

Cataloging: Intermediate

by

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Cataloging: Intermediate
Revised June 2002

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Workshop Outline Welcome and Introductions

An Overview of the Fields of a MARC Record

Variable Fields and Fixed Fields
MARC Tag Groups
Bibliography of Selected Cataloging Tools

Variable Fields

Classification and Control Numbers
Name Headings
Titles
Uniform Titles
Edition, Publisher, and Physical Description
Series
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Subject Headings

The Leader

The 008 Field

In Conclusion

More questions and answers
Evaluation

Introduction to *Cataloging Intermediate*

Cataloging exists to provide access to the holdings of a library. Its purpose is to record, describe, and index the materials in a collection. Cataloging is, therefore, the process of preparing bibliographic records that together will comprise a library's catalog. This catalog may be in either paper or electronic form, although electronic form is now considered the norm.

Purpose

This workshop is designed to teach the skills that are necessary to apply the MARC Format to the cataloging record. Adherence to the standards of *MARC 21 Format for Bibliographic Data* and to the *Anglo-American Cataloguing Rules, 2nd edition, 2002 Revision* are emphasized.

Overview

This workshop is divided into four sections:

1. An Overview of the Fields of a MARC Record
2. Variable Fields
3. The Leader
4. The 008 Field

Audience

This workshop is designed for people who are familiar with descriptive cataloging rules. Knowledge of the descriptive portions of the cataloging record (title statement through notes) as presented in *Cataloging: Introduction* is assumed.

Class Time

This workshop is scheduled for five hours. It is a combination of lecture, small-group discussion, and written exercises.

**Introduction to
Cataloging
*Intermediate***

Learning Objectives

By the end of this session, participants will be able to meet the following objectives.

- T** Identify the major fields which make up the MARC format.
- T** Match the descriptive portion of the cataloging record to the appropriate MARC fields.
- T** Supply the appropriate MARC tags, indicators, and subfields for access points.
- T** Fill in the mandatory elements of the Leader and 008 fields.

Notes:

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 (<i>b</i>) 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
- 049 Local holdings
- 050 LC-assigned LC classification number
- 082 LC-assigned Dewey class number
- 090 Locally-assigned LC call number
- 092 Locally-assigned Dewey call number
- 099 Local call numbers

100 through 199 Main entry headings
(do not use for a title main entry)

- 100 Personal name
- 110 Corporate/geographic name
- 111 Meeting name
- 130 Uniform title

200 through 299 Title and title paragraph

- 240 Uniform title
- 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
- 502 Dissertation note
- 504 Bibliography note
- 505 Formatted contents note
- 520 Summary note
- 533 Reproduction note
- 590 Local note

600 through 699 Subject headings

600	Personal name
610	Corporate name
611	Meeting name
630	Uniform title
650	Topical
651	Geographic
655	Genre/Form
690	Local topical
691	Local geographic

700 through 799 Added entries and linking entries

700	Personal name
710	Corporate name
711	Conference name
730	Uniform title
740	Uncontrolled related/analytical title

800 through 899 Series added entries and variant forms of entry

800	Personal name
810	Corporate name
811	Meeting name
830	Uniform title

900 through 999 Local-use fields

949	Local holdings for union catalogs
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Bibliography of Selected Cataloging Tools

The following bibliography lists selected cataloging tools which you will find helpful to have on hand when you are cataloging.

Anglo-American Cataloguing Rules, 2nd. ed., 1998 revision. Chicago: American Library Association, 1998. ISBN: 0-8389-3485-4 (pbk.).

Bibliographic Formats and Standards. 3rd ed. Dublin, Ohio: OCLC, 2002. Available online at: <http://www.oclc.org/oclc/bib/about.htm>

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Dewey Decimal Classification and Relative Index. 21st ed.
Albany, New York: Forest Press, 1996. ISBN: 0-910608-50-4.

Free-Floating Subdivisions: An Alphabetical Index. Washington,
D.C.: Cataloging Distribution Service, Library of Congress. ISSN:
1052-1445. Published annually.

Gorman, Michael. *The Concise AACR2, 1998 Revision.* Chicago,
Ill. : American Library Association, 1999. ISBN: 0838934940.

*Guidelines on Subject Access to Individual Works of Fiction,
Drama, Etc.* 2nd ed. Chicago: American Library Association,
2000. ISBN: 0-8389-3503-6.

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Washington, D.C.: Library of Congress, 1976-

Library of Congress Rule Interpretations. Washington, D.C.:
Library of Congress, 1998-. ISBN: 0-8444-0639-2.

Library of Congress Subject Headings. Washington, D.C.:
Cataloging Distribution Service, Library of Congress. ISSN: 1048-
9711.

MARC Code List for Languages. Washington, D.C.: Cataloging
Distribution Service, Library of Congress, 2000. ISBN: 0-8444-
1012-8.

MARC 21 Format for Authority Data. Washington, D.C.:
Cataloging Distribution Service, Library of Congress, 1999- ISBN:
0-8444-0997-9 (loose-leaf).

MARC 21 Format for Bibliographic Data. Washington, D.C.:
Cataloging Distribution Service, Library of Congress, 1999- ISBN:
0-8444-0989-8 (loose-leaf).

Maxwell, Robert L. *Maxwell's Handbook for AACR2R 1988
Revision: Explaining and Illustrating the Anglo-American
Cataloguing Rules and the 1993 Amendments.* Chicago:
American Library Association, 1997. ISBN: 0838907040.

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Maryland: National Library of Medicine. ISSN: 0147-5711.

Mitchell, Joan et al. *Dewey Decimal Classification: A Practical
Guide.* 2nd ed. 1996. ISBN: 1910608555.

National Library of Medicine Classification. 5th ed. Bethesda, Maryland: National Library of Medicine, 1994. ISBN: 0-16-045397-6.

Olson, Nancy. *Cataloging of Audiovisual Materials and Other Special Materials : a Manual Based on AACR2*. 4th ed., rev. DeKalb, Ill. : Media Marketing Group, 1998. ISBN: 0933474539.

Sears List of Subject Headings. 16th ed. New York: H. W. Wilson, 1997. ISBN: 0824209206.

Subject Cataloging Manual: Subject Headings. 5th ed. 1996. ISBN: 0-8444-0906-5.

USMARC Code List for Countries. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1993. ISBN: 0-8444-0825-5.

Wynar, Bohdan S. *Introduction to Cataloging and Classification*. 8th ed. 1992. 0872879674.

American Library Association publications are available from:

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Quiz 1: An Overview of the Fields of a MARC

1. The main reason catalogers use the MARC format is:
 - a. MARC is a communications standard that allows libraries to share cataloging data.
 - b. MARC makes it easier to print catalog cards.
 - c. MARC records are required for circulation systems.

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

050 Library of Congress Class/Call Number (R)

<u>1st Indicator</u>	<u>Existence in LC collection</u>	
 	No information provided	
0	Item is in LC	
1	Item is not in LC	
<u>2nd Indicator</u>	<u>Source of class/call number</u>	
 	No information provided	
0	Assigned by LC	
4	Assigned by agency other than LC	
<u>Subfields</u>		
a	Class number (R)	
b	Item number	
<u>Examples</u>		
050	00	#a BF723.M54 #b S38 1994
050	00	#a QA76.15 #b .H32 1997

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

09x 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>		
090	∅∅	‡a NC1763.C35 ‡b N39 1997
092	∅∅	‡a 741.5 ‡b NEW



Exercise 1: Classification and Control Numbers

Throughout the following exercises, you will be creating MARC records for fifteen books. 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. _____ †_____ 90-24094
_____ †_____ 0385419589 : †_____ \$15.00
_____ †_____ BR53 †_____ .C35 1991 [Locally-assigned LC number]
_____ †_____ 274.103 †_____ CEL [Locally-assigned Dewey number]
2. _____ †_____ 85-5975/AC
_____ †_____ 0872260151
_____ †_____ BL1802 †_____ .C557 1985 [Locally-assigned LC number]
_____ †_____ 299.51 †_____ CHR [Locally-assigned Dewey number]
3. _____ †_____ 70-80806
_____ †_____ CT275.C3 †_____ H27 1969 [Locally-assigned LC number]
_____ †_____ B †_____ CAR [Locally-assigned Dewey number]
4. _____ †_____ 91-16985
_____ †_____ 0801842360 : †_____ \$24.95
_____ †_____ E77 †_____ .D694 1992 [Locally-assigned LC number]
_____ †_____ 973.0497 †_____ DOW [Locally-assigned Dewey number]
5. _____ †_____ 71-108606
_____ †_____ 0824204115
_____ †_____ LA186 †_____ .T35 [Locally-assigned LC number]
_____ †_____ 378.1 †_____ TUR [Locally-assigned Dewey number]

6. _____ ₣_____ 92-44543
 _____ ₣_____ 0813808375 (acid-free paper)
 _____ ₣_____ F619.3 ₣_____ .D55 1993 [Locally-assigned LC number]
 _____ ₣_____ 917.77 ₣_____ DIL [Locally-assigned Dewey number]
7. _____ ₣_____ 93-24749
 _____ ₣_____ 0879758708 : ₣_____ \$23.95
 _____ ₣_____ BF1045.N4 ₣_____ .B53 1993 [Locally-assigned LC number]
 _____ ₣_____ 133.9 ₣_____ BLA [Locally-assigned Dewey number]
8. _____ ₣_____ 78-172792
 _____ ₣_____ PS3511.A86 ₣_____ Z943 [Locally-assigned LC number]
 _____ ₣_____ 813.52 ₣_____ PAG [Locally-assigned Dewey number]
9. _____ ₣_____ 79-116762
 _____ ₣_____ QD33 ₣_____ .H45 1970 [Locally-assigned LC number]
 _____ ₣_____ 540 ₣_____ HEI [Locally-assigned Dewey number]
10. _____ ₣_____ 86-46152
 _____ ₣_____ 0394471482
 _____ ₣_____ HQ769 ₣_____ .B5249 1987 [Locally-assigned LC number]
 _____ ₣_____ 649.1 ₣_____ BET [Locally-assigned Dewey number]
11. _____ ₣_____ 95-4943
 _____ ₣_____ 0684800454
 _____ ₣_____ GT4403 ₣_____ .H37 1995 [Locally-assigned LC number]
 _____ ₣_____ 394.261 ₣_____ HAR [Locally-assigned Dewey number]
12. _____ ₣_____ 90-42854
 _____ ₣_____ 0899084796 (lib.)
 _____ ₣_____ 0899084540 (pbk.)
 _____ ₣_____ Z657 ₣_____ .O44 1990 [Locally-assigned LC number]
 _____ ₣_____ 363.31 ₣_____ ORR [Locally-assigned Dewey number]

13. _____ ≠ _____ 96-43427
 _____ ≠ _____ 0062700782 (thumb indexed)
 _____ ≠ _____ 0062701754
 _____ ≠ _____ BJ1853 ≠ _____ .P6 1997 [Locally-assigned LC number]
 _____ ≠ _____ 395 ≠ _____ POS [Locally-assigned Dewey number]
14. _____ ≠ _____ 97-23397
 _____ ≠ _____ 0717201309 (set : alk. paper)
 _____ ≠ _____ AE5 ≠ _____ .E333 1998 [Locally-assigned LC number]
 _____ ≠ _____ 031 ≠ _____ ENC [Locally-assigned Dewey number]
15. _____ ≠ _____ 78-180086
 _____ ≠ _____ BJ1581.2 ≠ _____ .L23 [Locally-assigned LC number]
 _____ ≠ _____ 248.4 ≠ _____ LAI [Locally-assigned Dewey number]

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

- | | | | | |
|-----|-----|----|----------------------------------|---------------------------------|
| 9. | 010 | bb | ‡a 79-116762 | |
| | 090 | bb | ‡a QD33 ‡b .H45 1970 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 540 ‡b HEI | [Locally-assigned Dewey number] |
| 10. | 010 | bb | ‡a 86-46152 | |
| | 020 | bb | ‡a 0394471482 | |
| | 090 | bb | ‡a HQ769 ‡b .B5249 1987 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 649.1 ‡b BET | [Locally-assigned Dewey number] |
| 11. | 010 | bb | ‡a 95-4943 | |
| | 020 | bb | ‡a 0684800454 | |
| | 090 | bb | ‡a GT4403 ‡b .H37 1995 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 394.261 ‡b HAR | [Locally-assigned Dewey number] |
| 12. | 010 | bb | ‡a 90-42854 | |
| | 020 | bb | ‡a 0899084796 (lib.) | |
| | 020 | bb | ‡a 0899084540 (pbk.) | |
| | 090 | bb | ‡a Z657 ‡b .O44 1990 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 363.31 ‡b ORR | [Locally-assigned Dewey number] |
| 13. | 010 | bb | ‡a 96-43427 | |
| | 020 | bb | ‡a 0062700782 (thumb indexed) | |
| | 020 | bb | ‡a 0062701754 | |
| | 090 | bb | ‡a BJ1853 ‡b .P6 1997 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 395 ‡b POS | [Locally-assigned Dewey number] |
| 14. | 010 | bb | ‡a 97-23397 | |
| | 020 | bb | ‡a 0717201309 (set : alk. paper) | |
| | 090 | bb | ‡a AE5 ‡b .E333 1998 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 031 ‡b ENC | [Locally-assigned Dewey number] |
| 15. | 010 | bb | ‡a 78-180086 | |
| | 090 | bb | ‡a BJ1581.2 ‡b .L23 | [Locally-assigned LC number] |
| | 092 | bb | ‡a 248.4 ‡b LAI | [Locally-assigned Dewey number] |

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.

111 Main Entry -- Meeting Name (NR)

1st Indicator Form of Name
 0 Inverted name
 1 Jurisdiction name
 2 Name in direct order (use for all AACR2 headings)

2nd Indicator Undefined

Ø

Subfields

a Meeting name or jurisdiction name
 c Location of meeting
 d Date of meeting
 n Number of meeting

Examples

111 2Ø †a Olympic Games †n (26th : †d 1996 : †c Atlanta, Ga.)

111 2Ø †a San Francisco Cancer Symposium †n (31st : †d 1996)

700 Added Entry -- Personal Name (R)

1st Indicator Type of personal name

0 Forename
 1 Single 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

<u>2nd Indicator</u>	<u>Type of added entry</u>	
Ø	No information provided	
2	Analytical entry	
<u>Subfields</u>		
a	Corporate name or jurisdiction name	
b	Subordinate unit (R)	
<u>Examples</u>		
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.

711 Added Entry -- Meeting Name (R)

<u>1st Indicator</u>	<u>Form of Name</u>	
1	Jurisdiction name	
2	Name in direct order	
<u>2nd Indicator</u>	<u>Type of added entry</u>	
Ø	No information provided	
2	Analytical entry	
<u>Subfields</u>		
a	Meeting name or jurisdiction name	
c	Location of meeting	
d	Date of meeting	
n	Number of meeting	
<u>Examples</u>		
711	2Ø	‡a Olympic Games ‡n (26th : ‡d 1996 : ‡c Atlanta, Ga.)
711	2Ø	‡a San Francisco Cancer Symposium ‡n (31st : ‡d 1996)



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. ____ ____ ____ †_____ Van de Weyer, Robert. [added entry]
2. ____ ____ ____ †_____ Christie, Anthony. [main entry]
3. ____ ____ ____ †_____ Hendrick, Burton Jesse, †_____ 1870-1949. [main entry]
4. ____ ____ ____ †_____ Dowd, Gregory Evans. [main entry]
5. ____ ____ ____ †_____ Bander, Edward J. [added entry]
6. ____ ____ ____ †_____ Dilts, Harold E. [main entry]
7. ____ ____ ____ †_____ Blackmore, Susan J., †_____ 1951- [main entry]
8. ____ ____ ____ †_____ Page, Sally R. [main entry]
9. ____ ____ ____ †_____ Hein, Morris. [main entry]
10. ____ ____ ____ †_____ Bettelheim, Bruno. [main entry]
11. ____ ____ ____ †_____ Harris, Jessica B. [main entry]
12. ____ ____ ____ †_____ Orr, Lisa, †_____ 1966- [added entry]
13. ____ ____ ____ †_____ Post, Peggy, †_____ 1945- [main entry]
- ____ ____ ____ †_____ Post, Emily, †_____ 1873-1960. †_____ Etiquette. [added entry]

14. _____ ÷ _____ Grolier Incorporated.

[added entry]

15. _____ ÷ _____ Lair, Jess.

[main entry]

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



Answers to Exercise 2: Name Headings

1. 700 1Ø †a Van de Weyer, Robert. [added entry]
2. 100 1Ø †a Christie, Anthony. [main entry]
3. 100 1Ø †a Hendrick, Burton Jesse, †d 1870-1949. [main entry]
4. 100 1Ø †a Dowd, Gregory Evans. [main entry]
5. 700 1Ø †a Bander, Edward J. [added entry]
6. 100 1Ø †a Dilts, Harold E. [main entry]
7. 100 1Ø †a Blackmore, Susan J., †d 1951- [main entry]
8. 100 1Ø †a Page, Sally R. [main entry]
9. 100 1Ø †a Hein, Morris. [main entry]
10. 100 1Ø †a Bettelheim, Bruno. [main entry]
11. 100 1Ø †a Harris, Jessica B. [main entry]
12. 700 1Ø †a Orr, Lisa, †d 1966- [added entry]
13. 100 1Ø †a Post, Peggy, †d 1945- [main entry]
700 1Ø †a Post, Emily, †d 1873-1960. †t Etiquette. [added entry]
14. 710 2Ø †a Grolier Incorporated. [added entry]
15. 100 1Ø †a Lair, Jess. [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.

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
<u>Examples</u>		
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)

<u>1st Indicator</u>	<u>Note controller/title added entry</u>	
0		Note, no title added entry
1		Note, title added entry
3		No note, title added entry
<u>2nd Indicator</u>	<u>Type of title</u>	
∅		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
<u>Subfields</u>		
a		Title proper/short title
b		Remainder of title
i		Display text
<u>Examples</u>		
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

740 Added Entry -- Uncontrolled Related/Analytical Title (R)

<u>1st Indicator</u>	<u>Number of nonfiling characters</u>	
0-9		Number of nonfiling character present
<u>2nd Indicator</u>	<u>Type of added entry</u>	
∅		No information provided
2		Analytical entry
<u>Subfields</u>		
a		Title
<u>Examples</u>		
245	10	‡a Speedway! ; ‡b Spin-out ; Crypto-logic! [book has no collective title]
246	3∅	‡a Speedway! : Spin-out! ; Crypto-logic!
740	02	‡a Spin-out!
740	02	‡a Crypto-logic!
505	0	‡a The scarlet letter -- Rappaccini's daughter.
740	42	‡a The scarlet letter.
740	02	‡a Rappaccini's daughter.



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. ____ ____ ____ ‡____ Celtic fire : ‡____ the passionate religious vision of ancient Britain and Ireland / ‡____ edited by Robert Van de Weyer.
[title main entry]
2. ____ ____ ____ ‡____ Chinese mythology / ‡____ Anthony Christie.
3. ____ ____ ____ ‡____ The life of Andrew Carnegie / ‡____ by Burton J. Hendrick ; introduction to the J. & J. Harper ed. by Louis Hacker.
4. ____ ____ ____ ‡____ A spirited resistance : ‡____ the North American Indian struggle for unity, 1745-1815 / ‡____ Gregory Evans Dowd.
5. ____ ____ ____ ‡____ Turmoil on the campus / ‡____ edited by Edward J. Bander.
[title main entry]
6. ____ ____ ____ ‡____ From Ackley to Zwingle : ‡____ the origins of Iowa place names / ‡____ Harold E. Dilts.
7. ____ ____ ____ ‡____ Dying to live : ‡____ near-death experiences / ‡____ Susan Blackmore.
[title]
- ____ ____ ____ ‡____ Coming close to death. [added entry; analytical title]
- ____ ____ ____ ‡____ Stages of dying. [added entry; analytical title]
- ____ ____ ____ ‡____ Visions from the dying brain [added entry; analytical title]

8. _____ †_____ Faulkner's women : †_____ characterization and meaning /
 †_____ Sally R. Page.
9. _____ †_____ Foundations of college chemistry / †_____ Morris Hein.
10. _____ †_____ A good enough parent : †_____ a book on child-rearing /
 †_____ Bruno Bettelheim.
11. _____ †_____ A Kwanzaa keepsake : †_____ celebrating the holiday with new
 traditions and feasts / †_____ Jessica B. Harris.
12. _____ †_____ Censorship : †_____ opposing viewpoints / †_____ Lisa Orr,
 book editor. [title main entry]
 [added entries, analytical titles]
 _____ †_____ Should there be limits to free speech?
 _____ †_____ Should the news media be regulated?
 _____ †_____ Does national security justify censorship?
 _____ †_____ Is school and library censorship justified?
 _____ †_____ Should pornography be censored?
13. _____ †_____ Emily Post's Etiquette. [title]
 _____ †_____ Etiquette [variant form of title; portion of title]
14. _____ †_____ The encyclopedia Americana. [title main entry]
15. _____ †_____ "I ain't much, baby – but I'm all I've got" / †_____ Jess Lair.

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



Answers to Exercise 3: Titles

1. 245 00 †a Celtic fire : †b the passionate religious vision of ancient Britain and Ireland / †c edited by Robert Van de Weyer. [title main entry]
2. 245 10 †a Chinese mythology / †c Anthony Christie.
3. 245 14 †a The life of Andrew Carnegie / †c by Burton J. Hendrick ; introduction to the J. & J. Harper ed. by Louis Hacker.
4. 245 12 †a A spirited resistance : †b the North American Indian struggle for unity, 1745-1815 / †c Gregory Evans Dowd.
5. 245 00 †a Turmoil on the campus / †c edited by Edward J. Bander. [title main entry]
6. 245 10 †a From Ackley to Zwingle : †b the origins of Iowa place names / †c Harold E. Dilts.
7. 245 10 †a Dying to live : †b near-death experiences / †c Susan Blackmore.
[title]
740 02 †a Coming close to death. [added entry; analytical title]
740 02 †a Stages of dying. [added entry; analytical title]
740 02 †a Visions from the dying brain. [added entry; analytical title]
8. 245 10 †a Faulkner's women : †b characterization and meaning / †c Sally R. Page.
9. 245 10 †a Foundations of college chemistry / †_____ Morris Hein.
10. 245 12 †a A good enough parent : †b a book on child-rearing / †c Bruno Bettelheim.
11. 245 12 †a A Kwanzaa keepsake : †b celebrating the holiday with new traditions and feasts / †c Jessica B. Harris.

- | | | | | |
|-----|-----|----|--|---|
| 12. | 245 | 00 | ≠a Censorship : ≠b opposing viewpoints / ≠c Lisa Orr, book editor. | [title main entry] |
| | | | | [added entries, analytical titles] |
| | 740 | 02 | ≠a Should there be limits to free speech? | |
| | 740 | 02 | ≠a Should the news media be regulated? | |
| | 740 | 02 | ≠a Does national security justify censorship? | |
| | 740 | 02 | ≠a Is school and library censorship justified? | |
| | 740 | 02 | ≠a Should pornography be censored? | |
| 13. | 245 | 10 | ≠a Emily Post's Etiquette. | [title] |
| | 246 | 30 | ≠a Etiquette | [variant form of title; portion of title] |
| 14. | 245 | 04 | ≠a The encyclopedia Americana. | [title main entry] |
| 15. | 245 | 10 | ≠a "I ain't much, baby – but I'm all I've got" / ≠c Jess Lair. | |

Uniform Titles

Uniform titles are access points. They 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).

Do not enter initial articles for uniform titles.

Frequently-used tags and subfields are as follows:

130 Main Entry - Uniform Title (NR)	
<u>1st Indicator</u>	<u>Nonfiling characters</u>
0	Number of nonfiling characters
<u>2nd Indicator</u>	<u>Undefined</u>
0	
<u>Subfields</u>	
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
<u>Examples</u>	
130	00 †a Beowulf. †l English
245	14 †a The story of Beowulf.
130	00 †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
<u>Subfields</u>	
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	1Ø	‡a Heine, Heinrich, ‡d 1797-1856.
240	10	‡a Geständnisse. ‡l English
245	10	‡a Confessions / ‡c Heinrich Heine.
110	1Ø	‡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>
Ø	No information provided
2	Analytical entry
<u>Subfields</u>	
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	0Ø	‡a Shadow (Radio program)



Exercise 4: Uniform Titles

Add the appropriate tags, indicator values and subfield codes to the following uniform title, main entry, and title fields (100, 130, 240, 245). Since none of the fifteen books selected for these exercises has a uniform title, additional exercises were prepared.

1. - 15. [No uniform titles.]

Additional practice:

16. _____ †_____ New Yorker (New York, N.Y. : 1925) [added entry]
17. _____ †_____ Twain, Mark, †_____ 1835-1910. [main entry]
_____ †_____ Adventures of Huckleberry Finn. †_____ Polish.
_____ †_____ 1981.
_____ †_____ Przygody Hucka / †_____ Mark Twain. [title]
18. _____ †_____ Bible. †_____ N.T. †_____ English. †_____ New English. †_____ 1961.
_____ †_____ The New English Bible. [title]
19. _____ †_____ Marx, Karl, †_____ 1818-1883. [main entry]
_____ †_____ Selections. †_____ English. †_____ 1982.
_____ †_____ On religion / †_____ by Karl Marx and Friedrich Engels ; introduction by Reinhold Niebuhr. [title]
20. _____ †_____ The Gone with the wind cookbook. [title main entry]
_____ †_____ Gone with the wind (Motion picture) [added entry]

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



Answers to Exercise 4: Uniform Titles

16. 730 0Ø †a New Yorker (New York, N.Y. : 1925) [added entry]
17. 100 1Ø †a Twain, Mark, †d 1835-1910. [main entry]
240 10 †a Adventures of Huckleberry Finn. †l Polish. †f 1981.
245 10 †a Przygody Hucka / †c Mark Twain. [title]
18. 130 0Ø †a Bible. †p N.T. †l English. †s New English. †f 1961.
245 14 †a The New English Bible. [title]
19. 100 1Ø †a Marx, Karl, †d 1818-1883. [main entry]
240 10 †a Selections. †l English. †f 1982.
245 10 †a On religion / †c by Karl Marx and Friedrich Engels ; introduction by
Reinhold Niebuhr. [title]
20. 245 04 †a The Gone with the wind cookbook. [title main entry]
730 0Ø †a Gone with the wind (Motion picture) [added entry]

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).

Frequently-used tags and subfields are as follows:

250 Edition Statement (NR)

1st Indicator Undefined

↳

2nd Indicator Undefined

↳

Subfields

a Edition statement

b Remainder of edition statement

Examples

250	↳↳	‡a 1st ed.
250	↳↳	‡a Rev.
250	↳↳	‡a 5th ed. / ‡b revised by Janet Lambert ; foreword by Rosamond Du Jardin.

260 Publication, Distribution, Etc. (NR)

1st Indicator Undefined

↳

2nd Indicator Undefined

↳

Subfields

a Place of publication, distribution, etc. (R)

b Name of publisher, distributor, etc. (R)

c Date of publication, distribution, etc. (R)

Examples

260	↳↳	‡a Garden City, N.Y. : ‡b Published for the Crime Club by Doubleday, ‡c 1981.
260	↳↳	‡a Ames, Iowa : ‡b Iowa State University Press, ‡c 1998.
260	↳↳	‡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 5: 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. _____ 1st ed.
_____ New York : _____ Doubleday, _____ 1991.
_____ 359 p. : _____ ill. ; _____ 24 cm.
2. _____ New rev. ed.
_____ New York : _____ P. Bedrick Books, _____ 1985, c1983.
_____ 144 p. : _____ ill. (some col.) ; _____ 29 cm.
3. _____ New York : _____ Harper & Row, _____ [1969, c1932]
_____ 2 v. : _____ ill., ports. ; _____ 22 cm.
4. _____ Baltimore, Md. : _____ Johns Hopkins University Press,
_____ c1992.
_____ xxiv, 261 p. : _____ ill. ; _____ 24 cm.
5. _____ New York : _____ H. W. Wilson, _____ 1970.
_____ 276 p. ; _____ 20 cm.
6. _____ 2nd ed.
_____ Ames, Iowa : _____ Iowa State University Press, _____
c1993.
_____ ix, 235 p. : _____ ill., map ; _____ 23 cm.
7. _____ Buffalo, N.Y. : _____ Prometheus Books, _____ 1993.
_____ xii, 291 p. : _____ ill. ; _____ 24 cm.

8. _____ †_____ De Land, Fla. : †_____ Everett/Edwards, †_____ [1972]
 _____ †_____ xxix, 233 p. ; †_____ 24 cm.
9. _____ †_____ 2nd ed.
 _____ †_____ Belmont, Calif. : †_____ Dickenson, †_____ [1970]
 _____ †_____ xv, 447 p. : †_____ ill. ; †_____ 26 cm. + †_____ teacher's
 guide (23 p. ; 18 cm.)
10. _____ †_____ 1st ed.
 _____ †_____ New York : †_____ Knopf : †_____ distributed by Random
 House, †_____ 1987.
 _____ †_____ xii, 377 p. ; †_____ 24 cm.
11. _____ †_____ New York : †_____ Simon & Schuster, †_____ c1995.
 _____ †_____ 176 p. : †_____ ill. ; †_____ 24 cm.
12. _____ †_____ San Diego, CA : †_____ Greenhaven Press, †_____ c1990.
 _____ †_____ 238 p. : †_____ ill. ; †_____ 24 cm.
13. _____ †_____ 16th ed. / †_____ Peggy Post.
 _____ †_____ New York : †_____ HarperCollins, †_____ c1997.
 _____ †_____ xvii, 845 p. : †_____ ill. ; †_____ 25 cm.
14. _____ †_____ International ed.
 _____ †_____ Danbury, Conn. : †_____ Grolier, †_____ c1998.
 _____ †_____ 30 v. : †_____ ill. (some col.) ; †_____ 26 cm.
15. _____ †_____ Garden City, N.Y. : †_____ Doubleday, †_____ 1972.
 _____ †_____ 215 p. ; †_____ 21 cm.

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



Answers to Exercise 5: Edition, Publisher and Physical Description

1. 250 000 †a 1st ed.
260 000 †a New York : †b Doubleday, †c 1991.
300 000 †a 359 p. : †b ill. ; †c 24 cm.
2. 250 000 †a New rev. ed.
260 000 †a New York : †b P. Bedrick Books, †c 1985, c1983.
300 000 †a 144 p. : †b ill. (some col.) ; †c 29 cm.
3. 260 000 †a New York : †b Harper & Row, †c [1969, c1932]
300 000 †a 2 v. : †b ill., ports. ; †c 22 cm.
4. 260 000 †a Baltimore, Md. : †b Johns Hopkins University Press, †c c1992.
300 000 †a xxiv, 261 p. : †b ill. ; †c 24 cm.
5. 260 000 †a New York : †b H. W. Wilson, †c 1970.
300 000 †a 276 p. ; †c 20 cm.
6. 250 000 †a 2nd ed.
260 000 †a Ames, Iowa : †b Iowa State University Press, †c c1993.
300 000 †a ix, 235 p. : †b ill., map ; †c 23 cm.
7. 260 000 †a Buffalo, N.Y. : †b Prometheus Books, †c 1993.
300 000 †a xii, 291 p. : †b ill. ; †c 24 cm.
8. 260 000 †a De Land, Fla. : †b Everett/Edwards, †c [1972]
300 000 †a xxix, 233 p. ; †c 24 cm.
9. 250 000 †a 2nd ed.
260 000 †a Belmont, Calif. : †b Dickenson, †c [1970]
300 000 †a xv, 447 p. : †b ill. ; †c 26 cm. + †e teacher's guide (23 p. ; 18 cm.)
10. 250 000 †a 1st ed.
260 000 †a New York : †b Knopf : †b distributed by Random House, †c 1987.
300 000 †a xii, 377 p. ; †c 24 cm.
11. 260 000 †a New York : †b Simon & Schuster, †c c1995.
300 000 †a 176 p. : †b ill. ; †c 24 cm.

-
12. 260 bb †a San Diego, CA : †b Greenhaven Press, †c c1990.
300 bb †a 238 p. : †b ill. ; †c 24 cm.
13. 250 bb †a 16th ed. / †b Peggy Post.
260 bb †a New York : †b HarperCollins, †c c1997.
300 bb †a xvii, 845 p. : †b ill. ; †c 25 cm.
14. 250 bb †a International ed.
260 bb †a Danbury, Conn. : †b Grolier, †c c1998.
300 bb †a 30 v. : †b ill. (some col.) ; †c 26 cm.
15. 260 bb †a Garden City, N.Y. : †b Doubleday, †c 1972.
300 bb †a 215 p. ; †c 21 cm.

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 three options for MARC tagging:

- Use a 440 when the way the series appears on the item is also the way you will access the series.
- 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.
- Use a 490, first indicator 1 when the way the series appears on the item is not the way you will access the series. Add an 8xx as a uniform series title.

Frequently-used tags and subfields are as follows:

440 Series Statement/Added Entry (R)

<u>1st Indicator</u>	<u>Undefined</u>	
Ø		
<u>2nd Indicator</u>	<u>Nonfiling characters</u>	
0-9	Number of nonfiling characters present	
<u>Subfields</u>		
a	Series title	
v	Volume number	
<u>Examples</u>		
440	Ø0	‡a This is Switzerland
440	Ø0	‡a Walt Disney film library ; ‡v v. 8
440	Ø4	‡a The orchestra ; ‡v 22

490 Series Statement (R)

<u>1st Indicator</u>	<u>Specifies whether series is traced</u>	
0	Series not traced	
1	Series traced differently	
<u>2nd Indicator</u>	<u>Undefined</u>	
Ø		
<u>Subfields</u>		
a	Series statement (R)	
v	Volume number (R)	
<u>Examples</u>		
490	ØØ	‡a Second series
490	ØØ	‡a The Queen Bee books ; ‡v no. 16
490	1Ø	‡a Goosebumps ; ‡v 4
800	1Ø	‡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>	
Ø		
<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)	
<u>Examples</u>		
800	1Ø	‡a Keene, Carolyn. ‡t Nancy Drew mystery stories.

810 Series Added Entry -- Corporate Name (R)

<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>	
Ø		
<u>Subfields</u>		
a	Corporate name or jurisdiction name	
b	Subordinate unit (R)	
t	Title of a work	
v	Volume number (R)	
<u>Examples</u>		
810	2Ø	‡a Walt Disney Productions. ‡t Special series ; ‡v no. 28.
810	2Ø	‡a Museum of Modern Art (New York, N.Y.) ‡t Report.

811 Series Added Entry -- Meeting Name (R)

<u>1st Indicator</u>	<u>Form of Name</u>	
1	Jurisdiction name	
2	Name in direct order	
<u>2nd Indicator</u>	<u>Undefined</u>	
Ø		
<u>Subfields</u>		
a	Meeting name or jurisdiction name	
c	Location of meeting	
d	Date of meeting	
n	Number of meeting	
t	Title of a work	
v	Volume number (R)	

Examples

811 2Ø †a Olympic Games †n (26th : †d 1996 : †c Atlanta, Ga.). †t Nutrition studies ; †v v. 4.
811 2Ø †a San Francisco Cancer Symposium †n (31st : †d 1996). †t Conference notes ; †v no. 35.

830 Series Added Entry – Uniform Title (R)

1st Indicator Undefined

Ø

2nd Indicator Nonfiling characters

0-9 Number of nonfiling characters present

Subfields

a Uniform title

v Volume number

Examples

830 Ø0 DA pam ; †v 600-3-13.



Exercise 6: Series

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

1. [No series]
2. ____ ____ ____ ‡____ Library of the world's myths and legends [traced]
3. ____ ____ ____ ‡____ The Allan Nevins reprints in American economic history [not traced]
4. ____ ____ ____ ‡____ The Johns Hopkins University studies in historical and political science ; ‡____ 109th ser., 4 [traced]
5. ____ ____ ____ ‡____ The Reference shelf ; ‡____ v. 42, no. 3 [traced]
6. - 11. [No series]
12. ____ ____ ____ ‡____ Opposing viewpoints series [traced differently]
____ ____ ____ ‡____ Opposing viewpoints series (Unnumbered)
13. - 15. [No series]

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



Answers to Exercise 6: Series

1. [No series]
2. 440 00 †a Library of the world's myths and legends [traced]
3. 490 00 †a The Allan Nevins reprints in American economic history [not traced]
4. 440 04 †a The Johns Hopkins University studies in historical and political science ; †v 109th ser., 4 [traced]
5. 440 04 †a The Reference shelf ; †v v. 42, no. 3 [traced]
6. - 11. [No series]
12. 490 10 †a Opposing viewpoints series [traced differently]
830 00 †a Opposing viewpoints series (Unnumbered)
13. - 15. [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.

502 Dissertation Note (R)

1st Indicator Undefined

␣

2nd Indicator Undefined

␣

Subfields

a

Dissertation note

Examples

502	␣␣	‡a Thesis (M.A.)--Iowa State University, 1998.
-----	----	--

504 Bibliography, Etc. Note (R)

<u>1st Indicator</u>	<u>Undefined</u>	
∅		
<u>2nd Indicator</u>	<u>Undefined</u>	
∅		
<u>Subfields</u>		
a	Bibliography, etc., note	
<u>Examples</u>		
504	∅∅	‡a Includes bibliographical references.
504	∅∅	‡a Includes bibliographical references and index.
504	∅∅	‡a Includes bibliographical references (p. 620-640) and index.
504	∅∅	‡a Discography: p. 240-242.

505 Formatted Contents Note (R)

<u>1st Indicator</u>	<u>Display constant controller</u>	
0	Complete contents	
1	Incomplete contents (complete item not available)	
2	Partial contents (selected parts)	
8	No display constant generated	
<u>2nd Indicator</u>	<u>Level of content designation</u>	
∅	Basic	
0	Enhanced	
<u>Subfields</u>		
a	Formatted contents note	
g	Miscellaneous information (R)	
r	Statement of responsibility (R)	
t	Title (R)	
<u>Examples</u>		
505	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).

520 Summary, Etc. Note (R)

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

Examples

520 00 †a A large egg sits on a wall, then falls off. No one is able to repair the damage.

533 Reproduction Note (R)

1st Indicator Undefined

0

2nd Indicator Undefined

0

Subfields

- a Type of reproduction
- b Place of reproduction (R)
- c Agency responsible for reproduction (R)
- d Date of reproduction
- e Physical description of reproduction

Examples

533 00 †a Microfilm. †b Washington : †c Library of Congress, †d 1992. †e 2 microfilm reels ; negative ; 35 mm.

590 Local Note (R)

1st Indicator

0-9 Can be defined locally

2nd Indicator

0-9 Can be defined locally

Subfields

a-z Can be defined locally

0-9 Can be defined locally

Examples

590 00 †a Library's copy lacks Appendices, p. 480-520.
590 00 †a Kept behind Reference desk.



Exercise 7: Notes

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

1. _____ †_____ Translated from Celtic.
_____ †_____ Includes bibliographical references.
2. _____ †_____ Originally published: London : Hamlyn, 1968.
_____ †_____ Bibliography: p. 141.
_____ †_____ Includes index.
_____ †_____ Discusses the myths and gods of ancient China and their sources.
3. _____ †_____ J. & J. Harper editions.
_____ †_____ Bibliography: p. 389-400.
4. _____ †_____ Includes bibliographical references (p. 205-250) and index.
5. _____ †_____ Bibliography: p. 261-276.
6. _____ †_____ Includes bibliographical references (p. 223-235).
7. _____ †_____ Includes bibliographical references (p. [265]-279) and index.
_____ †_____ Coming close to death – The stages of dying – Visions from the dying brain – The light at the end of the tunnel – Peace, joy and bliss – But I saw the colour of her dress – Realer than real – In or out of the body? – My whole life flashed before me – All at once and timeless – I decided to come back – Who returns? – And after death?
8. _____ †_____ Bibliography: p. 189-225.
9. [No notes]
10. [No notes]

11. ____ ____ ____ † ____ Includes index.
12. ____ ____ ____ † ____ Includes bibliographical references (p. 230-232) and index.
 ____ ____ ____ † ____ Presents opposing viewpoints about various aspects of
 censorship and freedom of speech. Includes critical thinking skill
 activities and a list of organizations to contact.
 ____ ____ ____ † ____ Should there be limits to free speech? – Should the news
 media be regulated? – Does national security justify censorship? – Is
 school and library censorship justified? – Should pornography be
 censored? [partial contents]
13. ____ ____ ____ † ____ "First edition"--T.p. verso.
 ____ ____ ____ † ____ Includes index.
14. ____ ____ ____ † ____ "Complete in thirty volumes."
 ____ ____ ____ † ____ "First published in 1829."
 ____ ____ ____ † ____ Includes bibliographical references and index volume.
15. ____ ____ ____ † ____ Bibliography: p. [214]-215.

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



Answers to Exercise 7: Notes

1. 500 ~~bb~~ †a Translated from Celtic.
504 ~~bb~~ †a Includes bibliographical references.
2. 500 ~~bb~~ †a Originally published: London : Hamlyn, 1968.
504 ~~bb~~ †a Bibliography: p. 141.
500 ~~bb~~ †a Includes index.
520 ~~bb~~ †a Discusses the myths and gods of ancient China and their sources.
3. 500 ~~bb~~ †a J. & J. Harper editions.
504 ~~bb~~ †a Bibliography: p. 389-400.
4. 504 ~~bb~~ †a Includes bibliographical references (p. 205-250) and index.
5. 504 ~~bb~~ †a Bibliography: p. 261-276.
6. 504 ~~bb~~ †a Includes bibliographical references (p. 223-235).
7. 504 ~~bb~~ †a Includes bibliographical references (p. [265]-279) and index.
505 ~~bb~~ †a Coming close to death – The stages of dying – Visions from the dying brain – The light at the end of the tunnel – Peace, joy and bliss – But I saw the colour of her dress – Realer than real – In or out of the body? – My whole life flashed before me – All at once and timeless – I decided to come back – Who returns? – And after death?
8. 504 ~~bb~~ †a Bibliography: p. 189-225.
9. [No notes]
10. [No notes]
11. 500 ~~bb~~ †a Includes index.
12. 504 ~~bb~~ †a Includes bibliographical references (p. 230-232) and index.
520 ~~bb~~ †a Presents opposing viewpoints about various aspects of censorship and freedom of speech. Includes critical thinking skill activities and a list of organizations to contact.

-
- 505 20 †a Should there be limits to free speech? – Should the news media be regulated? – Does national security justify censorship? – Is school and library censorship justified? – Should pornography be censored? [partial contents]
13. 500 00 †a "First edition"--T.p. verso.
500 00 †a Includes index.
14. 500 00 †a "Complete in thirty volumes."
500 00 †a "First published in 1829."
504 00 †a Includes bibliographical references and index volume.
15. 504 00 †a Bibliography: p. [214]-215.

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.*
gmgpc *Descriptive terms for graphic materials*
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	Single surname
3	Name of family
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>
0	Library of Congress Subject Headings/LC authority files
1	LC subject headings for children's literature
2	Medical Subject Headings/NLM authority files
3	National Agricultural Library subject authority file
4	Source not specified
7	Source specified in subfield ≠2
<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

Examples

600 00 ≠a Guatama Buddha ≠x Teachings.
600 30 ≠a Clark family ≠v Fiction.

610 Subject Added Entry – Corporate Name (R)

<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>Subject heading system/thesaurus</u>
0	Library of Congress Subject Headings/LC authority files
1	LC subject headings for children's literature
2	Medical Subject Headings/NLM authority files
3	National Agricultural Library subject authority file
4	Source not specified
7	Source specified in subfield ≠2

Subfields

a	Corporate name or jurisdiction name
b	Subordinate unit (R)
v	Form subdivision (R)
x	General subdivision (R)
y	Chronological subdivision (R)
z	Geographic subdivision (R)
2	Source of heading or term

Example

610 20 ≠a Moravian Church ≠z United States ≠x Clergy
≠v Biography.

611 Subject Added Entry – Meeting Name (R)

<u>1st Indicator</u>	<u>Form of Name</u>
0	Inverted name
1	Jurisdiction name
2	Name in direct order (use for all AACR2 headings)
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>
0	Library of Congress Subject Headings/LC authority files
1	LC subject headings for children's literature
2	Medical Subject Headings/NLM authority files
3	National Agricultural Library subject authority file
4	Source not specified
7	Source specified in subfield ≠2

Subfields

a	Meeting name or jurisdiction name
c	Location of meeting
d	Date of meeting
n	Number of meeting
v	Form subdivision (R)
x	General subdivision (R)
y	Chronological subdivision (R)
z	Geographic subdivision (R)
2	Source of heading or term

Example

611 20 ≠a Iowa Renaissance Festival.

630 Subject Added Entry – Uniform Title (R)

<u>1st Indicator</u>	<u>Nonfiling characters</u>
0-9	Number of nonfiling characters
<u>2nd Indicator</u>	<u>Subject heading system/thesaurus</u>
0	Library of Congress Subject Headings/LC authority files

- 1 LC subject headings for children's literature
- 2 Medical Subject Headings/NLM authority files
- 3 National Agricultural Library subject authority file
- 4 Source not specified
- 7 Source specified in subfield ≠2

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
- v Form subdivision (R)
- x General subdivision (R)
- y Chronological subdivision (R)
- z Geographic subdivision (R)
- 2 Source of heading or term

Example

630 00 Brady bunch (Motion picture)

650 Subject Added Entry -- Topical Term (R)

1st Indicator Level of subject

- ∅ No information available
- 1 Primary
- 2 Secondary

2nd Indicator Subject heading system/thesaurus

- 0 Library of Congress Subject Headings/LC authority files
- 1 LC subject headings for children's literature
- 2 Medical Subject Headings/NLM authority files
- 3 National Agricultural Library subject authority file
- 4 Source not specified
- 7 Source specified in subfield ≠2

Subfields

- 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

Examples

- 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)

1st Indicator Undefined
 ∅
2nd Indicator Subject heading system/thesaurus
 0 Library of Congress Subject Headings/LC authority files
 1 LC subject headings for children's literature
 2 Medical Subject Headings/NLM authority files
 3 National Agricultural Library subject authority file
 4 Source not specified
 7 Source specified in subfield †2

Subfields
 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

Examples

651 ∅0 †a United States †x History †y Civil War, 1861-1865 †x Causes.
 651 ∅0 †a Iowa †x Description and travel.
 651 ∅0 †a Santa Fe Trail †x Commerce.

655 Index Term -- Genre/Form (R)

1st Indicator Type of heading
 ∅ Basic
 0 Faceted
2nd Indicator Source of term
 7 Source is specified in subfield †2

Subfields
 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

Examples

655 ∅7 †a Love stories. †2 gsafd
 655 ∅7 †a Cartoons †y 1952. †2 gmgpc

690 Local Subject Access (R)

1st Indicator
 0-9 Can be defined locally
2nd Indicator
 0-9 Can be defined locally
Subfields
 a-z Can be defined locally



0-9 Can be defined locally
Example
690 ¯ ¯ ≠ a Letters.



Exercise 8: Subject Headings

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

1. ___ ___ ___ †___ Christian literature, Celtic †___ Great Britain †___
 Translations into English.
 ___ ___ ___ †___ Christian literature, Celtic †___ Ireland †___ Translations
 into English.
2. ___ ___ ___ †___ Mythology, Chinese.
3. ___ ___ ___ †___ Carnegie, Andrew, †___ 1835-1919.
 ___ ___ ___ †___ Philanthropists †___ United States †___ Biography.
 ___ ___ ___ †___ Industrialists †___ United States †___ Biography.
 ___ ___ ___ †___ Steel industry and trade †___ United States †___ History.
4. ___ ___ ___ †___ Indians of North America †___ History †___ 18th century.
 ___ ___ ___ †___ Indians of North America †___ Wars †___ 1750-1815.
 ___ ___ ___ †___ Nativistic movements †___ United States.
 ___ ___ ___ †___ Indians of North America †___ Ethnic identity.
5. ___ ___ ___ †___ Student movements.
 ___ ___ ___ †___ Students †___ Political activity.
6. ___ ___ ___ †___ Names, Geographical †___ Iowa.
 ___ ___ ___ †___ Iowa †___ History, Local.
7. ___ ___ ___ †___ Near-death experiences.
8. ___ ___ ___ †___ Faulkner, William, †___ 1897-1962 †___ Characters
 †___ Women.
9. ___ ___ ___ †___ Chemistry.

-
10. _____ ÷ _____ Child rearing.
_____ ÷ _____ Parenting.
_____ ÷ _____ Child psychology.
11. _____ ÷ _____ Kwanzaa.
_____ ÷ _____ African Americans ÷ _____ Social life and customs.
_____ ÷ _____ African American cookery.
12. _____ ÷ _____ Censorship ÷ _____ Juvenile literature.
13. _____ ÷ _____ Etiquette.
14. _____ ÷ _____ Encyclopedias and dictionaries.
15. _____ ÷ _____ Conduct of life.

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



Answers to Exercise 8: Subject Headings

1. 650 000 †a Christian literature, Celtic †z Great Britain †v Translations into English.
650 000 †a Christian literature, Celtic †z Ireland †v Translations into English.
2. 650 000 †a Mythology, Chinese.
3. 600 10 †a Carnegie, Andrew, †d 1835-1919.
650 000 †a Philanthropists †z United States †v Biography.
650 000 †a Industrialists †z United States †v Biography.
650 000 †a Steel industry and trade †z United States †x History.
4. 650 000 †a Indians of North America †x History †y 18th century.
650 000 †a Indians of North America †x Wars †y 1750-1815.
650 000 †a Nativistic movements †z United States.
650 000 †a Indians of North America †x Ethnic identity.
5. 650 000 †a Student movements.
650 000 †a Students †x Political activity.
6. 650 000 †a Names, Geographical †z Iowa.
651 000 †a Iowa †x History, Local.
7. 650 000 †a Near-death experiences.
8. 600 10 †a Faulkner, William, †d 1897-1962 †x Characters †x Women.
9. 650 000 †a Chemistry.
10. 650 000 †a Child rearing.
650 000 †a Parenting.
650 000 †a Child psychology.
11. 650 000 †a Kwanzaa.
650 000 †a African Americans †x Social life and customs.
650 000 †a African American cookery.
12. 650 000 †a Censorship †v Juvenile literature.

-
13. 650 00 †a Etiquette.
 14. 650 00 †a Encyclopedias and dictionaries.
 15. 650 00 †a Conduct of life.

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

- Ø 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. The following list summarizes the appropriate data elements which should be supplied for books.

Position	Description	
<u>00-05</u>	<u>Date entered on file</u> Format is YYMMDD, for example, 990512	[mandatory]
<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) n unknown ([n.d.], do not use for current original cataloging) q questionable date ([199-?])	[mandatory]
<u>07-10</u>	<u>Date 1</u>	[mandatory]
<u>11-14</u>	<u>Date 2</u>	[mandatory]
<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	[required]
<u>18-21</u>	<u>Illustrations</u> [incomplete list] Ø no illustrations a illustrations (ill.) b maps c portraits (ports.) d charts h facsimiles (facsim.) o photographs	[optional]
<u>22</u>	<u>Target audience</u>	[optional]

- ∅ 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

23 Form of item [incomplete list] [required]

- ∅ none of the following (can be read by naked eye)
- a microfilm
- b microfiche
- d large print
- f braille

24-27 Nature of contents code [optional]
(applies to work as a whole except for bibliography)

- ∅ no specified nature of contents
- a abstracts, summaries
- b bibliographies
- c catalogs
- d dictionaries
- e encyclopedias
- f handbooks
- g legal articles
- i indexes
- k discographies or other bibliographies of recorded sound
- l legislation
- n surveys of the literature in the subject area (do not use b and n together)
- o reviews
- p programmed texts
- q filmographies
- r directories
- s statistics
- t technical reports
- v legal cases and case notes
- w law reports and digests

28 Government publication code [mandatory]
[incomplete list]

- ∅ not a government publication
- i international intergovernmental
- f federal
- m multistate
- s state

	I	local (towns, counties)	
<u>29</u>		<u>Conference publication indicator</u>	[mandatory]
	0	not a conference publication	
	1	conference publication (collection of papers, 2 or more, presented at a meeting)	
<u>30</u>		<u>Festschrift indicator</u>	[mandatory]
	0	not a Festschrift	
	1	Festschrift (2 or more essays published in honor of a person)	
<u>31</u>		<u>Index indicator</u>	[optional]
	0	no index to its own contents	
	1	index to its own contents	
<u>32</u>		<u>Undefined</u>	
<u>33</u>		<u>Fiction indicator</u>	[optional]
	0	not fiction	
	1	fiction	
<u>34</u>		<u>Biography code</u>	[optional]
	∅	not biographical material	
	a	individual autobiography	
	b	individual biography	
	c	collective biography or autobiography	
	d	contains biographical information	
<u>35-37</u>		<u>Language code</u> [incomplete list]	[mandatory]
	eng	English	
	fre	French	
	ger	German	
	spa	Spanish	
<u>38</u>		<u>Modified record code</u> [incomplete list]	[required]
	∅	record not modified for input into machine-readable form	
<u>39</u>		<u>Cataloging source code</u>	[mandatory]
		[incomplete list]	
	∅	original cataloging by the Library of Congress	
	c	LC cooperative cataloging	
	d	original cataloging by you	



Exercise 9: 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 | bb | ⌘a 90-24094 |
| | 020 | bb | ⌘a 0385419589 : ⌘c \$15.00 |
| | 090 | bb | ⌘a BR53 ⌘b .C35 1991 |
| | 092 | bb | ⌘a 274.103 ⌘b CEL |
| | 245 | 00 | ⌘a Celtic fire : ⌘b the passionate religious vision of ancient Britain and Ireland /
⌘c edited by Robert Van de Weyer. |
| | 250 | bb | ⌘a 1st ed. |
| | 260 | bb | ⌘a New York : ⌘b Doubleday, ⌘c 1991. |
| | 300 | bb | ⌘a 359 p. : ⌘b ill. ; ⌘c 24 cm. |
| | 500 | bb | ⌘a Translated from Celtic. |
| | 504 | bb | ⌘a Includes bibliographical references. |
| | 650 | b0 | ⌘a Christian literature, Celtic ⌘z Great Britain ⌘v Translations into English. |
| | 650 | b0 | ⌘a Christian literature, Celtic ⌘z Ireland ⌘v Translations into English. |
| | 700 | 1b | ⌘a Van de Weyer, Robert. |

Leader

Record Status _____ Type of Record

Bibliographic Level _____ Encodin
g 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 _____ Govern
ment Publicat



_____	Conference Publication	_____	ion Code Festsch rift Indicato r
_____	Index Indicator	_____	Undefin ed
_____	Fiction Indicator	_____	Biograp hy Code
_____	Language Code	_____	Modifie d Record Code
_____	Cataloging Source Code		

2. 010 000 †a 85-5975/AC
 020 000 †a 0872260151
 090 000 †a BL1802 †b .C557 1985
 092 000 †a 299.51 †b CHR
 100 100 †a Christie, Anthony.
 245 10 †a Chinese mythology / †c Anthony Christie.
 250 000 †a New rev. ed.
 260 000 †a New York : †b P. Bedrick Books, †c 1985, c1983.
 300 000 †a 144 p. : †b ill. (some col.) ; †c 29 cm.
 440 000 †a Library of the world's myths and legends
 500 000 †a Originally published: London : Hamlyn, 1968.
 504 000 †a Bibliography: p. 141.
 500 000 †a Includes index.
 520 000 †a Discusses the myths and gods of ancient China and their sources.
 650 000 †a Mythology, Chinese.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined



_____	Fiction Indicator	_____	Biograp hy Code
_____	Language Code	_____	Modifie d Record Code
_____	Cataloging Source Code		

3. 010 000 †a 70-80806
 090 000 †a CT275.C3 †b H27 1969
 092 000 †a B †b CAR
 100 100 †a Hendrick, Burton Jesse, †d 1870-1949.
 245 14 †a The life of Andrew Carnegie / †c by Burton J. Hendrick ; introduction to the J. & J. Harper ed. by Louis Hacker.
 260 000 †a New York : †b Harper & Row, †c [1969, c1932]
 300 000 †a 2 v. : †b ill., ports. ; †c 22 cm.
 490 000 †a The Allan Nevins reprints in American economic history
 500 000 †a J. & J. Harper editions.
 504 000 †a Bibliography: p. 389-400.
 600 100 †a Carnegie, Andrew, †d 1835-1919.
 650 000 †a Philanthropists †z United States †v Biography.
 650 000 †a Industrialists †z United States †v Biography.
 650 000 †a Steel industry and trade †z United States †x History.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined



_____	Fiction Indicator	_____	Biograp hy Code
_____	Language Code	_____	Modifie d Record Code
_____	Cataloging Source Code		

4. 010 00 91-16985
 020 00 0801842360 : 0c \$24.95
 090 00 E77 0b .D694 1992
 092 00 973.0497 0b DOW
 100 10 0a Dowd, Gregory Evans.
 245 12 0a A spirited resistance : 0b the North American Indian struggle for unity, 1745-1815 / 0c Gregory Evans Dowd.
 260 00 0a Baltimore, Md. : 0b Johns Hopkins University Press, 0c c1992.
 300 00 0a xxiv, 261 p. : 0b ill. ; 0c 24 cm.
 440 04 0a The Johns Hopkins University studies in historical and political science ; 0v 109th ser., 4
 504 00 0a Includes bibliographical references (p. 205-250) and index.
 650 00 0a Indians of North America 0x History 0y 18th century.
 650 00 0a Indians of North America 0x Wars 0y 1750-1815.
 650 00 0a Nativistic movements 0z United States.
 650 00 0a Indians of North America 0x Ethnic identity.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined



_____	Fiction Indicator	_____	Biograp hy Code
_____	Language Code	_____	Modifie d Record Code
_____	Cataloging Source Code		

5. 010 00 71-108606
 020 00 0824204115
 090 00 LA186 b .T35
 092 00 378.1 b TUR
 245 00 a Turmoil on the campus / c edited by Edward J. Bander.
 260 00 a New York : b H. W. Wilson, c 1970.
 300 00 a 276 p. ; c 20 cm.
 440 04 a The Reference shelf ; v v. 42, no. 3
 504 00 a Bibliography: p. 261-276.
 650 00 a Student movements.
 650 00 a Students x Political activity.
 700 10 a Bander, Edward J.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code



_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

6. 010 000 92-44543
 020 000 0813808375 (acid-free paper)
 090 000 F619.3 000 .D55 1993
 092 000 917.77 000 DIL
 100 100 92-44543
 245 100 92-44543 : 000 the origins of Iowa place names / 000 Harold E. Dilts.
 250 000 2nd ed.
 260 000 Ames, Iowa : 000 Iowa State University Press, 000 c1993.
 300 000 ix, 235 p. : 000 ill., map ; 000 23 cm.
 504 000 Includes bibliographical references (p. 223-235).
 650 000 Names, Geographical 000 Iowa.
 651 000 Iowa 000 History, Local.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code



_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

7. 010 000 †a 93-24749
 020 000 †a 0879758708 : †c \$23.95
 090 000 †a BF1045.N4 †b .B53 1993
 092 000 †a 133.9 †b BLA
 100 100 †a Blackmore, Susan J., †d 1951-
 245 10 †a Dying to live : †b near-death experiences / †c Susan Blackmore.
 260 000 †a Buffalo, N.Y. : †b Prometheus Books, †c 1993.
 300 000 †a xii, 291 p. : †b ill. ; †c 24 cm.
 504 000 †a Includes bibliographical references (p. [265]-279) and index.
 505 000 †a Coming close to death – The stages of dying – Visions from the dying brain – The light at the end of the tunnel – Peace, joy and bliss – But I saw the colour of her dress – Realer than real – In or out of the body? – My whole life flashed before me – All at once and timeless – I decided to come back – Who returns? – And after death?
 650 000 †a Near-death experiences.
 740 002 †a Coming close to death.
 740 002 †a Stages of dying.
 740 002 †a Visions from the dying brain.
 740 002 †a Light at the end of the tunnel.
 740 002 †a Peace, joy and bliss.
 740 002 †a But I saw the colour of her dress.
 740 002 †a Realer than real.
 740 002 †a In or out of the body?
 740 002 †a My whole life flashed before me.
 740 002 †a All at once and timeless.
 740 002 †a I decided to come back.
 740 002 †a Who returns?
 740 002 †a And after death?

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



_____	Conference Publication	_____	Publication Code Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

8. 010 00 78-172792
 090 00 PS3511.A86 Z943
 092 00 813.52 PAG
 100 10 Page, Sally R.
 245 10 Page, Sally R. : characterization and meaning / Sally R. Page.
 260 00 De Land, Fla. : Everett/Edwards, [1972]
 300 00 xxix, 233 p. ; 24 cm.
 504 00 Bibliography: p. 189-225.
 600 10 Faulkner, William, 1897-1962 Characters Women.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

9. 010 00 79-116762
 090 00 79-QD33 .H45 1970
 092 00 79-540 HE1
 100 10 79-Hein, Morris.
 245 10 79-Foundations of college chemistry / 79-Morris Hein.
 250 00 79-2nd ed.
 260 00 79-Belmont, Calif. : 79-Dickenson, 79-[1970]
 300 00 79-xv, 447 p. : 79-ill. ; 79-26 cm. + 79-teacher's guide (23 p. ; 18 cm.)
 650 00 79-Chemistry.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified



Record
Code

Cataloging Source Code

10. 010 000 †a 86-46152
 020 000 †a 0394471482
 090 000 †a HQ769 †b .B5249 1987
 092 000 †a 649.1 †b BET
 100 100 †a Bettelheim, Bruno.
 245 12 †a A good enough parent : †b a book on child-rearing / †c Bruno Bettelheim.
 250 000 †a 1st ed.
 260 000 †a New York : †b Knopf : †b distributed by Random House, †c 1987.
 300 000 †a xii, 377 p. ; †c 24 cm.
 650 000 †a Child rearing.
 650 000 †a Parenting.
 650 000 †a Child psychology.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code



_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		



_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

12. 010 000 †a 90-42854
 020 000 †a 0899084796 (lib.)
 020 000 †a 0899084540 (pbk.)
 090 000 †a Z657 †b .O44 1990
 092 000 †a 363.31 †b ORR
 100 100 †a Orr, Lisa, †d 1966-
 245 10 †a Censorship : †b opposing viewpoints / †c Lisa Orr, book editor.
 260 000 †a San Diego, CA : †b Greenhaven Press, †c c1990.
 300 000 †a 238 p. : †b ill. ; †c 24 cm.
 490 100 †a Opposing viewpoints series
 504 000 †a Includes bibliographical references (p. 230-232) and index.
 520 000 †a Presents opposing viewpoints about various aspects of censorship and freedom of speech. Includes critical thinking skill activities and a list of organizations to contact.
 505 200 †a Should there be limits to free speech? – Should the news media be regulated? – Does national security justify censorship? – Is school and library censorship justified? – Should pornography be censored?
 650 000 †a Censorship †v Juvenile literature.
 740 02 †a Should there be limits to free speech?
 740 02 †a Should the news media be regulated?
 740 02 †a Does national security justify censorship?
 740 02 †a Is school and library censorship justified?
 740 02 †a Should pornography be censored?
 830 000 †a Opposing viewpoints series (Unnumbered)

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 Code



_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

13. 010 010 000 96-43427
 020 010 000 0062700782 (thumb indexed)
 020 010 000 0062701754
 090 010 000 BJ1853 100 .P6 1997
 092 010 000 395 100 POS
 100 100 010 Post, Peggy, 100 1945-
 245 100 010 Emily Post's Etiquette.
 246 100 010 Etiquette
 250 010 010 16th ed. / 100 Peggy Post.
 260 010 010 New York : 100 HarperCollins, 100 c1997.
 300 010 010 xvii, 845 p. : 100 ill. ; 100 25 cm.
 500 010 010 "First edition"--T.p. verso.
 500 010 010 Includes index.
 650 010 010 Etiquette.
 700 100 010 Post, Emily, 100 1873-1960. 100 Etiquette.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined



_____	Fiction Indicator	_____	Biograp hy Code
_____	Language Code	_____	Modifie d Record Code
_____	Cataloging Source Code		

14. 010 000 †a 97-23397
 020 000 †a 0717201309 (set : alk. paper)
 090 000 †a AE5 †b .E333 1998
 092 000 †a 031 †b ENC
 245 04 †a The encyclopedia Americana.
 250 000 †a International ed.
 260 000 †a Danbury, Conn. : †b Grolier, †c c1998.
 300 000 †a 30 v. : †b ill. (some col.) ; †c 26 cm.
 500 000 †a "Complete in thirty volumes."
 500 000 †a "First published in 1829."
 504 000 †a Includes bibliographical references and index volume.
 650 000 †a Encyclopedias and dictionaries.
 710 200 †a Grolier Incorporated.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code



_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

15. 010 000 78-180086
 090 000 BJ1581.2 000 .L23
 092 000 248.4 000 LAI
 100 000 000 Lair, Jess.
 245 100 000 "I ain't much, baby – but I'm all I've got" / 000 Jess Lair.
 260 000 000 Garden City, N.Y. : 000 Doubleday, 000 1972.
 300 000 000 215 p. ; 000 21 cm.
 504 000 000 Bibliography: p. [214]-215.
 650 000 000 Conduct of life.

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 Code
_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified



Record
Code

Cataloging Source Code

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



Answers to Exercise 9: Leader and Fixed Field

1. **Leader**
- | | | | |
|---|-----------------------------|---|----------------|
| n | Record Status | a | Type of Record |
| m | Bibliographic Level | ∅ | Encoding Level |
| a | Descriptive Cataloging Form | | |
- 008 Field**
- | | | | |
|--------|-------------------------|------|-----------------------------|
| 990512 | Date Entered on File | s | Type of Date Code |
| 1991 | Date 1 | ∅∅∅∅ | Date 2 |
| nyu | Country of Publication | a∅∅∅ | Illustrations |
| ∅ | Target Audience | ∅ | Form of Item |
| b∅∅∅ | Nature of Contents Code | ∅ | Government Publication Code |
| 0 | Conference Publication | 0 | Festschrift Indicator |
| 0 | Index Indicator | ∅ | Undefined |
| 0 | Fiction Indicator | ∅ | Biography Code |
| eng | Language Code | ∅ | Modified Record Code |
| d | Cataloging Source Code | | |
2. **Leader**
- | | | | |
|---|-----------------------------|---|----------------|
| n | Record Status | a | Type of Record |
| m | Bibliographic Level | ∅ | Encoding Level |
| a | Descriptive Cataloging Form | | |
- 008 Field**
- | | | | |
|--------|-------------------------|------|-----------------------------|
| 990512 | Date Entered on File | t | Type of Date Code |
| 1985 | Date 1 | 1983 | Date 2 |
| nyu | Country of Publication | a∅∅∅ | Illustrations |
| ∅ | Target Audience | ∅ | Form of Item |
| b∅∅∅ | Nature of Contents Code | ∅ | Government Publication Code |
| 0 | Conference Publication | 0 | Festschrift Indicator |
| 1 | Index Indicator | ∅ | Undefined |
| 0 | Fiction Indicator | ∅ | Biography Code |
| eng | Language Code | ∅ | Modified Record Code |
| d | Cataloging Source Code | | |
3. **Leader**
- | | | | |
|---|-----------------------------|---|----------------|
| n | Record Status | a | Type of Record |
| m | Bibliographic Level | ∅ | Encoding Level |
| a | Descriptive Cataloging Form | | |
- 008 Field**
- | | | | |
|--------|-------------------------|------|-----------------------------|
| 990512 | Date Entered on File | r | Type of Date Code |
| 1969 | Date 1 | 1932 | Date 2 |
| nyu | Country of Publication | a∅∅∅ | Illustrations |
| ∅ | Target Audience | ∅ | Form of Item |
| b∅∅∅ | Nature of Contents Code | ∅ | Government Publication Code |

0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined
0	Fiction Indicator	b	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

4. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1992	Date 1	∅∅∅∅	Date 2
mdu	Country of Publication	ab∅∅	Illustrations
∅	Target Audience	∅	Form of Item
b∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
1	Index Indicator	∅	Undefined
0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

5. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1970	Date 1	∅∅∅∅	Date 2
nyu	Country of Publication	∅∅∅∅	Illustrations
∅	Target Audience	∅	Form of Item
b∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined
0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

6. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1993	Date 1	∅∅∅∅	Date 2
iau	Country of Publication	ab∅∅	Illustrations
∅	Target Audience	∅	Form of Item
bd∅∅	Nature of Contents Code	s	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined

0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

7. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1993	Date 1	∅∅∅∅	Date 2
nyu	Country of Publication	a∅∅∅	Illustrations
∅	Target Audience	∅	Form of Item
∅∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
1	Index Indicator	∅	Undefined
0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

8. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1972	Date 1	∅∅∅∅	Date 2
flu	Country of Publication	∅∅∅∅	Illustrations
∅	Target Audience	∅	Form of Item
∅∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined
0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

9. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1970	Date 1	∅∅∅∅	Date 2
cau	Country of Publication	a∅∅∅	Illustrations
∅	Target Audience	∅	Form of Item
∅∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined
0	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code

d Cataloging Source Code

10. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	Ø	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1987	Date 1	ØØØØ	Date 2
nyu	Country of Publication	ØØØØ	Illustrations
Ø	Target Audience	Ø	Form of Item
ØØØØ	Nature of Contents Code	Ø	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	Ø	Undefined
0	Fiction Indicator	Ø	Biography Code
eng	Language Code	Ø	Modified Record Code
d	Cataloging Source Code		

11. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	Ø	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1995	Date 1	ØØØØ	Date 2
nyu	Country of Publication	aØØØ	Illustrations
Ø	Target Audience	Ø	Form of Item
ØØØØ	Nature of Contents Code	Ø	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
1	Index Indicator	Ø	Undefined
0	Fiction Indicator	Ø	Biography Code
eng	Language Code	Ø	Modified Record Code
d	Cataloging Source Code		

12. **Leader**

n	Record Status	a	Type of Record
m	Bibliographic Level	Ø	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	s	Type of Date Code
1990	Date 1	ØØØØ	Date 2
cau	Country of Publication	aØØØ	Illustrations
j	Target Audience	Ø	Form of Item
ØØØØ	Nature of Contents Code	Ø	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
1	Index Indicator	Ø	Undefined
0	Fiction Indicator	Ø	Biography Code
eng	Language Code	Ø	Modified Record Code
d	Cataloging Source Code		

13. **Leader**
n Record Status a Type of Record
m Bibliographic Level b Encoding Level
a Descriptive Cataloging Form
- 008 Field**
990512 Date Entered on File s Type of Date Code
1997 Date 1 bbbb Date 2
nyu Country of Publication abbbb Illustrations
b Target Audience b Form of Item
bbbb Nature of Contents Code b Government Publication Code
0 Conference Publication 0 Festschrift Indicator
1 Index Indicator b Undefined
0 Fiction Indicator b Biography Code
eng Language Code b Modified Record Code
d Cataloging Source Code
14. **Leader**
n Record Status a Type of Record
m Bibliographic Level b Encoding Level
a Descriptive Cataloging Form
- 008 Field**
990512 Date Entered on File s Type of Date Code
1998 Date 1 bbbb Date 2
ctu Country of Publication abbbb Illustrations
b Target Audience b Form of Item
bebbb Nature of Contents Code b Government Publication Code
0 Conference Publication 0 Festschrift Indicator
1 Index Indicator b Undefined
0 Fiction Indicator d Biography Code
eng Language Code b Modified Record Code
d Cataloging Source Code
15. **Leader**
n Record Status a Type of Record
m Bibliographic Level b Encoding Level
a Descriptive Cataloging Form
- 008 Field**
990512 Date Entered on File s Type of Date Code
1972 Date 1 bbbb Date 2
nyu Country of Publication bbbb Illustrations
b Target Audience b Form of Item
bbbb Nature of Contents Code b Government Publication Code
0 Conference Publication 0 Festschrift Indicator
0 Index Indicator b Undefined
0 Fiction Indicator b Biography Code
eng Language Code b Modified Record Code
d Cataloging Source Code



Exercise 10: Final Exam

Supply the MARC tags, indicators, subfields, and fixed-field values for the following book.

_____ 0671888587
 _____ PS3553.L287 4 _____ .I4 1993 [Locally-assigned LC number]
 _____ FIC 4 _____ CLA [Locally-assigned Dewey number]
 _____ Clark, Mary Higgins.
 _____ I'll be seeing you / 4 _____ Mary Higgins Clark.
 _____ New York : 4 _____ Pocket Books, 4 _____ 1994, c1993.
 _____ 307 p. ; 4 _____ 18 cm.
 _____ Women television personalities 4 _____ Fiction.
 _____ Fertilization in vitro 4 _____ Fiction.
 _____ Missing persons 4 _____ Fiction.
 _____ Detective and mystery stories. 4 _____ gsafd

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 Code



_____	Conference Publication	_____	Festschrift Indicator
_____	Index Indicator	_____	Undefined
_____	Fiction Indicator	_____	Biography Code
_____	Language Code	_____	Modified Record Code
_____	Cataloging Source Code		

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



Answers to Exercise 10: Final Exam

020	∅∅	‡a 0671888587	
090	∅∅	‡a PS3553.L287 ‡b .I4 1993	[Locally-assigned LC number]
092	∅∅	‡a FIC ‡b CLA	[Locally-assigned Dewey number]
100	1∅	‡a Clark, Mary Higgins.	
245	10	‡a I'll be seeing you / ‡c Mary Higgins Clark.	
260	∅∅	‡a New York : ‡b Pocket Books, ‡c 1994, c1993.	
300	∅∅	‡a 307 p. ; ‡c 18 cm.	
650	∅0	‡a Women television personalities ‡v Fiction.	
650	∅0	‡a Fertilization in vitro ‡v Fiction.	
650	∅0	‡a Missing persons ‡v Fiction.	
655	∅7	‡a Detective and mystery stories. ‡2 gsa fd	

Leader

n	Record Status	a	Type of Record
m	Bibliographic Level	∅	Encoding Level
a	Descriptive Cataloging Form		

008 Field

990512	Date Entered on File	t	Type of Date Code
1994	Date 1	1993	Date 2
nyu	Country of Publication	∅∅∅∅	Illustrations
∅	Target Audience	∅	Form of Item
∅∅∅∅	Nature of Contents Code	∅	Government Publication Code
0	Conference Publication	0	Festschrift Indicator
0	Index Indicator	∅	Undefined
1	Fiction Indicator	∅	Biography Code
eng	Language Code	∅	Modified Record Code
d	Cataloging Source Code		

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Cataloging: Intermediate
Length (in hours): 5
Workshop Format: Lecture, small-group discussion, and written exercises
Prerequisites: Cataloging: Introduction

Include in confirmation letters:

This workshop is designed for people who have attended the Cataloging: Introduction workshop or who have learned about descriptive cataloging through another means. The instructor assumes a basic knowledge of descriptive cataloging at the level presented in this previous class.

Preparation necessary before each class:

Arrange tables and chairs in a rectangular arrangement, if the size of the class permits. If the class is too large for this format, arrange the tables and chairs in a classroom format.

Notice of permission to copy materials:

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, the master may be discarded or returned to Dreama K. Deskins at the address listed below.

Instructions for duplication of workshop materials:

Double-side and place in binder, using white paper.



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