</u>
∅	
<u>2nd Indicator</u>	<u>Undefined</u>
∅	
<u>Subfields</u>	
a	Creation/production credits note

Examples

508	∅∅	≠a Producer, Steven Spielberg ; film editor, Charles Jones.
-----	----	---

511 Participant or Performer Note (R)

<u>1st Indicator</u>	<u>Display Constant Controller</u>
0	No display constant generated
1	Cast
<u>2nd Indicator</u>	<u>Undefined</u>
∅	
<u>Subfields</u>	
a	Participant of performer note

Examples

511	1 0	≠a Helen Hunt, Paul Reiser.
511	0 0	≠a Narrated by Morgan Freeman.

520 Summary, Etc. Note (R)

<u>1st Indicator</u>	<u>Display constant controller</u>
∅	No information provided
<u>2nd Indicator</u>	<u>Undefined</u>
∅	
<u>Subfields</u>	
a	Summary, etc. note

Examples

520	∅∅	≠a A large egg sits on a wall, then falls off. No one is able to repair the damage.
-----	----	---

521 Target Audience (R)

<u>1st Indicator</u>	<u>Display constant controller</u>
∅	Audience
0	Reading grade level
1	Interest age level
2	Interest grade level
3	Special audience characteristics
4	Motivation/interest level

8 No display constant generated
2nd Indicator Undefined
 ⌀
Subfields
 a Target audience note
 b Source
Examples
 521 2⌀ ≠a K-6.
 521 8⌀ Rated PG.

538 System Details Note (R)

1st Indicator Undefined
 ⌀
2nd Indicator Undefined
 ⌀
Subfields
 a System details note
Examples
 538 DVD, region 1; widescreen format.
 538 Mode of access: World Wide Web.

856 Electronic Location and Access (R)

1st Indicator Access Method
 4 HTTP (Hypertext Transfer Protocol)
2nd Indicator Relationship
 0 Resource
 1 Version of the resource
 2 Related resource

546 Language Note (R)

1st Indicator Undefined
 ⌀
2nd Indicator Undefined
 ⌀
Subfields
 a Language note
Examples
 546 In English, with Spanish subtitles.

586 Awards Note (R)

1st Indicator Undefined

∅

2nd Indicator Undefined

∅

Subfields

a

Awards note

Examples

586

‡a Academy Award for Best Picture, 2009.

590 Local Note (R)

1st Indicator Undefined

∅

2nd Indicator Undefined

∅

Subfields

a

Local note

Examples

590

∅∅

‡a Library's copy lacks Appendices, p. 480-520.

590

∅∅

‡a Kept behind Reference desk.



Exercise 6: Notes

Add the appropriate tags, indicators, and subfields to the following notes fields (5xx).

1. ___ ___ ___ †___ Library's copy signed by the author.

2. ___ ___ ___ †___ Read by Scott Sowers.
 ___ ___ ___ †___ Unabridged.
 ___ ___ ___ †___ Compact disc.
 ___ ___ ___ †___ Jesse Stone investigates the murder of a woman, who is found in
 a cover near Paradise, Massachusetts. This leads to a world of wealth
 and depravity centered on a couple of yacht owners from Florida and
 their crowd.

3. ___ ___ ___ †___ Downloadable audio file.
 ___ ___ ___ †___ Requires OverDrive Media Console (file size: 184456 KB).
 ___ ___ ___ †___ Mode of access: World Wide Web.
 ___ ___ ___ †___ Title from title details screen.
 ___ ___ ___ †___ Unabridged.
 ___ ___ ___ †___ Duration: 12:49:56.
 ___ ___ ___ †___ Read by the author.
 ___ ___ ___ †___ Like many others, around the time Elizabeth Gilbert turned 30,
 she went through an early-onslaught midlife crisis. Although she had
 everything an educated woman was supposed to want, including a
 husband, a home, and a successful career, she was consumed with panic,
 grief, and confusion. This is an account of her pursuit of worldly
 pleasure, spiritual devotion, and what she really wanted out of life.
 ___ ___ ___ †___ [http://wilbor.lib.overdrive.com/ContentDetails.htm?ID=22F51E9
C-14BF-4DB7-98C1-41861E20C511](http://wilbor.lib.overdrive.com/ContentDetails.htm?ID=22F51E9C-14BF-4DB7-98C1-41861E20C511)

4. _____ ÷_____ DVD, region 1, full screen (1.33:1) presentation; dual layer, Dolby Digital 5.1 (English), Dolby surrounds (French and Spanish).
 _____ ÷_____ With English, French or Spanish language tracks and optional English, French or Spanish subtitles; closed-captioned.
 _____ ÷_____ Paul Giamatti, Thomas Haden Church, Virginia Madson, Sandra Oh.
 _____ ÷_____ Director of photography, Phedon Papamichael ; editor, Kevin Tent ; music, Rolfe Kent ; costume designer, Wendy Chuck ; production designer, Jane Ann Stewart.
 _____ ÷_____ MPAA rating: R; for language, some strong sexual content and nudity.
 _____ ÷_____ Miles a divorced man and Jack his libertine friend take a road trip through California’s wine country to celebrate Jack’s final bachelor days. They indulge in wine, women and a yearning for the past, but eventually collide with reality.
5. _____ ÷_____ John Lennon, Paul McCartney, Ringo Starr, and George Harrison.
 _____ ÷_____ All selections previously recorded.
 _____ ÷_____ Love me do – From me to you – She loves you – I want to hold your hand – Can’t buy me love – A hard day’s night – I feel fine – Eight days a week – Ticket to ride – Help! – Yesterday – Day tripper – We can work it out – Paperback writer – Yellow submarine – Eleanor Rigby – Penny Lane – All you need is love – Hello, goodbye – Lady Madonna – Hey Jude – Get back – The ballad of John and Yoko – Something – Come together – Let it be – The long and winding road.

When you’re finished, check your answers against those on the following pages.



Answers to Exercise 6: Notes

1. 590 $\emptyset\emptyset$ \neq a Library's copy signed by the author.

2. 511 0 \neq a Read by Scott Sowers.
500 $\emptyset\emptyset$ \neq a Unabridged.
538 $\emptyset\emptyset$ \neq a Compact disc.
520 $\emptyset\emptyset$ \neq a Jesse Stone investigates the murder of a woman, who is found in a cover near Paradise, Massachusetts. This leads to a world of wealth and depravity centered on a couple of yacht owners from Florida and their crowd.

3. 500 $\emptyset\emptyset$ \neq a Downloadable audio file.
538 $\emptyset\emptyset$ \neq a Requires OverDrive Media Console (file size: 184456 KB).
538 $\emptyset\emptyset$ \neq a Mode of access: World Wide Web.
500 $\emptyset\emptyset$ \neq a Title from title details screen.
500 $\emptyset\emptyset$ \neq a Unabridged.
500 $\emptyset\emptyset$ \neq a Duration: 12:49:56.
511 0 \emptyset \neq a Read by the author.
520 $\emptyset\emptyset$ \neq a Like many others, around the time Elizabeth Gilbert turned 30, she went through an early-onslaught midlife crisis. Although she had everything an educated woman was supposed to want, including a husband, a home, and a successful career, she was consumed with panic, grief, and confusion. This is an account of her pursuit of worldly pleasure, spiritual devotion, and what she really wanted out of life.

856 40 \neq u <http://wilbor.lib.overdrive.com/ContentDetails.htm?ID=22F51E9C-14BF-4DB7-98C1-41861E20C511>

4. 538 $\emptyset\emptyset$ \neq a DVD, region 1, full screen (1.33:1) presentation; dual layer, Dolby Digital 5.1 (English), Dolby surrounds (French and Spanish).
546 $\emptyset\emptyset$ \neq a With English, French or Spanish language tracks and optional English, French or Spanish subtitles; closed-captioned.
511 1 \emptyset \neq a Paul Giamatti, Thomas Haden Church, Virginia Madson, Sandra Oh.
508 $\emptyset\emptyset$ \neq a Director of photography, Phedon Papamichael ; editor, Kevin Tent ; music, Rolfe Kent ; costume designer, Wendy Chuck ; production designer, Jane Ann Stewart.

521 8 \emptyset \neq a MPAA rating: R; for language, some strong sexual content and nudity.
520 $\emptyset\emptyset$ \neq a Miles a divorced man and Jack his libertine friend take a road trip through California's wine country to celebrate Jack's final bachelor days.

They indulge in wine, women and a yearning for the past, but eventually collide with reality.

5. 511 0~~0~~ †a John Lennon, Paul McCartney, Ringo Starr, and George Harrison.
500 ~~00~~ †a All selections previously recorded.
505 0~~0~~ †a Love me do – From me to you – She loves you – I want to hold your hand – Can't buy me love – A hard day's night – I feel fine – Eight days a week – Ticket to ride – Help! – Yesterday – Day tripper – We can work it out – Paperback writer – Yellow submarine – Eleanor Rigby – Penny Lane – All you need is love – Hello, goodbye – Lady Madonna – Hey Jude – Get back – The ballad of John and Yoko – Something – Come together – Let it be – The long and winding road.

Subject Headings

Subject added entries are required for full-level original cataloging for all nonfiction except drama, poetry, etc. While subject added entries are not required for minimal-level cataloging, you are encouraged to include at least one.

When you use Indicator 7, use ≠2 for the source of the heading. *USMARC Code List for Relators, Sources, Description Conventions* gives lists of abbreviations for ≠2. Some common abbreviations are:

gsafd	Guidelines on subject access to individual works of fiction, drama, etc.
lcsh	Library of Congress subject headings

600 Subject Added Entry – Personal Name (R)

<u>1st Indicator</u>	<u>Type of personal name</u>	
0	Forename	
1	Surname	
3	Name of family	
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>	
0	Library of Congress subject heading	
1	LC subject heading for children's literature	
2	Medical subject heading	
3	National Agricultural Library subject authority file	
4	Source not specified	
5	Canadian subject heading	
6	French subject heading	
7	Source specified in subfield ≠2	
8	Sears subject heading	
<u>Subfields</u>		
a	Surname, first name, middle name or initial, if any	
b	Roman numerals	
c	Titles and other words associated with the name (R)	
d	Birth and death dates	
q	Fuller form of name if needed to resolve conflicts, usually an expansion of the initials	
v	Form subdivision (R)	
x	General subdivision (R)	
y	Chronological subdivision (R)	
z	Geographic subdivision (R)	
2	Source of heading or term	
<u>Examples</u>		
600	00	≠a Guatama Buddha ≠x Teachings.
600	30	≠a Clark family ≠v Fiction.

650 Subject Added Entry -- Topical Term (R)

<u>1st Indicator</u>	<u>Level of subject</u>
∅	No information available
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>
0	Library of Congress subject heading
1	LC subject heading for children's literature
2	Medical subject heading
3	National Agricultural Library subject authority file
4	Source not specified
5	Canadian subject heading
6	French subject heading
7	Source specified in subfield ≠2
8	Sears subject heading
<u>Subfields</u>	
a	Topical term
v	Form subdivision (R)
x	General subdivision (R)
y	Chronological subdivision (R)
z	Geographic subdivision (R)
2	Source of heading or term
<u>Examples</u>	
650	∅0 ≠a Jews, Russian ≠z Germany ≠x History ≠y 20th century.
650	∅0 ≠a New Deal, 1933-1939.
650	∅0 ≠a Spenser (Fictitious character)
650	∅1 ≠a Cats ≠v Fiction.
650	12 ≠a Optometry ≠x methods.
650	22 ≠a Skin Neoplasms ≠x diagnosis

651 Subject Added Entry -- Geographic Name (R)

<u>1st Indicator</u>	<u>Undefined</u>
∅	
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>
0	Library of Congress subject heading
1	LC subject heading for children's literature
2	Medical subject heading
3	National Agricultural Library subject authority file
4	Source not specified
5	Canadian subject heading
6	French subject heading
7	Source specified in subfield ≠2
8	Sears subject heading
<u>Subfields</u>	
a	Geographic name
v	Form subdivision (R)
x	General subdivision (R)
y	Chronological subdivision (R)
z	Geographic subdivision (R)
2	Source of heading or term
<u>Examples</u>	

651	Ø0	‡a United States ‡x History ‡y Civil War, 1861-1865 ‡x Causes.
651	Ø0	‡a Iowa ‡x Description and travel.
651	Ø0	‡a Santa Fe Trail ‡x Commerce.

655 Index Term -- Genre/Form (R)

<u>1st Indicator</u>		<u>Type of heading</u>
Ø		Basic
<u>2nd Indicator</u>		<u>Source of term</u>
0		Library of Congress subject heading
1		LC subject heading for children's literature
2		Medical subject heading
3		National Agricultural Library subject authority file
4		Source not specified
5		Canadian subject heading
6		French subject heading
7		Source specified in subfield ‡2
8		Sears subject heading
<u>Subfields</u>		
a		Genre/form data or focus term
v		Form subdivision (R)
x		General subdivision (R)
y		Chronological subdivision (R)
z		Geographic subdivision (R)
2		Source of term
<u>Examples</u>		
655	Ø7	‡a Love stories. ‡2 gsaFd



Exercise 7: Subject Headings

Add the appropriate tags, indicators, and subfields to the following Library of Congress subject headings (6xx).

1. _____ †_____ Stone, Jesse (Fictitious character) †_____ Fiction.
_____ †_____ Police †_____ Massachusetts †_____ Fiction.
_____ †_____ Police chiefs †_____ Fiction.
_____ †_____ Massachusetts †_____ Fiction.
_____ †_____ Mystery fiction. †_____ gsafd
_____ †_____ Large type books.

2. _____ †_____ Audiobooks.

3. _____ †_____ Gilbert, Elizabeth, †_____ 1969-
_____ †_____ Travel writers.
_____ †_____ Audiobooks.

4. _____ †_____ Male friendship †_____ California †_____ Drama.
_____ †_____ Man-woman relationships †_____ California †_____ Drama.
_____ †_____ Divorced men †_____ California †_____ Drama.
_____ †_____ Vineyards †_____ California †_____ Drama.
_____ †_____ California †_____ Drama.
_____ †_____ Feature films.
_____ †_____ Comedy films.
_____ †_____ Videorecordings for the hearing impaired.

5. _____ †_____ Rock music †_____ 1961-1970.

When you're finished, check your answers against those on the following pages.



Answers to Exercise 7: Subject Headings

1. 650 ∅0 ‡a Stone, Jesse (Fictitious character) ‡v Fiction.
650 ∅0 ‡a Police ‡z Massachusetts ‡v Fiction.
650 ∅0 ‡a Police chiefs ‡v Fiction.
651 ∅0 ‡a Massachusetts ‡v Fiction.
655 ∅7 ‡a Mystery fiction. ‡2 gsafd
655 ∅0 ‡a Large type books.

2. 655 ∅0 ‡a Audiobooks.

3. 600 10 ‡a Gilbert, Elizabeth, ‡d 1969-
650 ∅0 ‡a Travel writers.
655 ∅0 ‡a Audiobooks.

4. 650 ∅0 ‡a Male friendship ‡z California ‡v Drama.
650 ∅0 ‡a Man-woman relationships ‡z California ‡v Drama.
650 ∅0 ‡a Divorced men ‡z California ‡v Drama.
650 ∅0 ‡a Vineyards ‡z California ‡v Drama.
651 ∅0 ‡a California ‡v Drama.
655 ∅0 ‡a Feature films.
655 ∅0 ‡a Comedy films.
655 ∅0 ‡a Videorecordings for the hearing impaired.

5. 650 ∅0 ‡a Rock music ‡y 1961-1970.

The Leader

The leader is the first component of a MARC record. Its purpose is to categorize and define the record. It is twenty-four characters long, beginning with position 0 and ending with position 23. It contains the data that inform the computer software about the kind of record that is being processed.

Every leader contains a four-character position called the legend. The function of the legend is to identify and describe the record. This identification and description imply the content of the record: for example, printed language material published on an ongoing basis (i.e., a serial). The legend also provides a means for sorting records into categories by automated processing systems.

Selected options for significant positions in the leader are as follows:

Position 05: Record Status

a	Increase in encoding level
c	Corrected or revised
d	Deleted
n	New
p	Increase in encoding level from prepublication

Position 06: Type of Record

a	Printed language material
c	Printed music
d	Manuscript music
e	Printed map
f	Manuscript map
g	Projected medium
i	Nonmusical sound recording
j	Musical sound recording
k	Two-dimensional nonprojectable graphic
m	Electronic resource
o	Kit
p	Mixed material
r	Three-dimensional artifact or naturally occurring object
t	Manuscript language material

Position 07: Bibliographic level

m	Monograph
s	Serial

Position 17: Encoding Level

Ⓟ	Full level
5	Partial (preliminary) level

- 7 Minimal level
- 8 Prepublication level

Position 18: Descriptive Cataloging Form

- ∅ Non-ISBD (International Standard Bibliographic Description)
- a AACR2
- i ISBD

The 008 Field

The 008 field has forty positions numbered from 0 through 39. Not all of the positions are applicable for all formats.

All Formats

Position	Description
<u>00-05</u>	<u>Date entered on file</u> Format is YYMMDD, for example, 990512
<u>06</u>	<u>Type of date code</u> s single (1995) t publication date and copyright (1995, c1994) r reprint (1995,1960) m multiple (1960,1995) q questionable date ([199-?])
<u>07-10</u>	<u>Date 1</u>
<u>11-14</u>	<u>Date 2</u>
<u>15-17</u>	<u>Country of publication</u> [incomplete list] US postal abbreviation plus u, for example, nyu, iau, cou, etc. au Australia enk England
<u>22</u>	<u>Target audience</u> ∅ not applicable, not juvenile, or not known j juvenile (through age 15 or 9th grade) a Preschool b Primary c Elementary and junior high d Secondary (senior high) e Adult f Specialized g General
<u>35-37</u>	<u>Language code</u> [incomplete list] eng English

fre French
ger German
spa Spanish

38 Modified record code [incomplete list]
∅ record not modified for input into machine-readable form

39 Cataloging source code
[incomplete list]
∅ original cataloging by the Library of Congress
c LC cooperative cataloging
d original cataloging by you

Positions 18-21 and 23-34 vary by format. The following list some of the options for each of the three formats – books, sound recordings, and videorecordings.

Books

18-21 Illustrations
∅ no illustrations
a illustrations (ill.)
b maps
c portraits (ports.)

23 Form of item
∅ none of the following (can be read by naked eye)
d large print

24-27 Nature of contents code
∅ no specified nature of contents
b bibliographies

28 Government publication code
∅ not a government publication
f federal
s state
l local (towns, counties)

29 Conference publication indicator
0 not a conference publication
1 conference publication (collection of papers, 2 or more, presented at a meeting)

30 Festschrift indicator
0 not a Festschrift
1 Festschrift (2 or more essays published in honor of a person)

<u>31</u>	<u>Index indicator</u> 0 no index to its own contents 1 index to its own contents
<u>32</u>	<u>Undefined</u>
<u>33</u>	<u>Literary form indicator</u> 0 not fiction 1 fiction c comic strips d dramas e essays f novels h humor, satires, etc. i letters j short stories m mixed forms p poetry s speeches u unknown
<u>34</u>	<u>Biography code</u> ∅ not biographical material a individual autobiography b individual biography c collective biography or autobiography d contains biographical information
	Sound Recordings
<u>18-19</u>	<u>Form of composition</u> nn not applicable rc rock music
<u>20</u>	<u>Format of music</u> n not applicable if not a score
<u>21</u>	<u>Undefined</u>
<u>23</u>	<u>Form of item</u> ∅ none of the following (can be read by naked eye) s electronic
<u>24-29</u>	<u>Accompanying matter</u> ∅ no accompanying matter a Discography d Libretto or text
<u>30-31</u>	<u>Literary text for sound recordings</u>

∅ item is a musical sound recording
a autobiography
f fiction
j language instruction
k comedy

32-34 Undefined

Videorecordings

18-20 Running time
000 running time exceeds 999 minutes
001-999 running time

21 Undefined

23-27 Undefined

28 Government publication code
∅ not a government publication
f federal
s state
l local (towns, counties)

29 Form of item
∅ none of the following (can be read by naked eye)

30-32 Undefined

33 Type of visual material
v videorecording

34 Technique
a animation
c animation and live action
l live action
n not applicable
u unknown
o other



Exercise 8: Leader and Fixed Field

Supply the leader and 008 field for each of the fifteen items you've tagged in the previous exercises.

1. 010 010 00 00 ¶a 2006002048
- 020 00 00 00 ¶a 0786273704
- 082 00 00 00 ¶a 813/.54 ¶2 22
- 092 00 00 00 ¶a LPF ¶b PARKER
- 100 10 00 00 ¶a Parker, Robert B., ¶d 1932-
- 245 10 00 00 ¶a Sea change / ¶c by Robert B. Parker.
- 260 00 00 00 ¶a Waterville, Me. : ¶b Thorndike Press, ¶c 2006.
- 300 00 00 00 ¶a 325 p. (large print) ; ¶c 23 cm.
- 490 10 00 00 ¶a Jessie Stone mysteries ; ¶v 5
- 590 00 00 00 ¶a Library's copy signed by the author.
- 650 00 00 00 ¶a Stone, Jesse (Fictitious character) ¶v Fiction.
- 650 00 00 00 ¶a Police ¶z Massachusetts ¶v Fiction.
- 650 00 00 00 ¶a Police chiefs ¶v Fiction.
- 651 00 00 00 ¶a Massachusetts ¶v Fiction.
- 655 00 00 00 ¶a Mystery fiction. ¶2 gsafd
- 655 00 00 00 ¶a Large type books.
- 800 10 00 00 ¶a Parker, Robert B., ¶d 1932- ¶t Jessie Stone mysteries ; ¶v 5.

Leader

_____	Record Status	_____	Type of Record
_____	Bibliographic Level	_____	Encoding Level
_____	Descriptive Cataloging Form		

008 Field

_____	Date Entered on File	_____	Type of Date Code
_____	Date 1	_____	Date 2
_____	Country of Publication	_____	Illustrations
_____	Target Audience	_____	Form of Item
_____	Nature of Contents Code	_____	Government Publication
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

2. 020 020 ¶a 1415927529
 028 02 ¶a 6921-CD ¶b Books on Tape
 082 02 ¶a 813.54 ¶2 22
 092 020 ¶a ACD ¶b PARKER
 100 100 ¶a Parker, Robert B., ¶d 1932-
 245 10 ¶a Sea change ¶h [sound recording] / ¶c Robert B. Parker.
 250 020 ¶a Library ed.
 260 ¶a Santa Ana, CA : ¶b Books on Tape, ¶c p2006.
 300 ¶a 5 sound discs (ca. 370 min.) : ¶b digital ; ¶c 4 3/4 in.
 490 020 ¶a Mystery audiobooks
 511 0 ¶a Read by Scott Sowers.
 500 020 ¶a Unabridged.
 538 020 ¶a Compact disc.
 520 020 ¶a Jesse Stone investigates the murder of a woman, who is found in a cover near Paradise, Massachusetts. This leads to a world of wealth and depravity centered on a couple of yacht owners from Florida and their crowd.
 655 020 ¶a Audiobooks.
 700 100 ¶a Sowers, Scott.

Leader

_____	Record Status	_____	Type of Record
_____	Bibliographic Level	_____	Encoding Level
_____	Descriptive Cataloging Form		

008 Field

_____	Date Entered on File	_____	Type of Date Code
_____	Date 1	_____	Date 2
_____	Country of Publication	_____	Form of Composition
_____	Format of Music	_____	Undefined
_____	Target Audience	_____	Form of Item
_____	Accompanying matter	_____	Literary text
_____	Undefined	_____	Language Code
_____	Modified Record Code	_____	Cataloging Source Code

3. 020 ꞑꞑ ꞑa 9781415950043
 092 ꞑꞑ ꞑa DOWNLOADABLE AUDIO
 100 1ꞑ ꞑa Gilbert, Elizabeth, ꞑd 1969-
 245 00 ꞑa Eat, pray, love ꞑh [electronic resource] : ꞑb one woman's search for everything
 across Italy, India and Indonesia / ꞑc Elizabeth Gilbert.
 260 ꞑꞑ ꞑa [New York] : ꞑb Books on Tape, ꞑc c2007.
 440 ꞑ0 ꞑa Gaiam yoga video series
 500 ꞑꞑ ꞑa Downloadable audio file.
 538 ꞑꞑ ꞑa Requires OverDrive Media Console (file size: 184456 KB).
 538 ꞑꞑ ꞑa Mode of access: World Wide Web.
 500 ꞑꞑ ꞑa Title from title details screen.
 500 ꞑꞑ ꞑa Unabridged.
 500 ꞑꞑ ꞑa Duration: 12:49:56.
 511 0ꞑ ꞑa Read by the author.
 520 ꞑꞑ ꞑa Like many others, around the time Elizabeth Gilbert turned 30, she went through
 an early-onslaught midlife crisis. Although she had everything an educated woman
 was supposed to want, including a husband, a home, and a successful career, she
 was consumed with panic, grief, and confusion. This is an account of her pursuit of
 worldly pleasure, spiritual devotion, and what she really wanted out of life.
 600 10 ꞑa Gilbert, Elizabeth, ꞑd 1969-
 650 ꞑ0 ꞑa Travel writers.
 655 ꞑ0 ꞑa Audiobooks.
 856 40 ꞑu <http://wilbor.lib.overdrive.com/ContentDetails.htm?ID=22F51E9C-14BF-4DB7-98C1-41861E20C511>

Leader

_____	Record Status	_____	Type of Record
_____	Bibliographic Level	_____	Encoding Level
_____	Descriptive Cataloging Form		

008 Field

_____	Date Entered on File	_____	Type of Date Code
_____	Date 1	_____	Date 2
_____	Country of Publication	_____	Form of Composition
_____	Format of Music	_____	Undefined
_____	Target Audience	_____	Form of Item
_____	Accompanying matter	_____	Literary text
_____	Undefined	_____	Language Code
_____	Modified Record Code	_____	Cataloging Source Code

4. 024 1 ⌘ ⌘a 024543175902
 028 42 ⌘a 2227590 : ⌘b 20th Century Fox
 082 02 ⌘a 791.43/72 ⌘2 22
 092 ⌘⌘ ⌘a DVD ⌘b SIDEWAY
 245 00 ⌘a Sideways ⌘h [videorecording] / ⌘c Fox Searchlight Pictures presents a Michael London production ; screenplay by Alexander Payne & Jim Taylor ; directed by Alexander Payne.
 250 ⌘⌘ ⌘a Full screen ed.
 260 ⌘⌘ ⌘a Beverly Hills, Calif. : ⌘b 20th Century Fox Home Entertainment, ⌘c [2005], c2004.
 300 ⌘⌘ ⌘a 1 videodisc (ca. 127 min.) : ⌘b sd., col. ; ⌘c 4 3/4 in.
 490 0⌘ ⌘a 20th Century Fox award winners
 538 ⌘⌘ ⌘a DVD, region 1, full screen (1.33:1) presentation; dual layer, Dolby Digital 5.1 (English), Dolby surrounds (French and Spanish).
 546 ⌘⌘ ⌘a With English, French or Spanish language tracks and optional English, French or Spanish subtitles; closed-captioned.
 511 1⌘ ⌘a Paul Giamatti, Thomas Haden Church, Virginia Madson, Sandra Oh.
 508 ⌘⌘ ⌘a Director of photography, Phedon Papamichael ; editor, Kevin Tent ; music, Rolfe Kent ; costume designer, Wendy Chuck ; production designer, Jane Ann Stewart.
 546 ⌘⌘ ⌘a MPAA rating: R; for language, some strong sexual content and nudity.
 520 ⌘⌘ ⌘a Miles a divorced man and Jack his libertine friend take a road trip through California's wine country to celebrate Jack's final bachelor days. They indulge in wine, women and a yearning for the past, but eventually collide with reality.
 650 ⌘0 ⌘a Male friendship ⌘z California ⌘v Drama.
 650 ⌘0 ⌘a Man-woman relationships ⌘z California ⌘v Drama.
 650 ⌘0 ⌘a Divorced men ⌘z California ⌘v Drama.
 650 ⌘0 ⌘a Vineyards ⌘z California ⌘v Drama.
 651 ⌘0 ⌘a California ⌘v Drama.
 655 ⌘0 ⌘a Feature films.
 655 ⌘0 ⌘a Comedy films.
 655 ⌘0 ⌘a Videorecordings for the hearing impaired.
 700 1⌘ ⌘a Giamatti, Paul
 700 1⌘ ⌘a Church, Thomas Haden
 700 1⌘ ⌘a Madson, Virginia..
 700 1⌘ ⌘a Oh, Sandra, ⌘d 1971-

Leader

_____	Record Status	_____	Type of Record
_____	Bibliographic Level	_____	Encoding Level
_____	Descriptive Cataloging Form		

008 Field

_____	Date Entered on File	_____	Type of Date Code
_____	Date 1	_____	Date 2
_____	Country of Publication	_____	Running Time
_____	Undefined	_____	Target Audience
_____	Undefined	_____	Government Publication
_____	Form of Item	_____	Undefined

_____	Type of Visual Material	_____	Technique
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

5. 020 000 1884409490
024 100 724352932528
028 020 724352932528 : 000 Capitol
092 000 000 CD 000 BEATLES
110 200 000 Beatles.
245 100 000 One 000 [sound recording] / 000 Beatles.
246 130 000 Beatles 1
260 000 000 Hollywood, Calif. : 000 Capitol Records, 000 p2000.
300 000 000 1 sound disc : 000 digital ; 000 4 3/4 in.
511 000 000 John Lennon, Paul McCartney, Ringo Starr, and George Harrison.
500 000 000 All selections previously recorded.
505 000 000 Love me do – From me to you – She loves you – I want to hold your hand – Can't buy me love – A hard day's night – I feel fine – Eight days a week – Ticket to ride – Help! – Yesterday – Day tripper – We can work it out – Paperback writer – Yellow submarine – Eleanor Rigby – Penny Lane – All you need is love – Hello, goodbye – Lady Madonna – Hey Jude – Get back – The ballad of John and Yoko – Something – Come together – Let it be – The long and winding road.
650 000 000 Rock music 000 1961-1970.

Leader

_____	Record Status	_____	Type of Record
_____	Bibliographic Level	_____	Encoding Level
_____	Descriptive Cataloging Form		

008 Field

_____	Date Entered on File	_____	Type of Date Code
_____	Date 1	_____	Date 2
_____	Country of Publication	_____	Form of Composition
_____	Format of Music	_____	Undefined
_____	Target Audience	_____	Form of Item
_____	Accompanying matter	_____	Literary text
_____	Undefined	_____	Language Code
_____	Modified Record Code	_____	Cataloging Source Code

When you're finished, check your answers against those on the following pages.



Answers to Exercise 8: Leader and Fixed Field

1. **Leader**
- | | | | |
|---|-----------------------------|---|----------------|
| n | Record Status | a | Type of Record |
| m | Bibliographic Level | ø | Encoding Level |
| a | Descriptive Cataloging Form | | |
- 008 Field**
- | | | | |
|--------|-------------------------|-------|-----------------------------|
| 091123 | Date Entered on File | s | Type of Date Code |
| 2006 | Date 1 | øøøøø | Date 2 |
| meu | Country of Publication | øøøøø | Illustrations |
| ø | Target Audience | d | Form of Item |
| øøøøø | Nature of Contents Code | ø | Government Publication Code |
| 0 | Conference Publication | 0 | Festschrift Indicator |
| 0 | Index Indicator | ø | Undefined |
| 1 | Fiction Indicator | ø | Biography Code |
| eng | Language Code | ø | Modified Record Code |
| d | Cataloging Source Code | | |
2. **Leader**
- | | | | |
|---|-----------------------------|---|----------------|
| n | Record Status | i | Type of Record |
| m | Bibliographic Level | ø | Encoding Level |
| a | Descriptive Cataloging Form | | |
- 008 Field**
- | | | | |
|---------|------------------------|-------|------------------------|
| 091123 | Date Entered on File | s | Type of Date Code |
| 2006 | Date 1 | øøøøø | Date 2 |
| cau | Country of Publication | nn | Form of Composition |
| n | Format of Music | ø | Undefined |
| e | Target Audience | ø | Form of Item |
| øøøøøøø | Accompanying matter | f | Literary text |
| ø | Undefined | eng | Language Code |
| ø | Modified Record Code | d | Cataloging Source Code |

3	Leader			
	n	Record Status	i	Type of Record
	m	Bibliographic Level	∅	Encoding Level
	a	Descriptive Cataloging Form		
	008 Field			
	091123	Date Entered on File	s	Type of Date Code
	2007	Date 1	∅∅∅∅	Date 2
	nyu	Country of Publication	nn	Form of Composition
	n	Format of Music	∅	Undefined
	e	Target Audience	s	Form of Item
	∅∅∅∅∅∅	Accompanying matter	a	Literary text
	∅	Undefined	eng	Language Code
	∅	Modified Record Code	d	Cataloging Source Code

4.	Leader			
	n	Record Status	g	Type of Record
	m	Bibliographic Level	∅	Encoding Level
	a	Descriptive Cataloging Form		
	008 Field			
	091123	Date Entered on File	t	Type of Date Code
	2005	Date 1	2004	Date 2
	cau	Country of Publication	127	Running Time
	∅	Undefined	e	Target Audience
	∅∅∅∅∅∅	Undefined	∅	Government Publication Code
	∅	Form of Item	∅	Undefined
	V	Type of Visual Material	l	Technique
	eng	Language Code	∅	Modified Record Code
	d	Cataloging Source Code		

5.	Leader			
	n	Record Status	j	Type of Record
	m	Bibliographic Level	∅	Encoding Level
	a	Descriptive Cataloging Form		
	008 Field			
	091123	Date Entered on File	s	Type of Date Code
	2000	Date 1	∅∅∅∅	Date 2
	cau	Country of Publication	rc	Form of Composition
	n	Format of Music	∅	Undefined
	g	Target Audience	∅	Form of Item
	∅∅∅∅∅∅	Accompanying matter	∅	Literary text
	∅	Undefined	eng	Language Code
	∅	Modified Record Code	d	Cataloging Source Code