Minerva Cataloging Manual

Chapter 1
Introduction

Chapter 1 includes:

Cataloging defined

Cataloging is the process of creating, arranging and maintaining the files of bibliographic data in a library catalog. The goal is to establish a unique record for each item in a library's collection by applying uniform standards that have been established by the American Library Association and the Library of Congress. *The Anglo-American Cataloging Rules,* 2nd edition revised, known commonly as AACR2R, provides specific guidelines and principles for determining the data or elements used to describe the books, articles, non-book materials and electronic resources within a library's collection.

Technical reading

A cataloger must perform a "technical read" of an item before creating its bibliographic record. Technical reading alerts the cataloger to information that should be included in the cataloging record and is very different from other types of reading; it requires the following actions:

1. Review the item's "chief source of information" or major source of data to be used when preparing a bibliographic record as prescribed by AACR2R. More specific information about chief sources of information is on the following page. If there is no chief source of information an alternative source is used.

2. Look at the cover, spine, containers, labels and other titles.

3. Scan the preface or accompanying materials.

4. Check for an index or indexes and bibliographies.

5. Decide what the physical characteristics of the item are and examine its paging, parts, pieces, illustrations, etc.

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Typical chief sources of information

Books, manuscripts, printed music and printed serials

- <u>Chief source</u>: title page, verso of title page and the colophon.

- <u>Alternative source</u>: the part that supplies the most information, e.g., a cover title, preface, etc.

Microforms and films

- <u>Chief source</u>: title frame(s) and credit frame(s).

- <u>Alternative source</u>: rest of the item, including container and accompanying material.

Sound recordings

- <u>Chief source</u>: label affixed to item and/or the container, as with a cassette or CD; accompanying textual material on a container if it supplies a collective title.

- <u>Alternative source</u>: accompanying material other than that already described.

Cartographic and graphic materials, three-dimensional artifacts, realia

- <u>Chief source</u>: the item itself with any container or case issued by the publisher or distributor.

- <u>Alternative source</u>: any accompanying materials.

Motion pictures, videorecordings and DVDs

- <u>Chief source</u>: the film itself, the title frames or screen, the film's container if the container is an integral part of the item.

- <u>Alternative source</u>: accompanying textual material such as scripts, shorts, lists or publicity items.

Electronic resources

- <u>Chief source</u>: title screen or main terminal display.

- <u>Alternative source</u>: label on disc or information printed on the container.

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MARC format

In the 1960's the Library of Congress began exploring the possibility of converting all of their bibliographic records into an online format. They developed a code known as MARC (**MA**chine **R**eadable **C**ataloging) format to enable computers to interpret cataloging data and to undertake searches requested by librarians as well as library patrons.

MARC 21 website

The most recent edition of MARC format, *MARC 21 Concise Format for Bibliographic Data,* is accessible online from the Minerva Management Page or at http://www.loc.gov/marc/bibliographic/ecbdhome.html.

Repeatable and non-repeatable fields and subfields

Some MARC fields and subfields may be repeated. If (R) follows an entry, it is a repeatable field. (NR) indicates a field or subfield that is non-repeatable.

Content designators

In order for a computer to interpret a bibliographic record, a cataloger must break information into small parts called **content designators;** these include **fields, indicators** and **subfields.**

> - **Fields -** Each bibliographic record is broken into parts called **fields.** There is one field for the main entry, another for the title and so on. Each field is identified by a three-digit number, called a **tag.** The tag denotes the kind of information that follows. For example, the personal name of an author is always preceded by the 100 tag. Information on standard MARC tags is defined in more detail toward the end of this chapter.

> - **Indicators** - Following each tag are two positions known as **indicators.** Use of the indicator positions varies from field to field. Some tags use only one position; others use both. The 020 and 300 fields do not use either position. MARC defines each indicator position and its values. In the following example, the first three numbers (245) are the tag and the next two numbers (1 and 4) are the indicators.

> 245 1 4 The owl and the pussy cat.

> ➤ **Subfields** - Most fields are broken down into smaller parts called **subfields.** Each subfield is preceded by a **subfield code,** usually a letter, that identifies the type of information or data found within that particular subfield. For example, the subfield code that precedes the statement of responsibility in the 245 field is "c." A symbol, known as a **delimiter,** is used before each code in order to distinguish it from letters used in normal text. Delimiter symbols vary from cataloging system to cataloging system but Minerva's systems use a short vertical line: |. This symbol is created by holding down the shift key and the backward slash key, which is usually above or below the backspace key. There are no spaces on either side of the delimiter and subfield code. **Note:** Although each field starts with a subfield |a, this code is not displayed in Minerva records.

> In the example below, "|c" is the subfield code that indicates the statement of responsibility when following the 245 tag.

> 245 1 2 A midsummer's night dream /|cWilliam Shakespeare.

Standard MARC fields

Following are brief descriptions of the most common MARC fields; they will each be discussed in more detail in subsequent chapters. MARC fields, or tags, are referred to by the designating number in the specific field, with XX used elsewhere; thus 1XX is about the information contained in the 100, 110, 111 fields and so forth.

MARC 008 field

This **required field** contains coded information about the record as a whole and about special bibliographic aspects of the item being cataloged. These coded data elements are potentially useful for retrieval and data management purposes.

MARC 02X field

This is the **standard number and terms of availability area,** used to record standard numbers such as the ISBN and ISSN as well as some manufacturers' numbers. Terms of availability, including price, may also be recorded in this area.

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MARC 1XX fields

This if the first field in the bib record containing bibliographic information and is often referred to as the **main entry.** The name of the person or corporate body considered responsible for the existence of the item is entered here. If such responsibility cannot be established, the bib record begins with the title field **(MARC 245 field).**

MARC 245 field

This **title and statement of responsibility area** follows the main entry if one is present. This area may consist of the title proper, an alternative title, the general material designation (gmd), parallel title(s), a statement or statements of responsibility and/or other title information.

MARC 246 field

This field displays **variations of the title** as it is entered in the 245 field.

MARC 250 field

Information about the specific edition of an item is included in this **edition area.** This area may contain the name and/or number of the editions and, if present, statements of responsibility relating to the edition.

MARC 260 field

This important field contains **publication and distribution information.** It includes the place of publication, distribution, etc.; the place of manufacture, name of manufacturer or date of manufacture if name of publisher is unknown; names of the publishers, distributors, etc. A **s**tatement of function of the publisher, distributor, name of a production company when necessary for clarity and the date of publication, distribution, etc., including copyright data, are also shown here if necessary.

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MARC 300 field

Information entered here in the **physical description area** includes: number of pages, volumes, discs, frames, etc.; other physical details, illustrative material, playing speed, material from which an item is made, etc.; dimensions, height, diameter, etc. and information about accompanying material (teacher's guide, separate maps, etc.).

MARC 4XX fields

If an item is part of a **series,** information about it is entered here, including the title proper of the series, the statement of responsibility relating to the series, the ISSN of the series, numbering within the series and information about sub-series.

MARC 5XX fields

This **notes area** is for data that the cataloger considers important to the library user and that has not been incorporated in any of the above fields.

MARC 6XX fields

Subject access points and classifications are included in this field. Subject information is <u>not</u> considered part of the bibliographic record and is added only after the descriptive cataloging process is completed.

MARC 7XX fields

This area is for **additional entries** indicating joint authors, editors, titles, etc.

MARC 8XX fields

This area is for any **series added entry** or entries. This will be discussed in more detail as we study additional access points for a bibliographic record.

Chapter 2
MARC Leader and 0XX Fields

Chapter 2 includes:

The Leader

The first field at the top of MARC record is known as the Leader; it contains important data elements that provide information for the processing of the record. These elements include numbers or coded values and are identified by a relative character position. The Leader is called a **fixed field** because it contains a limited number of character positions. Here are some things to do and watch for in this field:

- Be sure to change the material type in MAT TYPE to the appropriate code letter ("a" for print material, "b" for periodicals, etc.).

- Add the appropriate date in CAT DATE when importing or creating a new record.

- Select the SKIP that corresponds with the first word in the 245 field that indicates how many character positions come before the first important word of the title. If the first word of a title is an article ("a," "an" or "the" in English), enter the number that indicates how many character positions need to be skipped. Enter 2 for "a", 3 for "an" or 4 for "the." If the 245 field does not start with an article, enter 0. Also enter the appropriate SKIP number if the article is in another language (for example, enter 3 for "le" in French).

- Remember to change the default "c" that automatically appears in the INPUT LIBR and INITIALS boxes to your library's code when importing or creating a new record.

- Enter the place of publication in COUNTRY.

- Remember information in shaded areas is machine input and cannot be changed.

Control information (MARC 00X fields)

Other fixed fields, following the Leader, may be added to a bib record. Some are automatically assigned and others require the cataloger to input specific information.

001, 003 and 005 fields

In both Minerva and Z39.5 records you may see bib records with 001–005 fields; these are usually automatically generated and should be retained when importing a record. <u>Do not add these fields to original records created in Minerva</u>; they are unique to a record and should be deleted when an existing record is copied and used to create a new record for a different item.

- 001 – This field shows the control number assigned to an individual bib record by the organization creating, using or distributing the record. The MARC code for the organization is contained in the 003 field (Control Number Identifier).

- 003 – This field shows the MARC code that identifies the organization whose control number is contained in the 001 field (Control Number).

- 005 – This field uses sixteen characters to indicate the date and time of the latest record transaction and also serves as a version identifier for the record.

006, 007 and 008 fields

The optional 006 field is used to describe accompanying material. The 007 is required for microform and non-book materials. These fields will be covered in more detail throughout this manual as cataloging of non-book items is discussed. All items should have a 008 field.

In good Z39.5 record these fields are usually correct but should always be checked for accuracy and corrected as needed. To expand a 006, 007 or 008 field, place the cursor in the field, right click and select "Expand field" or type Control "r." Inaccuracies will appear in red.

The coded information in the 008 is primarily for machine sorting and indexing. Much of the information may be repeated in other fields of the bib record because they are more flexible than coded data and can express variations that cannot be shown in a coded field. For example, the 008 field can only show two dates but the reality can be more complex (a multi-volume work could start in one year, be completed in another and receive copyright in yet another). The cataloger can describe that situation as precisely as necessary in description fields, but is always limited to two dates in the coded 008. When the option "Expand field" is selected the follow appears. Please note that in Millennium the first six fields listed below are part of the **MARC Leader**.

REC STAT   a: increase in coding level; c: corrected or revised; n: new

REC TYPE   a: language material

BIB LEVL   m: monograph

ENC LEVL   blank: full level; u: unknown

CAT FORM   a: AACRR

ARC CNTRL blank: no specific type of archival control; a: archival control

Date Ent   add date (e.g., 02-23-2004) when doing original cataloging

Date Type   matches 260 field; s: single date (use drop-down arrow for choices)

Date one   1st date in the 260 field

Date two   blank or the last date in the 260

Country   automatically supplied from the field at the top of the record

llustr 1-4   use drop-down arrow; blank: no illustrations; a: illustrations.

Audience   use drop-down to indicate level, based on information in bib record

FormItem   use for a-c: microform, d: large print, f: braille, etc.

Content1-4 use drop-down arrows to indicate contents as given in 5XX notes

Gov PUB   blank: not a government publication; use drop-down if a government document

Index	blank: no index; 1: index present
Undefine	blank
Lit Form	blank: not fiction; 1: fiction; use drop-down for other choices
Conf Pub	blank: not a conference publication; 1: conference publication
Biog	blank: no biographical information; use drop-down for other choices
Language	eng
Modified	blank
Cat Srce	d

MARC 010-04X fields

Reference chart to MARC 0XX fields
010=The Library of Congress Control Number (LCCN)
020=International Standard Book Number (ISBN)
022=International Standard Serial Number (ISSN)
024=Other Standard Identifier
028=Publisher number
041=Language code (R)

010 field (NR)

The Library of Congress Control Number (LCCN)

The eight-digit **LCCN** is entered in the 010 field. In print format the LCCN often has a hyphen, but in MARC records the hyphen is omitted and a zero or zeros are added to be sure the 010 always contains eight digits.

Both **indicators** are blank in this field.

Four **subfield codes** are used:

|a LCCN (NR)

|b NUCMC control number (R)

|z Cancelled/invalid LCCN (R)

|8 Field link and sequence number (R)

Examples:

010   74008932 (in book: 74-8932)

010   40078638 (in book: 4-78638)

020 field (R)

International Standard Book Number (ISBN)

An item's **ISBN** is shown in the 020 field without hyphens. Do NOT add punctuation at the end of the number. Information that qualifies the ISBN such as publisher, binding, format, volume number, etc., is entered in parenthesis after the ISBN.

Both **indicators** are blank.

Several **subfield codes** are used.

> |a ISBN (NR)
>
> |c Terms of availability (price) (NR)
>
> |z Cancelled or invalided ISBN (R)
>
> |6 Linkage (NR)
>
> |8 Field link and sequence number (R)

Examples:

020   0914378260 (pbk)

020   0394502884 (Random House)|c$12.95

022 field (R)

International Standard Serial Number (ISSN)

An **ISSN** is issued to serials and is entered in the 022 field. These materials are published in successive parts at regular or irregular intervals and are intended to be continued indefinitely. Some examples would be: periodicals, yearbooks, annuals, almanacs and proceedings of societies. When typing an ISSN, insert a hyphen between the first four digits and the last four digits.

Both **indicators** are blank.

The most commonly used **subfield codes** are:

> |a ISSN (NR)
>
> |y Incorrect ISSN (R)
>
> |z Cancelled ISSN (R)

Example:

022   0046-225X

024 field (R)

Other Standard Identifier

A standard number or code published on an item that cannot be accommodated in the 020 or 027 (Standard Technical Report Number) fields is entered in the 024. The type of standard number or code is identified in the first indicator position or in subfield |2.

The **first indicator** describes the type of standard number or code being entered:

      0 - International Standard Recording Code (ISRC)

      1 - Universal Product Code (UPC)

      2 - International Standard Music Number (ISMN)

      3 - International Article Number (IAN)

      4 - Serial Item and Contribution Identifier (SICI)

      7 - Source specified in subfield |2

      8 - Unspecified type of standard number or code

The **second indicator** choices are as follows:

   blank - No information provided

      0 - No difference

      1 – Difference

Following are the most common **subfield codes**:

      |a Standard number or code (NR)

      |c Terms of availability (NR)

      |d Additional codes following the standard number or code (NR)

      |z Canceled/invalid standard number or code (R)

Examples:

      024 0 FRZ039101231

      024 0 NLC018413261|zNLC018403261

      024 10 070993005955|d35740

      024 2 M571100511

      024 30 9780449906200|d51000

      024 41 875623247541986340134QTP1

028 field (R)

Publisher number

Publishers' numbers used for sound recordings, printed music and video recordings are entered in the 028 field. This is a searchable field.

The **first indicator** shows the type of publisher number:

0 Issue number, assigned by the publisher, identifies the issue or serial designation

1 Matrix number, identifies the master from which the recording was pressed

2 Plate number, assigned by a publisher to a printed music publication

3 Other publishing numbers

4 Video recording numbers

5 Other publisher numbers

The **second indicator** is the note/added entry controller.

0 No note, no added entry

1 Note, added entry required

2 Note, no added entry

3 No note, added entry required

There are two **subfield codes.**

|a Publisher number (NR)

028 02 1-80184

|b Source (NR)

Examples:

028 02 VA5386|bVeston Video

028 40 LSP 2061|bLOB

030-039 fields (R)

The 030-039 fields should be retained in Z39.5 records but are not usually added to records created in Minerva. These fields should be deleted when creating a new record from an existing record. Check the MARC 21 website for more details about these fields.

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040 field (NR)

The 040 field is found in Z39.5 records and contains the initials of libraries that have contributed to the bib record. Retain this field unless a new record is created from an existing record. One indication of a quality record is the presence of DLC (Library of Congress) in the 040 field. This field is not added to original records created in Minerva.

041 field (R)

This field is used for multilingual, translated items and items using sign language. The source of these codes is *MARC Code List for Languages,* which is accessible through the MARC 21 website.

The **first indicator** shows whether or not the item is a translation:

0 Item is not a translation or does not include a translation.

1 Item is or includes a translation.

The **second indicator** is the source of the code:

blank – MARC language code.

7 – Source specified in subfield |2.

The following **subfield codes** are used:

|a Language code of text, soundtrack or separate title (R).

|b Language code of summary or abstract/overprinted title or subtitle (R).

|d Language code of sung or spoken text (R).

|e Language code of librettos (R). The language of the printed text of the vocal/textual content of the work.

|f Language code of table of contents (R). The language of the table of contents when it differs from the language of the text.

|g Language code of accompanying material other than librettos (R). The language of significant accompanying material other than summaries (subfield |b) or librettos (subfield |e).

|h Language code of original and/or intermediate translations of text (R). Codes for intermediate translations precede those for original languages.

Example**:**

041 0 eng|bfre|bger|bspa (Item contains text in English, French, German and Spanish.)

Chapter 3
Main Entries
MARC 1XX Fields

Chapter 3 includes:

Choice of main entry

The first step in cataloging an item is to determine its main entry, or main access point. Access points are headings or index terms used in searchable fields. As many headings as seem necessary should be provided so patrons can readily find what they are looking for in the data base.

The main entry signifies the creator of the work in hand and is frequently the name of the single author or known primary author of the item being cataloged. The MARC tag used for the main entry is 1XX. This is the first field of the record containing bibliographic information. If a work has unknown authors, more than three authors or is an edited compilation there is no 1XX field and the bibliographic information will begin with the title field (245). Access to names not entered as main entries is given through 7XX and 8XX fields; these are considered to be added entries or added points of access on the bib record.

Sources for determining main entry access points:

➢ Chief source of information

➢ Other statements prominently stated in the item

➢ Statements in contents and outside sources if clarification is needed

Personal author as main entry: MARC 100 field (NR)

When an item has a clearly identifiable personal author or creator who is chiefly responsible for the creation of the intellectual or artistic content of a work, the name is entered in the 100 field. There may only be one 100 tag in a record. Personal authors can be writers, music composers, map cartographers, bibliographers, photographers, artists or performers. This field ends with a period.

Only the **first indicator** position is used in the 100 field, as follows:

> 0   Forename, used when a person goes by only one name
>> 100 0   Madonna,|d1958-
>
> 1   Surname or last name followed by the first name, the most common indicator in this field
>> 100 1   Jennings, Alan.
>
> 3   Family name, used when a work such as a newsletter is created by a family group
>> 100 3 Adams family.

The 100 field <u>may</u> contain a variety of **subfields.** Punctuation in the examples below is prescribed by AACR2. The most frequently used subfields are listed in the order in which they would be used. For a more extensive listing and additional examples see the MARC 21 website.

> |a Personal name (NR)
>> 100 1   O'Connor, Dennis.
>
> |q Qualification or fuller form of name (NR)
>> 100 1   Lawrence, T. E.|q(Thomas Edward).
>
> |b Numeration (NR)
>> 100 0   Mary|bII,|cQueen of Great Britain,|d1662-1694.
>
> |c Title(s) (R)
>> 100 1Seuss,|cDr.
>
> |d Dates of birth, death or flourishing associated with the name (NR)
>> 100 1Ondaatje, Michael,|d1943-.

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Corporate author as main entry: MARC 110 field (NR)

The main entry may be the name of a corporate author rather than that of a personal author or creator. The 110 tag is used and the corporate name is entered there. This field ends with a period.

A corporate author is an organization or a group of persons identified by a particular name and that acts as an entity. There are several types of corporate authors that may be main entries: associations; institutions; business firms; governments; conferences; ad hoc events such as fairs or exhibits and vessels such as spacecraft and ships.

A corporate body may be chosen as the main entry only if the contents of the item being cataloged belong in one or more of six categories:

> *Administrativ*e – The contents deal with the corporate body itself. Examples would be things such as annual reports, university calendars, membership directories and catalogs.

> *Legal material* – The item's contents *i*nclude the corporation's laws, decrees, administrative regulations, treaties, court decisions or legislative hearings.

> *Collective thought* – The item's contents are from reports of commissions, recommendations of committees, etc.

> *Collective activities of performing* groups – This would include sound recordings, video recordings or published music recorded or produced by a performing group.

> *Collective activities* – This would include publications from conferences, fairs, exhibits, etc.

> *Cartographic* material – A corporate body can be considered as the main entry for cartographic material when it is responsible for more than just the material's publication because it has financed expeditions, hired and directed staff, etc.

Only the **first indicator** position is used; it shows if a name is preceded by a place name or is in direct order.

1 Place or place plus name

110 1   Maine.|bState Planning Office.

2 Name in direct order

110 2   Lions International.

This field <u>may</u> contain a variety of **subfields**. Punctuation that appears in the examples below is prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

|a Name of corporate body (NR)

> 110 2   Lions International.

|b Each subordinate unit in hierarchy (R)

> 110 1   California.|bLegislature.|bJoint Committee on Seismic Safety.

|d Date of meeting or treaty signing (R)

> 110 1   United States.|bCongress|n(87th, 2nd session :|d(1962).

> 110 1   Algeria.|tTreaties, etc.|gEngland and Wales|d1682, Apr. 20.

|c Location of a meeting (NR)

> 110 2   Canadian Law Society.|bConfenence|d(1980 :|cVancouver, B.C.).

|4 Realtor term (NR)

> 110 2   Atchison, Topeka, and Santa Fe Railway Co., et. al|4defendents.

|n Number of part/section/meeting (R)

> 110 1   United States.|bCongress|n(87th, 2nd session :|d1962).

Meeting or conference as main entry: MARC 111 field (NR)

The name of the meeting is usually the main entry and is entered in a 111 field when the papers or proceedings of a meeting are cataloged. This field is also used for programs or publications of fairs and exhibitions. Entries in this field are always in direct name order. This field ends with a period.

Only the **first indicator,** the number "2," is used in this field.

> 2 Name, direct order as illustrated in the examples below

This field <u>may</u> contain a variety of **subfields**. Punctuation and form of entry in the examples below are prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

|a Name of meeting (NR)

> 111 2 International Institute on the Prevention and Treatment of
> Alcoholism.

|d Date of conference or meeting (NR)

>   111 2   Special seminar on Canadian Investment in theU.S.|d(1980).

|c Place (NR)

>   111 2   Agriculture Sciences Seminar|d(1979 :|cWilliamsburg, Va.).

|e Subordinate unit in name (R)

>   111 2 Olympic Games|n(21st :|d1976 :|cMontreal, Quebec)|eOrganizing
>   Committee.

|g Miscellaneous information (NR)

|n Number of meeting, part/section (R)

>   711 2 |aOxford University Expedition to Spitsbergen|n(1st :|d1912).

Uniform title as a main entry: MARC 130 field (NR)

The uniform title or the title chosen to identify a monograph which has been published under many different titles may be the main entry. Only the first indicator is used in this field. The second indicator is blank.

>   0-9   Number of nonfiling characters present

This field **may** contain a variety of subfields. These are not necessarily used in alphabetical order. Punctuation is prescribed by AARC2, not by MARC format. The most frequent subfields are listed below in the order in which they would be used. See MARC 21 for more details

|a Uniform title (NR)

>   130 4   The Dead Sea Scrolls.

|d Date of treaty signing (NR)

>   130 0   Treaty of Urtrecht|d(1713)

|f Date of a work (NR)

>   130 0   Bible.|lHebrew-Greek.|f1834.

|g Miscellaneous information (NR)

|k Form subheading (NR)

>   130 0   Talmud.|lEnglish.|kSelections.

|l Language of a work (NR)

|m Medium of performance for music (R)

> 130 0 Alman.|mharpsichord (Fitzwilliam virginal Book, 14)

|n Number of section/part of a work (R)

> 130 0 English lute songs.|nSeries 1.

|o Arranged statement for music ("arr.") (NR)

> 130 0 God save the king;|oarr.

|p Name of section/part of a work (R)

> 130 0 Bible.|pN.T.|pCorinthians, 1st.

|r Key for music (NR)

> 130 0 Concertos,|mviolin, string orchestra,|rD major.

|s Version (NR)

> 130 0 Bible.|pO.T.|lAnglo-Saxon.|sAelfri.|f1974.

Additional information on main entry fields

Shared responsibility

Only one author may be entered in the main entry area even if two or three people or corporate bodies have equally co-authored a work. The names not selected as the main entry become added access points or added entries and are entered in subsequent MARC 7XX and 8XX fields. In the example below the co-author's name is given access through a 700 1 field.

> 100 1 Henkel, James G.
>
> 245 10 Molecular graphics on the IBM PC microcomputer|h[electronic resource] /
> |cJames G. Henkel, Frank H. Clarke.
>
> 700 1 Clarke, Frank H.

Items with no collective title

If an item includes a collection of works but does not have a chief source of information that gives a title for the entire collection**, the main entry is under the first work or contribution named**. In the following example three works are all bound in the same book but there is no collective title page at the beginning of the volume.

> 100 1 Ellsworth, Ralph E.,|d 1907-
>
> 245 10 Buildings /|cRalph E. Ellsworth. Shelving / by Louis Kaplan. Storage
> warehouses / Jerrold Orne.

Works of mixed responsibility

There are times when the responsibility for a work is divided. This happens when different persons or bodies have contributed to the intellectual or artistic content of a work, performing different kinds of functions (e.g., writing, adapting, illustrating, translating, etc.). Determination of the main entry depends to a large extent on the relative importance of such contributions. There are two categories of mixed responsibility:

1. Modifications of previously existing works, such as revised editions, adaptations or translations.
2. New works that consist of different kinds of contributions, such as illustrated texts or musical works with the words by one person and the music by another.

Works that are modifications of other works

If the modification has changed the nature or contents of the original in a substantial way, or the medium of expression is different, the main entry is under the person or body responsible for the new work. However, if the modification is a rearrangement, abridgment, etc., where the original person or body is still seen as being responsible, the original heading is chosen. Following is an example of an adapter as main entry with a note added in the 500 field to clarify the original author. .

100 1   Taylor, Helen L.|q(Helen Louisa).

245 10 Little pilgrim's progress /|cby Helen L. Taylor.

500   Adaptation for children of: The pilgrim's progress / John Bunyan.

Main entry under original author

The main entry for the original work is used for a revision if the name of the original author appears in either a statement of responsibility or other title information. The reviser, condenser, etc., is given in an added entry.

Abridgments are always entered under the original author with an added entry made for the abridger.

A revised edition entered under the original author

> 100 1   Wynar, Bohdan S.
>
> 245 10 Introduction to cataloging and classification /|cBohdan S. Wynar.
>
> 250   7th ed. /|bby Arlene G. Taylor.

A revised work with main entry under the reviser

> 100 1   Bedingfeld, A. L.
>
> 245 1   Oxburgh Hall, Norfolk :|ba property of the National Trust /|cby A.
> L. Bedingfeld.
>
> 250   2nd ed.

Items lacking main entries

<u>If there is no clear personal or corporate author or when there are more than three
authors, there is no 1XX field and the title becomes the first field containing
bibliographic data.</u> Either the primary or the first-named author is given in the statement
of responsibility, followed by a space, ellipses, space [et al.]. An added entry is made for
that author only in a 7XX field. All other authors are disregarded. Following is an
example of a title main entry when the principal author is not indicated and there are
more then three authors:

> 245 00 Europe reborn :|bthe story of Renaissance civilization /|ccontributors,
> Julian Mates … [et al.].

Collections and works produced under editorial direction

When contributions by different persons or corporate bodies are brought together either
as a collection of previously published works or as contributions produced under editorial
direction and there is a collective title, there is no main entry or 1XX field. Added entries
(7XX fields) are made under the headings for prominently named editors and compilers,
unless there are more than three. If there are more than three, only the first-named or
most prominent is given in a statement of responsibility, using the same form as outlined
above for more than three authors. Following is an example of a title main entry for an
edited work:

> 245 00 When autism strikes /|cedited by Robert A. Catalano ; foreword by Fred
> R. Volkmar.

Chapter 4
Title and Statement of Responsibility
MARC 245 Field

Chapter 4 includes:

MARC 245 field (NR)

The title and statement of responsibility are entered in the 245 field. Enter the information just as it appears on the item following AACR2 rules for form and punctuation. This field ends with a period.

Both **indicators** are used.

The first indicator denotes the nature of the title entry.

    1   Title added entry (This indicator is used only when there <u>is</u> a 1XX tag present in the bib record.)

    0   No title added entry (This indicator is used only when there is <u>not</u> 1XX tag present in the bib record.)

The second **indicator** tells the computer to skip a specified number of "nonfiling" characters when it searches for the title. Enter **0** in this position if the title does <u>not</u> begin with an article. If the first word of the title <u>is</u> an article (**a, an** or **the,** in English), enter a number for each letter in the article plus one for the following space. Treat non-English

articles in the same way. There can be 0-9 nonfiling characters present, including one space. <u>An initial quotation mark is also considered a nonfiling character,</u> as illustrated in the second example below.

> 245 14   The robe.

> 245 15   "The eve that never sleeps--"

This field may contain a variety of **subfields.**   The most frequent are listed below in the order in which they would be used. **Additional information about subfields |b and |c is found at the end of this chapter.** See the MARC 21 website for more details.

> |a Title proper (NR)

>> 245 10   Easy family tree.

> |a Title proper including an alternative title (NR)

>> 245 14   The young boy, or, The boy hunters in the north.

> |n Number of part/section of work (part of title proper) (R)

>> 245 10   Marlowe's plays.|nPart one.

> |p Name or part/section of work (part of title proper) (R)

>> 245 10   Progress in nuclear energy.|pReactors.

> |h General materials designation (part of the title proper) (NR)

>> 245 10   Faust|h[sound recording].

> |b Remainder of the title

>> 245 10   Family fun :|bboredom busters.

> |c Statement of responsibility, etc.

>> 245 10   Kentucky sunrise /|cFern Michaels.

Title proper

The chief name of an item is called the **title proper.** Other title information, such as a subtitle, is not considered to be part of the title proper. If the title proper is repeated in another language, the repeated title is called a parallel title and is considered to be other title information. Except for punctuation and capitalization, the title proper is transcribed exactly as it is found on the chief source of information. Do not add any information such as "by" or "and" to the record if it is not on the chief source of information itself.

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Capitalization

The <u>first word</u> of a title proper, an alternative title or a parallel title should be capitalized. Capitalize other words, including the first word of any other title element, in accordance with normal usage for the language. In English, capitalize only proper nouns and proper adjectives.

> Vanity fair, selections from America's most memorable magazine.
>
> Desertions during the Civil War.
>
> Les enfants du paradis.
>
> Raising our athletic daughters.

Quoted titles within title

Capitalize the <u>first word</u> of every title quoted. Do not put the title in quotes.

> An introduction to The ring and the book.
>
> Selections from The idylls of the king.
>
> Shakespeare's The two gentlemen of Verona.
>
> Supplement to The Oxford companion to English literature.

Titles preceded by dashes

<u>Do not capitalize the first word</u> of a title if it is preceded by a dash. Such a dash indicates that the beginning of the phrase from which the title was derived has been omitted.

> --loved I not honor more.

Grammatically independent titles or supplements and sections

If the title proper of a supplement or section consists of two or more parts not linked grammatically, <u>capitalize only the first word of the title of the first, second and any subsequent part</u>.

> The Traveling Wilburys. Vol. one.
>
> Ecology. Student handbook.
>
> Journal of biosocial science handbook. Supplement.
>
> Progress in nuclear energy. Series 2, Reactors.

Item lacking a title page

If there is no chief source of information, supply a title proper from an alternative source. If no title can be found, make up a brief title. Enclose title information not found on the chief source of information in square brackets or list its source in the notes area (MARC 5XX fields, discussed in Chapter 11).

245 00   [Map of Maine]

Ellipsis and brackets

If the chief source of information includes an **ellipsis (...),** replace it with dashes in the title area as shown below:

Title: Ein Spatz in der Hand...

MARC entry: 245 10   Ein Spatz in der hand—

In like manner replace **square brackets ([])** with parentheses.

Alternative title

A second title joined to the first title by "or" or its equivalent is called an alternative title. The alternative title is considered part of the title proper. Notice that a comma precedes and follows the word "or."

245 10   Maria, or, The wrongs of woman.

245 10   Crushed violet, or, A servant girl's tale.

Numbered or named parts: subfields |n and |p

If the item being cataloged is part of a larger work, the number or name of the part follows directly after the title proper and is preceded by a period. MARC format adds subfield code |n if it is a number and subfield code |p if it is a named part.

245 00   Master of arts theses and master of science theses written
at the University of Maine between 1945 and 1961.|nPart three.

245 00   Holocaust reference library.|pCumulative index.

245 14   The Smithsonian guides to natural America.|pCentral Appalachia: West
Virginia, Kentucky, and Tennessee.

General Material Designation (GMD): subfield |h

The General Material Designation, or GMD, designates the media group to which an item belongs and is only used in the 245 field. The GMD appears <u>directly</u> after the title proper, an alternative title or the number or name of a part of item and before any other title information or the statement of responsibility. It is enclosed in brackets and is always in lowercase. A subfield code |h precedes this area.

<div align="center">

Complete list of GMD terms

</div>

activity card	microscope slide
art original	model
art reproduction	motion picture
braille	music
cartographic material	picture
chart (not a map)	realia
diorama	slide
electronic resource	sound recording
filmstrip	technical drawing
flash card	text
game	toy
kit	transparency
manuscript	videorecording
microform	

When cataloging material in **large type** use: |h[text (large print)].

     245 14   The hounds of the Baskervilles|h[text (large print)].

When an item is a reproduction of a work that originally appeared in a different form, the GMD for the reproduction, not the original, is given. Although the videorecording of the following was originally issued as a 16mm motion picture, the appropriate GMD is videorecording and not motion picture, as illustrated by the example below.

     245 04   The Americans, 1776|h[videorecording]

Other title information: subfield |b

When there is title information, such as a subtitle, in addition to the title proper it is called "other title information" and usually follows the title proper on the title page. This area is preceded by a space, colon and subfield code |b. The |b is also used before the **first** parallel or other title information.

> 245 00   Up from the pedestal :|bselected writings in the history of American feminism.
>
> 245 00   Population|h[game] :|ba game of man and society.
>
> 245 14   The Myers Demonstration Library :|ban ESEA Title III project.
>
> 245 04   The republics of South America :|ba report.
>
> 245 14   The living of Charlotte Perkins Gilman :|ban autobiography.

If there is more than one area of title information, use a space, colon, space to separate the areas. The |b is not repeated.

> 245 00   Nancy Drew|h[electronic resource] :|bdanger on Deception Island : 3D interactive mystery game.

If the title contains a **parallel title** which **r**epeats the title in another language, it is preceded by a space, equal sign and the subfield code |b. If there is more than one parallel title the additional titles are preceded by a space, equal sign and a space and no subfield code.

> 245 10   Spanish books =|bLibros en espanol : a catalogue of the holdings of the Centre, Metropolitan Toronto Central Library.

Statement of responsibility area: subfield |c

The statement of responsibility identifies the person(s) or organization(s) responsible for the intellectual or artistic content of the work being cataloged. This area is preceded by a space, slash (/) and the subfield code |c. Each area in this statement that represents different types of responsibility is separated by a space, semicolon, space. The chief source of information is the preferred place from which to take the statement of responsibility. Enclose in square brackets any statement from alternative sources. Only statements that are significant to the bibliographic description should be recorded.

Editors who assisted with the book design are sometimes listed on the verso of the title page but they would <u>not</u> be included in the statement of responsibility. Unlike the title proper, a statement of responsibility is not essential to a description and if a statement indicating responsibility does appear in a prominent place on the item it is omitted.

> 245 14   The tapestry room :ba child's romance /|cMrs. Molesworth ; illustrated
> by Walter Crane.

Multiple statements of responsibility

If there are multiple statements of responsibility listed after |c, they are transcribed in the order in which they appear in the chief source of information. If they all have the same kinds of responsibility, separate by commas. If different types of responsibility are represented, separate by space, semicolon, space.

> 245 10   Looking backwards /|cColette ; translated from the French by David Le
> Vay ; with an introduction by Maurice Goudeket.

If there are more than three persons or corporate bodies with the same type of responsibility, only the first person or body is transcribed. The omission of the others is indicated by space, ellipses, space [et al].

> 245 10   Studies in modality /|cNicholas Rescher ; with the collaboration of Ruth
> Manor ... [et al.].

Names including formal titles

Most titles of address, honor, distinction, qualifications, dates of founding, etc., are omitted from the statement of responsibility. There are four exceptions:

1. The title is necessary grammatically.
2. Only a given name or only a surname is accompanied by a title.
3. A title is necessary for identification.
4. A title of nobility or British title of honor is involved.

> 245 10   Where art thou? /|cby Mrs. George Adams.

Use of brackets in the statement of responsibility

When the relationship of the person or body in the statement of responsibility is not clear, a word or phrase of explanation may be added in brackets.

> 245 00   Words from long ago /|c[edited] by Joseph Andrews.

Nouns or phrases indicating nature of work

Sometimes a noun or phrase appears between the title and statement of responsibility that is not really part of either. If the word seems to indicate the nature of the work, e.g., poems, a play, a report, etc., it is transcribed as part of the title. If, however, the word refers to the role of the person or body responsible, it should be included with the statement of responsibility, e.g., read by, prepared for, etc. If in doubt, include such words in the statement of responsibility.

> 245 10 Walt Whitman's poetry :|ba study & a selection /cby Edmond Holmes.

When the name of person or body responsible appears in the title

If the name of the person or body responsible for the item being cataloged appears as part of the title, it is <u>not necessary to repeat</u> the name in the statement of responsibility. (See the above example.)

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Chapter 5
Access Points for Different Forms of the Title
MARC 240 and 246 Fields

Chapter 5 includes:

Title access

The title proper is entered in the 245 field exactly as it appears on the material being cataloged. Alternative forms of the title are entered as needed in other MARC fields so that a patron using variations in phrasing or spelling will be able to find the item.

Uniform title: MARC field 240 field (NR)

A uniform title is the title chosen for cataloging purposes when a work has appeared under varying titles or in more than one form. Adding an access point for the title by which a work is commonly known allows all manifestations of a work to appear together. For example, the book *Huckleberry Finn* may have been published with the title *Huckleberry Finn, Mark Twain's Huckleberry Finn* or *The Adventures of Huckleberry Finn.* Adding the uniform title Huckleberry Finn to the appropriate records will give patrons access to all editions of the book.

The uniform title may be accessed through the 240 tag when there is a 100, 110 or 111 tag in the record. <u>The 240 is an optional field</u>, used for music, laws, treaties, liturgical works with an author or composer, authored classics and translations. This field is only used if there is a uniform or common title that identifies a monograph that has been published under many different titles. There is no end punctuation in this field. See the MARC 21 website for details.

The first **indicator** determines whether or not the uniform title displays in the bib record:

    0 Patron does not see an alternative title displayed on a bib record.

    1 Alternative title is displayed in the bib record (preferred choice).

The second **indicator** is for nonfiling characters:

       0 – 9 Number of nonfiling characters

This field <u>may</u> contain a variety of **subfields**. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

       |a Uniform title (NR)

            240 4   The Dead Sea Scrolls.

       |d Date of treaty signing (NR)

            240 0   Treaty of Urtrecht|d(1713)

       |f Date of a work (NR)

            240 0   Bible.|lHebrew-Greek.|f1834.

       |g Miscellaneous information (NR)

       |k Form subheading (NR)

       |l Language of a work (NR)

            240 0   Talmud.|kSelections.|lEnglish.

            240 14 The Pickwick papers.|lFrench

       |m Medium of performance for music (R)

            240 0   Alman.|mharpsichord (Fitzwilliam virginal Book, 14)

       |n Number of section/part of a work (R)

            240 0   English lute songs.|nSeries 1.

       |o Arranged statement for music ("arr.") (NR)

            240 0   God save the king;|oarr.

       |p Name of section/part of a work (R)

            240 0   Bible.|pN.T.|pCorinthians, 1st.

       |r Key for music (NR)

            240 0   Concertos,|mviolin, string orchestra,|rD major.

       |s Version (NR)

            240 0   Bible.|pO.T.|lAnglo-Saxon.|sAelfri.|f1974

Variations of the title: MARC 246 field (R)

The 246 field is used to provide access to parallel, alternative and other title information that displays in the 245 field when it is deemed appropriate by the cataloger. **Only** title information from the 245 field may be entered in the 246 field. There is no nonfiling indicator for this field. Initial articles are omitted; do not add end punctuation. Information about the edition, publication history, contents, sequels, etc., is entered in a 5XX field as a note and accessed through a 7XX field or a key word search.

The first **indicator** shows whether or not a note is added to the record and determines if the title is displayed in the bib record as an alternative entry:

> 0   Note, no added entry
>
> 1   Note, title added entry
>
>> 246 13   California State Assembly file analysis
>>
>> 245 10   Berkley book of modern writing
>
> 2   No note, no title added entry
>
> 3   No note, title added entry
>
>> 246 30   Modern writing

The second **indicator** shows the type of title being accessed:

> blank   No information available
>
> 0   Portion of title
>
>> 245 00   Journal of polymer science.|pPart C |nPolymer symposia.
>>
>> 246 30   Polymer symposia
>
> 1   Parallel title
>
>> 245 10   Spanish books =|bLibros en espanol.
>>
>> 246 31   Libros en espanol
>
> 3   Other title (for serials only)
>
>> 246 13   Biographical directory of librarians
>
> 4   Cover title
>
> 5   Added title page
>
> 6   Caption title (title printed at the head of the first page of the text)
>
> 7   Running title (title printed on the top or bottom margin of each page)
>
> 8   Spine title

The 246 field <u>may</u> contain a variety of **subfields.** The most frequently used are listed below in the order in which they should be used.

> |a Title proper (**Note:** Minerva automatically searches "&" as "and" so either is acceptable.)
>
> > 245 00 Dick Rutan & Jeana Yeager /|cby Laurie Rozakis.
> >
> > 246 3   Dick Rutan and Jeana Yeager
>
> |a Portion of the title
>
> > 245 04   The Berkley book of modern writing.
> >
> > 246 30   Modern writing
>
> |n Number of part/section
>
> |p Name of part/section
>
> |b Remainder of title
>
> |f Designation of volume/issue no. and/or date (serials only)
>
> |g Miscellaneous (primarily used for serials)
>
> |i Display text
>
> > 246 1 |iTitle on container:|aNew Brunswick royal gazette

The |i will display a note but will not be indexed. The |a will be both displayed and indexed because |i is not the first subfield.

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Chapter 6
Edition Statement
MARC 250 Field

Chapter 6 includes:

General information

An edition consists of all copies of an item produced from the same master copy. Because there may be substantial changes in the original content in later editions, each edition is treated as a distinct work and cataloged separately. The edition statement is entered exactly as it appears on the item; the list of standard abbreviations in the appendix of this manual lists <u>the only words</u> that should be abbreviated. A statement is enclosed in square brackets if it is not taken from the chief source of information. Cataloging information about the edition of a book is recorded if it is found on the title page, verso or other preliminaries including the cover or the colophon. For most non-book items the information may be taken from the title screens, container, label or documentation. For example, information for a DVD may be found on the item's label or accompanying material, but not on the box. Follow these guidelines:

1. If the information provided does not make a good edition statement, use a note in a 5XX field instead.

2. If there are multiple edition statements, use the one that most closely matches the item being cataloged. If other edition information seems to be important, add it in an appropriate 5XX note.

3. Give the version of the software for electronic resources.

MARC 250 field

The edition statement is entered in a 250 field. This field always ends in a period.

No **indicators** are used in this field.

Two **subfield** codes are used.

|a Edition statement

250	2nd ed.
250	[Rev. ed.]
250	Version 2.4.
250	Model number: A2S2064.

|b Remainder of statement. **Note:** The statement of responsibility is only added to the edition area instead of the 245 field if it follows the edition information on the chief source of information. The statement of responsibility associated with a specific edition is preceded by a space, slash and subfield code |b.

250	5th ed. /	bby Don Pierce.
250	2nd ed. /	bedited by Barbara DeFoe.
250	9th ed. /	brevised and edited by John Dunkin and Patricia Phillips.

Non-book materials

The edition statement for non-book materials is transcribed in the same way as for books.

245 10 Brigadoon|h[sound recording] /|cbook & lyrics by Alan Jan
       Lerner ; music by Frederick Loewe.

250   Collector's ed.

Chapter 7
Publication, Distribution Area
MARC 260 Field

Chapter 7 includes:

MARC 260 field (R)

The 260 field is used to record all details about the place(s), name(s) and date(s) related to the publishing, distributing, issuing, releasing and manufacture of an item and must contain information about all three of these elements. Information for this field comes from the chief source of information, accompanying material or from a readily available reference source. Enclose information not found on the chief source of information in square brackets. This field is repeatable and it ends in a period.

Both **indicators** are blank.

Three **subfields,** |a, |b and |c, are required for most types of material. Non-published materials such as manuscripts or realia have subfield code |c only.

        The following subfield codes may be used. The most frequent subfields are listed in the order in which they would be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. See the MARC 21 website for more details.

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

        May contain the abbreviation "S.l." enclosed in brackets when place is unknown.

260   Englewood, Colo. :|bLibraries Unlimited,|c1999.

260   London :|bDent ;|aNew York :|bDutton,|c[1936?].

260   [S.l.] :|bEagle Press,|c1842.

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

May contain the abbreviation "s.n." enclosed in brackets when name is unknown.

260   New York :|bScholastic,|cc2000.

260   Bangor, Me. :|b[s.n.,|cbetween 1942 and 1945].*

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

May contain multiple dates (e.g., dates of publication and copyright).

260   Boston :|bLittle Brown,|c2000, c1985.

260 |c[between 1780 and 1793]. *(Dates for a manuscript letter.)*

|e Place of manufacture (NR)

|f Manufacturer (NR)

|g Date of manufacture (NR)

260   New York :|bMuseum of Fine Arts, c1965.|e(Princton, NJ :|fTWR Printers,|g2002).

*Note that the final bracket follows the last "unknown" area.

Place of publication, distribution, etc.: Subfield |a

The city is transcribed as spelled on the item. The state or country is abbreviated according to *former* postal rules (e.g., Calif. instead of CA). A list of the proper abbreviated forms is found on p. 1 – 2 of the Appendix. If the name of a state or country appears on the chief source of information in abbreviated form, use that form (e.g., CA). AACR2R states that well-known cities such as New York or London are not qualified by state or country unless they conflict with the name of another city. See p. 2 of the Appendix for a list of cities whose names may stand alone. Library of Congress has decided to add the name of the state to these cities instead of following the prescribed rule. Implement this cataloging rule when doing original work, but do not change any records that have the state added to these city names (e.g., New York, N.Y.).

Places of publication

The publication area usually contains only one place of publication. If a work is published in more than one city in the country of the cataloger, the first-named place is normally the one entered into the record.

> On the title page: University of California Press
>
>   Berkeley / Los Angeles / London
>
> Transcribe as: 260   Berkeley :|bUniversity of California Press

Adding a second place of publication

A second place is usually added only <u>if a city outside the cataloger's country is given first</u>. For example if the "home" of the cataloger is in the United States but the first-named place is in another country and the second-named place is in the United States, both locations are entered. The second place is preceded by a space, semicolon and subfield code |a.

> On the title page: Oxford University Press
>
>   London / New York / Toronto
>
> Transcribe as: 260   London ;|aNew York :|bOxford University Press

Place of publication not known

As previously mentioned, the place of publication element must contain something**.** If the cataloger determines a location from a source other than the chief source of information, the place of publication is transcribed in square brackets.

> 260   [Los Angeles]

If only the state or country is known, use that information. Do not abbreviate the name of the state or country in this case.

> 260   [California] – Cataloger knows the place from alternative source.

> 260   [England?] – Cataloger is guessing that England is the place.

If the cataloger has no idea of a probable city or country, the abbreviation "S.l." for *sine loco,* meaning "without place," is used. The "S" is capitalized because it represents the first word of the area or field.

> 260   [S.l.]

Name of the publisher, producer or distributor: Subfield |b

The name of the publisher, producer or distributor is the second element of the publication area. The name appearing on the title page is preferred over names on the verso of the title page. This element is preceded by a space, colon and subfield code |b. If it is necessary, a second or third publisher or distributor may be added. Each one is preceded by the space, colon and subfield code |b.

260   New York :|bKnopf

Form of name

Give the name of the publisher, distributor, etc., in the shortest form in which it can be understood and identified. Omit accompanying wording that implies the publishing function. On pages 3 and 4 of the Appendix is a partial list of publishers that may be used in a shortened form. Add additional names as you come across them.

260   London :|bMacGibbon & Kee

260   Berkeley :|bKicking Mule Records

260   New York :|bDodd, Mead

Shortening names

Use care in shortening names. Do not change the meaning of the phrase. Do not shorten the form of a name if confusion with another publisher will result.

The Horn Book, Inc. becomes Horn Book.

Thomas Y. Crowell Co., Inc. becomes Crowell.

W.H. Allen is not shortened to avoid confusion with another publisher. Note: no space between initials in the publication area.

Forenames may be shortened to initials.

Frederick Warne & Co. is shortened to F. Warne.

Caution: certain elements of firm names may not be shortened. Never omit multiple surnames. Transcribe what appears on the chief source of information. Forms of the names may vary from one item to the next because publishers merge or change names.

Harper & Brother, Publishers is shortened to Harper.

Harper & Row, Publishers, Inc. is shortened to Harper & Row.

<u>Do not</u> shorten the name of a firm when the entire name is descriptive of the type of material produced by the firm or of its viewpoint.

Aviation Book Co. is *not* shortened.

Architectural Book Pub. Co. is *not* shortened.

The word "press" needs careful consideration. Press should be retained if the body is in fact a printer. It may also be needed to distinguish between two different corporate bodies. When entering the University of Maine Press retain "Press" because the University of Maine is also a publisher, but Viking Press, Inc. and Bradbury Press, Inc. become Viking and Bradbury because they are commercial publishers not printers. If the name of the publisher or distributor appears in the title and statement of responsibility area in a recognizable form, it may be shortened.

245 14 The cataloging-in-source experiment :|ba report to the Librarian of
         Congress /|cby the Director of the Processing Department.

260   Washington :|bL.C.

Two or more publishers or distributors

If an item has two or more publishers, distributors, etc., use the first-named with its corresponding place. If the names are linked, as frequently happens if both a publisher and distributor are named, then both should be included.

260   Chapel Hill :|bPublished for the Institute of Early American History and
         Culture by the University of North Carolina Press

260   London :|bBBC-TV ;|aNew York :|bReleased in the U.S. by Time-Life
         Video

Name unknown

If the name of the publisher or distributor is unknown, the abbreviation "s.n." for *sine nominee,* meaning without name, is used in square brackets and is preceded by a space, colon and subfield |b. If both the place and publisher are unknown both "S.l" and "s.n" are used and enclosed in one set of square brackets.

260   New York :|b[s.n.]

260   [S.l. :|bs.n.]

Date of publication, distribution, etc.: Subfield |c

The third element of the publication area is the date of the item. The date is preceded by a comma and subfield code |c.

> 260   New York :|bKnopf,|c1999.

Date of publication given

The date is the year of publication, distribution, etc. of the edition as it appears on the item. This means the date of the first impression or printing of an edition. An impression consists of all of the copies of a publication run at one time from a set of photographic plates, type, etc. If the publication sells well, a publisher will frequently use the same plates or type form to make more copies. This would be a second printing or impression. Always prefer the date of the first printing.

No publication date given

If no date of publication is found on the item, use the following guide in the order of preference given. Use square brackets if the date(s) are not taken from the chief source of information.

Year of publication as found on material accompanying the item:

> 260   London :|bVirginia,|c[1985].

The latest copyright year as found on the item, indicated by the letter "c" preceding the date; recordings frequently use the letter "p" for pressing date.

> 260   New York : |bLittle Brown,|cc1989.
> 260   New York :|bPolydor,|cp1979.

Date unknown

The date element for the publication, distribution, etc., area <u>must</u> include a date. The only exception is for naturally occurring objects such as a gem or a mineral specimen. Any date not found on the chief source of information should be in square brackets.

The cataloger has knowledge of the date from a source other than the chief source of information:

|c[1989].

The cataloger is not absolutely certain the date is correct:

|c[1994?].

The cataloger is giving an approximate date:

|c[ca.1950].

The item was published sometime in the 1990's:

|c[199-].

The item was published sometime in the 1900's:

|c[19--].

The cataloger has knowledge that narrows the date of publication to this span of years:

|c[between 1920 and 1930].

Chapter 8
Physical Description Area
MARC 300 Field

Chapter 8 includes:

MARC 300 field (R)

The physical description of the item being cataloged is entered in the 300 field. Notes may be made in a 5XX field to describe any other formats an item may have had. For example, if the item in hand is a videorecording that was originally a motion picture, it is described as a videorecording and a note in a 500 field is made about its original motion picture format. This field ends with a period.

Both **indicators** are blank.

This field <u>must always</u> have a **subfield** |a. Punctuation that appears in the following examples is prescribed by AARC2. See the MARC 21 website for more details.

      |a Extent of item or specific material designation (number of pages or parts)

         300   145 p. ;|c28 cm.

         300   2 sound cassettes (ca. 150 min.) : |banalog, 1 1/2 ips., stereo.

|b Other physical details (illustrations, color, sound, etc.)

      300   31 p. :|bill. ;|c28 cm.

      300   2 videodiscs (90 min.) :|bsd., col. :||c4 ¾ in.

      300   1 sound cassette (3 min., 17 sec.) :|bdigital.

|c Dimensions

      300   243 p. ;|c22 cm.

      300   1 videocassette (15 min.) :|bsd., col. ;|c1/2 in.

      300   2 computer optical discs :|bcol. ;|c3 1/2 in.

|e Accompanying material

      300   1 videocassette (50 min.) :|bsd., col. ;|c1/2 in. +|e1 script booklet

            (14 p. : ill. ; 28 cm.)

Extent of Item: Subfield |a

"Extent of item" is a cataloging term that refers to the number of physical units of an item; it is entered in arabic numerals and followed by its <u>specific material designation</u>. These units may be the number of pages, volumes, cassettes, sound discs, compact discs, etc. The extent of item is preceded by the MARC subfield code |a.

     300   55 p.

     (Please note**:** pages are indicated by "p.")

Books with numbered pages

A book is described in terms of the number of pages (sheet printed on both sides) or leaves (sheet printed on one side). The last numbered page or leaf is given. If some pages have roman numerals, the last roman numeral is used unless they are included in the arabic numeral page count.

     vii, 150 p.

     8 leaves

     530, xi p.

Books with unnumbered pages

Unnumbered pages containing <u>significant</u> information (for example an unnumbered index) are counted and the total given in square brackets. Disregard unnumbered sequences of inessential matter such as advertising, blank pages, etc.

     322, [15] p.

If the cataloger is estimating the approximate extent for the item, the number is preceded by "ca."

     ca. 600 leaves

Children's books with unnumbered pages

The Library of Congress does not follow the above rule for children's books. If the pages in a children's book are not numbered, describe the item as "1 v." with the word unpaged in parenthesis.

     1 v. (unpaged)

Examples of subfield |a (extent of item) for books

Review the following examples of the extent of item for books, pamphlets and printed sheets carefully. Notice how the name of the specific material designation is only used once after the number of units.

327 p.	321 leaves
xvii, 323 p.	[xii], 135 p. (Brackets indicate unnumbered pages.)
381 columns	27 p., 300 leaves
1 broadside	1 sheet
1 portfolio	A-Z p. (pages of item are lettered A-Z)
8, vii, ca. 300, 73 p.	33, [31] leaves
[8], 155 p.	[e. 84] p. (Incorrect final page number)
leaves 81-149 [93] p.	ca. 300 leaves
1000 p. in various pagings (Cataloger added pages together to get a total number.)	
256 leaves in various foliations	
1 v. (various pagings)	1 v. (loose leaf)

Unnumbered plates

The number of leaves or pages of plates are added to the extent of item element if they are not included in the final page number.

> 246 p., 32 p. of plates
>
> xvi, 249 p., [12] leaves of plates
>
> x, 32, 73 p., 1 leaf of plates (The plural form "plates" is used for one (1) leaf.)

Multiple parts

If an item contains multiple parts and publication of the work is complete, enter as follows:

> 5 v.
>
> 4 videocassettes
>
> 7 pts.

If an item is not yet complete, only the specific material designation is given.

> v.
>
> pt.

If the term "volume" is not appropriate for a multipart item, use: parts (pt. or pts.), pamphlets, pieces, case(s) or portfolio(s).

Examples of subfield |a (extent of item) for non-book materials

Study this list of examples of the extent of item for non-book materials carefully. Notice that the specific material designation in the 300 field and the general material designation (GMD) listed on page 26 are not always the same. For more information on sound and video recordings see the Appendix.

3 art prints	3 slides	1 art reproduction
2 cassettes	3 maps	1 diorama
2 posters	2 jigsaw puzzles	1 paperweight
1 computer optical disc	1 filmstrip	1 videocassette
3 photographs	1 globe	1 technical drawing
7 microfiche	2 pictures	3 videodiscs

Other physical details: Subfield |b

Physical details other than extent of item or dimensions are given following the extent of item. These details vary according to the type of material. The other physical details element is preceded by a space, colon and subfield |b.

Books, pamphlets and printed sheets

This element describes illustrative matter in printed material. Use the abbreviation "ill." for illustrated printed monograph. Photographs are considered to be general illustrations and are designated by "ill." Disregard illustrated title pages and minor illustrations. Tables containing only words and/or numbers are not illustrations.

> 300   327 p. :|bill. ;|c25 cm.

Optionally, more details may be added to this element if the cataloger considers them to be useful to the library's patron.

> If the illustrations are all of one or more of the following types and are considered important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles (facsims.), forms, genealogical tables, maps, music, plans, portraits (use "*ports*" for both single and group portraits) and samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

> 300   333 p. :|bmaps ;|c28 cm.

> 300   256 p. :|bcoats of arms, facsims., ports. ;|c24 cm.

> 300   147 p. :|bcomputer drawings ;|c32 cm.

If only some of the illustrations are of types considered to be important, use the abbreviation "ill." and add the appropriate term(s) or abbreviation(s) in alphabetical order.

> 300   230 p. :|bill., maps, music, ports. ;|c25 cm.

> 300   199 p. :|bill., cross sections, forms ;|c28 cm.

Describe colored illustrations (i.e., those in two or more colors) as such.

> :|bcol. ill.

> :|bill. (some col.), maps, plans

> :|bill. (chiefly col.), plans

Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

:|b48 ill.

:|bill., 12 maps

:|bill., 3 forms, 1 map

If the publication consists wholly or predominantly of illustrations, enter as "ill." or "chiefly ill." as appropriate. Optionally, if those illustrations are all of one type, give "all" and the name of type or "chiefly" and the name of type.

:|ball ill.

:|bchiefly maps

Describe illustrative matter issued in a pocket inside the cover of an item in the physical description. Specify the number of such items and their location in a note.

:|bill., col. maps

Note: 4 maps on 2 folded leaves in pocket

Non-book materials

Cartographic materials: include number of maps in an atlas, color, type of material used and mounting.

300   1 atlas (5 v.) :|b250 col. maps

300   1 relief model :|bcol., plastic

Music: include illustrations.

300   1 score (x, 77 p., [1] leaf of plates) :|bfacsim.

Sound recordings: include type of recording, playing speed, groove characteristics (analog discs), track configuration (sound track films), number of tracks (tapes), number of sound channels, recording and reproduction characteristics (optional)

300   1 sound disc (31 min.) :|banalog, 33 1/3 rpm, stereo

300   2 sound cassettes (ca. 150 min.) :|b1 1/2 ips, mono.

<u>Films and videorecordings</u>: include special sound characteristics, color and projection speed (motion pictures).

> 300   2 film reels (25 min.) :|bmultiprojector, multiscreen, si., col.

> 300   1 videocassette (15 min) :|bsd., col.

> 300   2 videodiscs (180 min) ;|bsd., col.

<u>Graphics</u>

The other physical details required depend upon the kind of graphic material being cataloged. Indication of color (e.g., col., b&w, sepia) is all that is required for the following: pictures, postcards, posters, stereographs, study prints, transparencies and wall charts. Other graphic materials need some description of additional characteristics in addition to color.

<u>Art prints</u>: include nature of print entered in either general terms (e.g., engraving, lithograph) or specific terms (e.g., copper engraving, color).

<u>Art reproductions</u>: include method of reproduction (e.g., photogravure, collotype, color).

<u>Charts and flip charts</u>: indicate if double-sided sheets and color.

<u>Filmstrips, flash cards, slides</u>: mention color and also mention sound if it is integral.

<u>Photographs</u>: mention if the photograph is a transparency not designed for projection or if it is a negative print and mention color; optionally, the process used may be given.

<u>Art originals</u>: include a description of a characteristic but do not indicate color. Mention the medium, such as chalk, oil, pastel, etc., and also the base (e.g., board, canvas, fabric, etc.).

<u>Technical drawings</u>: include a description of a characteristic but do not indicate color. Mention the method of reproduction if any (e.g., blueprint, photocopy, etc.).

> 300   8 architectural drawings :|bblueprints

> 300   1 art original :|boil on board

<u>Electronic resources</u>: include encoded sound; encoded to display two or more colors. Optional additions, if readily available and considered to be important, are: number of sides used; recording density; sectoring.

> 300   2 computer cassettes :|bsd., col.

> 300   1 computer optical disc :|bsd., col., double sided, high density

> 300   1 DVD-ROM :|bsd., col.

<u>Three-dimensional artifacts and realia</u> are actual or real things rather than reproductions or text. Toys, tools, objects like an apple or a doll would be examples. Material and color need to be considered when cataloging this type of item.

      300   1 jar :|bclay, brown and red

      300   1 diorama (various pieces) :|bplastic, col.

Dimensions: Subfield |c

The third element in the physical description area is the dimension or size of the item. The dimensions element is preceded by a space, semicolon and subfield code |c.

Dimensions: book-like materials

Give the height of the item in centimeters, to the next whole centimeter up (e.g., if an item measures 17.2 centimeters, give 18 cm.). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the item measures less than 10 centimeters, give the height in millimeters. If the width of the volume is either less than half the height or greater than the height, give the height $\times$ width.

      ;|c20 $\times$ 8 cm.

      ;|c20 $\times$ 32 cm.

If the volumes in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

      ;|c24-28 cm.

Give the height and the width of a single sheet. If such a sheet is designed to be folded when issued, add the dimensions of the sheet when folded.

      ;|c48 $\times$ 30 cm. folded to 24 $\times$ 15 cm.

If the sheet is designed to be read in pages when folded, describe it as 1 folded sheet and give the number of imposed pages and the height of the sheet when folded.

      300   1 folded sheet (8 p.) ;|c18 cm.

Dimensions: non-book materials

<u>Round items</u> are described in terms of diameter. <u>Sound discs and videodiscs</u> are measured in inches, while other items are measured in centimeters. <u>Exceptions</u>: no measurements are given for stereographs, including stereograph reels; for sound recordings on rolls; for sound cartridges or cassettes that are standard dimensions or for slides that are of standard dimensions.

   300 1 globe :|bcol., cardboard, mounted on metal stand ;|c32 cm. in diam.

For motion pictures, videotapes and filmstrips give dimensions in millimeters; give the gauge of videotapes in inches.

   300 1 film cartridge (4 min.) :|bsi., col. ;|csuper 8 mm.

   300 1 film reel (12 min.) :|bsd., col. with b&w sequences ;|c16 mm.

   300 1 videocassette (15 min.) :|bsd., col. ;|c1/2 in

   300 1 videodisc (66 min.) :|bsd., col. ;|c4 ¾ in.

Most other items are measured in height x width or height x depth or height x width x depth.

   300 1 relief model :|bcol., wood ;|c50 x 35 x 4 cm.

   300 2 ft. (2 boxes, ca. 300 items) ;|c44 x 30 x 15 cm.

   300 1 art original :|boil on canvas ;|c31 x 41 cm.

For three-dimensional artifacts and realia it may be necessary to give only one dimension. In such a case the dimension is specified.

   300 1 jar :|bclay, brown and red ;|c32 cm. high.

   300 1 paperweight :|bglass, col. ;|c8 cm. in diam.

Three-dimensional artifacts and realia in containers should indicate the type of container and its dimensions following the dimensions of object.

   300 1 relief model :|bcol., wood ;|c50 x 35 x 4 cm. in box 26 x 19 x 9 cm.

   300 1 jigsaw puzzle (ca. 60 pieces) :|bcardboard, col. ;|c18 cm. diam. in box 11 cm. in diam. x 4 cm.

Accompanying material: Subfield |e

Accompanying material might include answer books, atlases, teacher's manuals, student books, portfolios of plates, slides, CDs, DVDs or booklets explaining audiovisual materials, and other such items. These materials are often placed in pockets inside the item being cataloged or they may also be loose inside the container. There are several ways in which accompanying material may be handled.

1. The accompanying material may be cataloged as a separate item. For example, the cataloger might create a unique bib record for a teacher's manual that accompanies a video and include information describing the relationship of the two items.

2. A second method is to give information in a 5XX field, the note area.

3. The third choice would be to add information about the accompanying material as the fourth element of the physical description area as described below.

The accompanying materials element of the physical description area is preceded by a space, plus sign, space and subfield code |e.

    300   1 videocassette (50 min.) :|bsd., col. ;|c1/2 in. + |e1 script booklet.

    300   5 filmstrips :|bcol. ;|c35 mm. + |e5 sound cassettes (60 min. : track, mono. +|e1 teacher's guide (25 p. ; 23 cm.).

    300   271 p. : ill. ; 21 cm. + |e1 answer book

    300   252 p. : ill. ; 21 cm. + |e1 v. (37 p., 19 leaves : col. maps ; 37 cm.)

    300   158 p. : ill. ; 21 cm. + |e1 sound disc (25 min. : analog, $33^1/3$ rpm, mono. ; 12 in.)

If the accompanying material is issued in a pocket inside the cover of the publication, give its location in a note entered in a 500 field.

Chapter 9
Series Areas
MARC 4XX Fields

Chapter 9 includes:

Series areas

A series is a group of separate items each with its own title proper but that share a collective title, one that applies to the group as a whole. For example, the book *Divorce and Child Custody* is also part of a series entitled *Ask a Lawyer.* Cataloging information for the series area is taken from the chief source of information whenever possible. Enclose the name of the series, which is also called the series statement, in square brackets if it is not from the chief source of information.

Series title accessed as given on an item: MARC 440 field (R)

If the series title appears on the item exactly the way the cataloger wants it to be searched it is entered in the 440 field. This field uses no ending punctuation.

The **first indicator** is blank and the second indicator is for nonfiling articles.

      0-9 Number of nonfiling characters

         440   3   An I can read book

This field <u>may</u> contain a variety of **subfields.** The most frequently used are listed below:

      |a Title (NR)

         440   0   Joy of growing

      |n Number of part/section of a work (R)

|p Name of part/section of a work (R)

> 440   0   Architectural journal.|nPart C,|pWalks in New England

|v Volume number/sequential designation (NR)

> 440   0   Folger Shakespeare Library slide set ;|vno. 2

|x International Standard Serial Number

> 440   0   Special aspects of education,|x0731-8413 ;|vv.1

Series not traced: MARC 490 0 field (R)

If a cataloger decides that the series title is not an appropriate access point as it appears on the item it is entered in the 490 field instead of the 440 field.

If no access is needed for the title, the **first indicator** is 0.

> 0 Series not traced

> > 490 0   The modern library

Series title access in different form: MARC 490 1 field (R)

If a different form of access is preferred, the **first indicator is 1** and the different access point is entered in an 8XX field. For example, if the series title on the item is *Bulletin Number 5* it must be entered in the 490 field exactly as it appears, even if that is not the best way to make it accessible.

> Series is traced differently in an 8XX field:

> > 490 1   Bulletin ;|vno. 5

> 810 2 |University of Maine.|bAgricultural Extension Service.|tBulletin ;|vno. 5

Reminder: Only the first indicator is used and the second indicator is blank. The first indicator specifies whether the series is traced in an 8XX field or not.

This field may contain a number of **subfields.** The most frequently used are listed below.

> |a Series statement (R)

> |v Volume number/sequential designation (R)

> |x International Standard Serial Number (NR)

Recording a series title

Title proper: Subfield |a

The title proper of the series area is recorded exactly as it appears on the item. Other title information is seldom included.

> 245 10　Barbie as princess bride|h[electronic resource].
>
> 260　　　El Segundo, CA :bMattel,cc2000.
>
> 300　　　1 compact disc :|bsd., col. ;|c3 1/4 in. +|einstruction manual
>
> 440　3　An I can read book

Statements of responsibility

Statements of responsibility related to a series are included only if they are considered helpful in identifying the series. The statement of responsibility is entered after a space, back slash, space. The 440 field does not include a subfield |c.

> 440　0　Map supplement / Association of American Geographers

ISSN of a series: Subfield |x

If the ISSN (International Standard Serial Number) of the series appears in an item, it should be included in the series area. The ISSN is useful for identification and ordering purposes. It is entered in the record preceded by a comma and subfield code |x.

> 440　0　Contributions in ethnic studies,|x0196-7088

Numbering within series: Subfield |v

Numbering given within the series is recorded as part of the series area. Abbreviations are used and arabic numerals are substituted for non-arabic numerals. The numbering element is preceded by space, semicolon and subfield code |v.

> 440　0　Contributions in ethnic studies,|x0196-7088 ;|vno. 24

Multiple series statements

If there is more than one series, each series is recorded as a separate series statement.

> 440　0　Jossey-Bass management series
>
> 440　0　Jossey-Bass

Minerva Cataloging Manual

Chapter 10
Notes Area
MARC 5XX Fields

Chapter 10 includes:

General information on the notes fields

The MARC 5XX fields are designed for notes to provide access to a large amount of miscellaneous information that cannot be incorporated in the preceding parts of the record. Working with these notes can be challenging. Information in the notes can be taken from any suitable source.

Required notes

Notes are required in a bib record to justify an added entry or access point not mentioned in the 1XX, 2XX or 4XX fields. Enter 5XX fields that you think your patrons will find useful. Many note fields are key word searchable.

MARC field tags

Each note is entered in a separate 5XX field and can be combined only when appropriate. For example, if a book has bibliographic references as well an index the information is combined in one note. The 500 tag is used for notes not assigned other specific 5XX tags.

Form of notes

The rules for form and punctuation for notes entries are the same as the rules for the formal catalog entry. Most 500 notes end with a period.

> 500   Rev. and expanded ed. of: Trees and shrubs in the heart of Dixie.
>   Birmingham, Ala.: Southern University Press, 1968.

Formal notes

Notes that begin with the same wording each time they are entered are considered formal notes. The following examples illustrate this type of note.

> Originally published:
>
> Contents:
>
> System requirements:

Informal notes

The cataloger should phrase "Informal notes" as clearly and briefly as possible.

> 500   Facsimiles on lining-papers.

Quotations

Quoted information is enclosed in quotation marks followed by the source, unless the source is the chief source of information.

> 500   "Fully revised and updated"—Cover.

> 500   "A Thomas Dunne Book."

Specific Note fields (as entered in a record)

Following is a more detailed discussion of some common 5XX field. <u>Record notes in the order in which they are listed here, which isn't necessarily chronological.</u> For more information, see the MARC 21 website.

System requirements and mode of access: MARC 538 field (R)

The first note for an electronic resource such as a videorecording, DVD, computer game, etc., is the MARC 538 field. This formal note provides a technical, physical description of the item such as its recording densities, parity, blocking factors, mode of access, software programming language, computer requirements, trade name or recording systems, number of lines of resolution and modulation frequency. For sound and video recordings information about the trade name or recording system(s), e.g., VHS, DVD, modulation frequency and number of lines of resolution may be included. Frequently this note begins with the words "System requirements:"

> 538   System requirements: Macintosh; 4MB RAM; System 7.0.1 or higher; printer.

Electronic resource information is entered in the following order:

> Make and model of the computer to be used.
>
> Amount of memory needed.
>
> Operating system.

Software requirements (including programming language).

Required or recommended peripherals.

Video recordings may include the trade name or recording system used. Separate this information with semicolons. If this is too confusing, take the description from the item, and give it in a quoted note instead.

Both **indicators** in 538 are blank.

Only **subfield** code |a is used.

> |a System details note.

> > 538   DVD

> > 538   Written in FORTAN H with 1.5k source programs statements.

> > 538   System requirements: Any Macintosh model, Macplus and above; minimum 1MB system; System 6.0.4 or higher; two 800KB drives or one SuperDrive or hard drive.

> > 538   Disk characteristics: Disk is single sided, double density, soft sectored.

> > 538   Mode of access: Internet.

> > 538   Mode of access: Electronic mail via Internet and BITNET; also available via FTP.

> Note: "Compact disc" is not considered system requirement information and is enter in a 500 field.

> > 500   Compact disc.

Nature, scope or artistic form: MARC 500 field (R)

This 500 field is used to enter a wide variety of notes that describe or explain the nature, scope or form of an item if the cataloger feels it is important.

> 500   Comedy in two acts.

> 500   Documentary.

> 500   A novel.

Type of computer data: MARC 516 field (R)

A general descriptor for a computer file may be entered in the 516 field. Terms to describe the text, computer program, numeric and specific information such as the form or genre of textual material might be included.

The **first indicator** is a display constant which means the indicator automatically generates information at the start of the note. In the 516 field a blank indicator will automatically produce the words "Type of file:" at the beginning of text.

> blank   Type of file
>
>   8   No display constant provided (most commonly used)

The **second indicator** is blank.

Only the **subfield** code |a is used.

> |a Type of computer data note.

> > 516 8 Numeric data (Summary statistics).
> >
> > 516 8 Computer program.
> >
> > 516 8 Graphic data (Architectural drawings).
> >
> > 516 8 Text (Dictionaries).
> >
> > 516 8 Library catalog.
> >
> > 516 8 Computer game.
> >
> > 516 8 Mailing list.

Language and/or translation or adaptation of the item: MARC 546 field (R)

The 546 field contains a textual note giving the language(s) of the item and may include a description of the alphabet, script or other symbol system (e.g., arabic alphabet, ASCII, musical notation system, bar code, logarithmic graphing).

Both **indicators** are blank.

The following **subfield** codes are used:

> |a Language note (NR)

> > 546   In German.
> >
> > 546   Translation of: La muerte de Artemio Cruz.
> >
> > 546   Latin text, parallel English translation.

|b Information code or alphabet (R)

> 546   Latin ;|bRoman alphabet.

Notes related to the title

An adapted work: MARC 500 field (R)

If it is not evident that the work is an adaptation from another work, make a note in a 500 field. A name-title added entry is made for the earlier work.

> 500   Adapted from a story in: Hans Brinker, or, The silver skates / Mary Mapes Dodge.

Source of title proper: MARC 500 field (R)

A note is required if the title proper is not taken from the chief source of information.

> 500   Cover title.

> 500   Title from container.

> 500   Title from descriptive insert.

Variations in the title proper must be taken from the chief source of information. A variant title may sometimes appear elsewhere in the item, on the spine or cover of a book for example. If there is a significant difference between the variant title and the title proper an access point should be created. This is done by adding a 246 field. See Chapter 5, "Access Points for Different Forms of the Title," for more details.

Notes related to the statement of responsibility

Statement from a source other than the chief source of information

If important information concerning the statement of responsibility is not found on the chief source of information, it is included in a note. In the following example, the information about the composer was found in the preface, which is not a prominent source. Since it would not be appropriate to transcribe it in the title/statement of responsibility area, it is added as a note.

> 500   "Orchestrated by Virgil Thomson"--Pref.

Biographical or historical data: MARC 545 field (R)

This field is used by Minerva catalogers to indicate that the author or creator of an item has a connection with Maine.

The **first indicator** in the 545 is for the type of data being recorded.

> blank   No information provided
>
> 0   Biographical sketch
>
> 1   Administrative history

The **second indicator** is blank.

Two **subfields** are used

> |a   Biographic or historical data (NR)
>
> > 545 0   Stephen King is a Maine author.
>
> |b   Expansion.
>
> > 545 0   Stephen King is a Maine author.|bHe was born in Bangor in 1947.

Participant or performer note: MARC 511 field (R)

Participants or performers are given in the 511 field. This field precedes 508 if one is present. Persons listed must actually be seen or heard in the production and be considered important to the patron. The standard form of "Name(s), Function; Name(s), Function" should be used. Possible participants to consider are: players, narrators, presenters or performers. Remember, the 508 field is for those who are not members of the cast but make technical and artistic contributions.

The **first indicator** is the display constant controller.

> 0   No display constant (usually used)
>
> 1   Cast

The **second indicator** is blank.

Only **subfield** |a is used.

> |a Participant or performer note.
>
> > 511 0   Genevieve Warner, Lois Hunt, sopranos ; Leon Engel, conductor.
> >
> > 511 0   David Brinkley, narrator.
> >
> > 511 0   Alfred Hitchcock, presenter.

Credit notes: MARC 508 field (R)

The 508 is primarily used in non-book records to list those who are not members of the cast but who have made technical or artistic contributions to the production. Enter in this standardized format "Function, Name; Function, Name" as opposed to "Name, Function" order used in the 511. Following is a list of possible functions to be included in this field. They should be entered in the order shown here: Photographer(s); Cameraman/men; Cinematographer(s); Animator(s); Artist(s); Illustrators(s); Graphic artist; Film editor(s); Photo editors(s); Editor(s); Narrator(s) unless on screen, then in cast; Music and Consultants

DO NOT create access points for the following:

Assistants or associates	Production supervisors or coordinators
Project or executive editors	Technical advisers or technical consultants
Audio or sound engineers	Writer of discussion or program
Other person(s) or bodies making only a minor or purely technical contribution	

It is not necessary to provide this information for feature films or works where these people obviously had little influence. So many people are involved in a feature film that most are not important enough to list. It is more appropriate for small productions, not large ones.

Both **indicators** are blank.

Only the **subfield** |a is used

|a Creation/production credits note (NR)

508   Educational consultant, Thomas Johnson.

Edition and history: MARC 500 field (R)

These notes show the bibliographical relationship between one item and another when it is not evident from the formal part of the catalog entry. Such notes are of various types. A revision may have a different author or title. A literary work that is continued by another work is given in a sequel note.

500   Sequel: Speaker for the dead.

Publication and distribution: MARC 500 field (R)

This type of note records publication information related to the item being cataloged. Important information concerning publication, etc., not included in the publication area may be given in this note.

500 "Tom Doherty Associates Book."

Physical description: MARC 500 field (R)

Physical description information that is considered important but is not included in the formal cataloging is entered here.

500 Map on lining papers.

500 Map in pocket.

500 Slide in plastic holder (28 x 23 cm.) punched for insertion in a 3 ring binder.

500 Cardboard punch-out figures tipped into back cover.

Dissertation note: MARC 502 field (R)

The term "thesis" in a dissertation note designates all types of academic theses, dissertations, etc. Qualify this term with the degree (M.A. or Ph.D.), the name of the university and the date. Formal dissertation notes are entered in the 502 field when there is a formal thesis statement. If the item is unpublished, only subfield |c is entered in the 260 field and a 502 note is used for clarification.

Both **indicators** are blank.

Subfield code |a is the only subfield used.

502 Thesis (Ph.D.) -- University of Maine, 1997.

Citation/references note: MARC 510 field (R)

The note indicates citations or references to published bibliographic descriptions, reviews, abstracts, or indexes of the content of the described item.

The **first indicator** shows whether the field contains the specific location in the source cited

0 Coverage unknown

The abstracting and indexing coverage is not specified. Indexed by: may be generated for display.

1 Coverage complete

The abstracting and indexing coverage includes references to all articles in a journal and/or all issues within each volume. Indexed in its entirety by: may be generated for display.

2 Coverage is selective

The abstracting and indexing coverage is selective. Indexed selectively by: may be generated for display.

3   Location in source not given

References: may be generated for display.

4   Location in source given

References: may be generated for display.

The **second indicator** is undefined or blank

The **subfield codes** used in a MARC 510 are:

|a Name of source (NR)

|b Coverage of source (NR)

The dates of the continuing resource with which the abstracting and indexing coverage began and ended.

|c Location within source (NR)

|x International Standard Serial Number (NR)

Examples

510 1 Education index,|x0013-1385|b1966-

510 2 Moving picture world,|b1975-

510 4 Algae abstracts,|cv. 3, W73-11952

510 4 Goff,|cA-970

510 2 Chemical abstracts,|x0009-2258

510 4 331911 Arctic field notebook|aDay, Harold. "Statistical Methods for Population Transport Estimation," Journal of Ecological Studies,$cvol. 7, 1974, p. 187

Audience note: MARC 521 field (R)

Information describing the nature of the audience an item is designed to reach is stated in a 521 field. A note about the intended audience is given only <u>if it is stated on the item</u>**.**

The **first indicator** is a display constant.

blank   No information provided

0   Reading grade level

1   Interest age level

2   Interest grade level

3   Special audience characteristics

4   Motivation interest level

8   No display constant generated

The **second indicator** is blank.

Two **subfield** codes are used in the 521 field.

  |a Audience note (R)

  |b Source (NR) - Organization that determined the audience level

    521 Junior high school through college students and adults.

    521 1 7-10.

    521 2 K-3.|bFollett Library Book Co.

    521 8 For remedial reading programs.

    521 8 MPAA rating: PG-13. (For motion pictures, video recordings and DVDs).

Other formats: MARC 530 field (R)

The 530 field is used for a note describing a different physical format in which the work is available. This does not include information about other editions (e.g. earlier, shorter, different languages, etc.). Enter edition information in a 500 Edition and history note.

Both **indicators** are blank.

Only **subfield** code |a is used by most libraries.

  |a Additional physical form available.

  For a book: 530 Issued also as a computer file.

  For a computer file: 530 Issued also for PC-compatible hardware.

  For a sound recording: 530 Issued also as a cassette.

  For a videorecording: 530 Issued also as a DVD.

Summary notes: MARC 520 field (R)

Unformatted information that describes the scope and general contents of the materials being cataloged is entered in the 520 field. This is a brief, objective description given in

one or two sentences that could be a summary, abstract, annotation, review or a phrase describing the material. The summary should never contain an expression of opinion or criticism of an item. This should be kept in mind when using information taken from a container or book jacket.

The **first indicator** is a display constant.

blank	Summary:
0	Subject
1	Review
2	Scope and content
3	Abstract
8	No display constant

The **second indicator** is blank.

The most frequently used **subfield** is |a.

|a Summary note.

520   Pictures the highlights of the play Julius Caesar using photographs of the actual production.

520   The author presents an overview and introduction to the area of human potentialities and its implications for humankind.

520   A sports documentary covering three snowmobile races.

520   By falling down a rabbit hole, Alice experiences unusual adventures with a variety of nonsensical characters.

General contents notes: MARC 500 field (R)

When parts of an item are titled and would be useful to the library patrons, they are brought out in notes. Use a field tag 500 for informal contents notes.

500   Each sheet includes: "Index to adjoining sheets," glossary, and "Sources of base compilation."

500   Includes index.

Bibliographical references: MARC 504 field (R)

Bibliographical information is entered in a separate, formal note. Use field tag 504 for this. If an index is also present, it is added to this field and not entered in a separate note. Both **indicators** are blank.

Only **subfield** code |a is used.

> 504   Includes bibliographical references (p. 432-456) and index.

> 504   Includes bibliographical references and indexes.

Formal content notes (analytics): MARC 505 field (R)

Use the 505 field for formal content notes. Give a list of the individual works contained in the item. Add statements of responsibility if needed. Individual items are separated by space, double hyphen, space.

Indicators are used to generate the print constants "Contents:" or "Partial contents:" automatically in many online systems. Do not capitalize the abbreviation "v." or "pt." when it appears at the beginning of the contents note.

The **first indicator** controls the display constant. For example, if 505 0 is entered, the word "Contents:" will automatically display. If 505 1 is entered, "Incomplete contents;" displays.

> 0   Complete
>
> 1   Incomplete - parts still unpublished
>
> 2   Partial - cataloger selects parts to list
>
> 8   No display constant generated

The **second indicator** shows the level of content designation.

> blank   Basic
>
> 0   Enhanced

Basic content note

A <u>basic entry</u> uses just subfield |a and separates parts of the contents by using AARC2 punctuation.

> |a Formatted contents note not enhanced (NR)

505 0   The fourth millennium / Henry Brant (9 min.) -- Music for brass quintet (14 min.).

505 0   pt. 1. Matching your needs with funding source interests -- pt. 2. Developing proposal ideas -- pt. 3. Submitting your proposal.

Enhanced content note

An <u>enhanced entry</u> uses subfield codes to define the various areas of the note. The choice is the cataloger's. An enhanced content note indexes information in the content note in both the browse index and the keyword index. Miscellaneous information does not appear in either the browse index the keyword index. **Omit initial articles.**

There are four **subfield** codes used in an enhanced entry.

|g Miscellaneous (R)

505 00 |gv.1. |tMidsummers night screem -- |gv. 2 |tBell, book and scandal.

|t Title (R)

505 00 |tReturn to the sea|g|g(130 fr.) --|tTo save a living sea|g|g(153 fr.) -- |tLiquid sea|g|g(120 fr.).

|r Statement of responsibility (R)

505 00 |tArt Deco revisited /|rBevis Hillier --|tArt Deco : a total style? --|tStrictly modern.

|u URL (NR) This subfield contains an URL or URN to provide online access to an electronic resource on the Internet .

505 00 |uhttp://1cweb.loc.gov/catdir/toc/99176484.html

Awards notes: MARC 586 field (R)

This note contains information about awards associated with an item being cataloged. There is no AACR rule for this note, but it is very useful for patrons, so consider adding it. Add a date if it is known.

The **first indicator** is a display constant controller.

blank   Awards:

8   No display constant

The **second indicator** is blank.

Usually only **subfield** |a is used in the 586 field.

Subfield |a: Awards note

Numbers on items not included in MARC 0XX fields: MARC 500 fields (R)
Give numbers such as the Superintendent of Documents (SUDOC) number, technical

reports or publisher numbers in this area. These numbers are often quoted. Numbers

included by commercial publishers are of no particular significance to most library

patrons and can safely be ignored.

500   "MR-813-CUWA/CDWR/NSF"--P. [4] of cover.

500   Supt. of Docs. no.: HE20.8216:11

Chapter 11
Added Entries
MARC 7XX and 8XX Fields

Chapter 11 includes:

Access points

A cataloger should include as many **access points** as seem necessary for patrons to be able to locate the material they seek in the catalog. This is accomplished by constructing headings that provide a means for finding an entry. A heading can be the name of a person, corporate body, geographic area, title of a work or a subject. It may be for authors other than the one selected as the main access point (MARC 1XX) or for titles included in or related in some way to the item being cataloged. MARC 7XX and MARC 8XX tags designate these headings as additional access points. These additional access points, or added entries, may only be added if a reference is made to them in the 245 or 490 1 fields or in a 5XX note.

Personal name added entry: MARC 700 field (R)

As previously noted, the name of the primary personal author or creator is entered in the 100 field. Other personal names of authors, contributors or creators can be given as added entries in a MARC 700 field. This field ends with a period.

The **first indicator** identifies the type of personal name.

    0 Forename

    1 Surname (this is the most commonly used)

    3 Family name.

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The **second indicator** identifies the type of added entry.

blank   This is the most common indicator used for co-authors, editors, illustrators, etc. The following is an example of an entry for a co-author.

700 1   Chearney, Lee Ann,|d1959-

2   This "analytical entry" indicates that the personal name being added as an access point is responsible for creating only a portion of the item being cataloged. The following is an example of an added entry for an author of a part of a book.

700 12   Setzer, Paul M.

The following **subfield codes** may be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

|a Personal name (NR)

700 1   O'Connor, Dennis.

|q Qualification or fuller form of name (NR)

700 1   Lawrence, T. E.|q(Thomas Edward).

|b Numeration (NR)

700 0   Mary|bII,|cQueen of Great Britain,|d1662-1694.

|c Title(s) (R)

700 1   Seuss,|cDr.

|d Dates of birth, death or flourishing (NR)

700 1   Ondaatje, Michael,|d1943-

|e Relator (R) (e.g: illustrators, editors, composers, etc. <u>Use only if the function is not noted in the bibliographic record</u>.

700 1   Andrew, Bob|q(Robert J.),|d1957-|eill.

|t Title of a work (NR)

700 12   Filmore, James,|d1942-1980.|tHow the owls came home.

Corporate name added entry: MARC 710 field (R)

If a corporate body is an added entry it is entered in a MARC 710 field. This field is repeatable and it ends with a period.

The **first indicator** shows what type of corporate body the entry is. This is the same as the 110 field.

> 1 Place or place plus name
>
> 2 Name in direct order

The **second indicator** identifies the type of added entry.

> blank The most common indicator used here. The following is an example of an added entry for a corporate name.
>
> > 710 2 MGM/UA Home Video (Firm)
>
> 2 This "analytical entry" shows that the corporate name is related to a part of the item being cataloged. The following is an example of an added entry for a corporate name that is an analytical entry.
>
> > 710 12 Maine.|bState Planning Office.

The following **subfield codes** may be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

> |a Name of corporate body (NR)
>
> > 710 2 Lions International.
>
> |b Each subordinate unit in hierarchy (R)
>
> > 710 1 California.|bLegislature.|bJoint Committee on Seismic Safety.
>
> |t Title(s) of a work (NR)
>
> > 710 2 American Red Cross.|t First aid for children.

Uniform title added entry: MARC 730 field (R)

Enter a uniform title as an added entry in a MARC 730 field. The following is an example of an added entry for a uniform title.

> 730 0 Bible.|f1927.|lEnglish.|pO.T.|pApocryphal books.

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The **first indicator** in the 730 field is for nonfiling characters.

      0-9   Number of nonfiling characters present

The **second indicator** is for the type of added entry.

      blank   The most common indicator used here. See previous example on p.72.

      2   Analytical entry, example below:

        730 02 Kennebec journal.

The following **subfield codes** may be used. Punctuation and form of entry in the examples below are prescribed by AACR2. The most frequently used subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

      |a Uniform title (NR)

        730 42 The Dead Sea Scrolls.

      |d Date of treaty signing (NR)

        730 0 Treaty of Urtrecht|d(1713)

      |f Date of a work (NR)

        730 0 Bible.|lHebrew-Greek.|f1834.

      |g Miscellaneous information (R)

      |k Form subheading (NR)

        730 0   Talmud.lEnglish.|kSelections.

      |l Language of a work (NR)

      |m Medium of performance for music (NR)

        730 0   Alman.|mharpsichord (Fitzwilliam virginal Book, 14)

      |n Number of section/part of a work (R)

        730 0   English lute songs.nSeries 1.

      |o Arranged statement for music ("arr.") (NR)

        730 0   God save the king;|oarr.

      |p Name of section/part of a work (R)

        730 0   Bible.|pN.T|pCorinthians, 1st.

      |r Key for music (NR)

        730 0   Concertos,|mviolin, string orchestra,|rD major.

      |s Version (NR)

        730 0   Bible.|pO.T.|lAnglo-Saxon.|sAelfric.|f1974.

Analytical title added entry: MARC 740 field (R)

The 740 field is an access point for title information that is found in the note area (the 5XX fields). A 740 tag, for example, allows for analytical entries of specific titles in the 505 contents to be indexed

The **first indicator** is for nonfiling characters.

> 0-9   Number of nonfiling characters present

The **second indicator** identifies the type of added entry.

> Blank   No information provided

> The following is an example of an added entry for title information found in the notes:

>> 500   Originally published under the title: The forests of the future.

>> 740 4 The forests of the future.

> 2 This "analytical" entry indicates the corporate name is related to a part of the item being cataloged.

> The following is an example of an analytical added entry for a title.

>> 740 02 The little lost lamb.

The following **subfield codes** may be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. The most frequent subfields are listed in the order in which they would be used. See the MARC 21 website for more details.

> |a Title added entry (NR)

>> 740 02 It's a great life.

> |b Reminder of title (NR)

>> 740 42 The easy way to sell your house :|bthe latest in real estate news.

> |n Number of part/section of a work (R)

>> 740 02 Advanced algebra.|nPart 2.

> |p Name of part/section of work (R)

>> 740 02 Nature conservation in Denmark|pStudent book.

Series access points: MARC 8XX fields

If a cataloger decides access to a series title (see Chapter 9) should be different than the way it appears on the item, the exact title is entered in the 490 1 field and the different access point is entered in an 8XX field.

Series added entry for personal name: MARC 800 field (R)

The 800 field is only used when all the books in a series have a clearly identifiable personal author or creator. When this is the case, the name/title may be entered in the 800 field with a period and subfield |t preceding the title.

The **first indicator** is used to identify the type of series added entry.

> 0 Forename
>
> 1 Surname (the most commonly used indicator)
>
> 3 Family name

The **second indicator** is blank.

The 800 field contains the same **subfield codes** as the 100 field with the exception of subfield |t, discussed above. The subfield code |t is preceded by a period. Omit articles when entering the title here as there is no nonfiling character.

> |a Personal name (NR)
>
> |q Qualification or fuller form of name (NR)
>
> |b Numeration (NR)
>
> |c Title(s) (R)
>
> |d Dates of birth, death or flourishing (NR)
>
> |t Title of work (NR)

Example:

800 1   Anderson, C. W.|q(Charence William),|d1891-1971.|tBilly and Blaze books.

Series added entry for corporate name: MARC 810 field (R)

If a cataloger decides that the best access to a series is through the name of the corporate body responsible for the item, an 810 field is created. As with the 800 field, the title of the work must always be entered in subfield |t when using this field.

The **first indicator** is the same as in MARC fields 110 and 710.

      1   Place or place plus name

      3   Name in direct order

The **second indicator** is blank.

The 810 field contains the same **subfield codes** as the 100 field with the exception of subfield |t as previously discussed. The subfield code |t is preceded by a period. Omit articles when entering the title as there is no nonfiling character.

      |a Name (NR)

      |b Each subordinate unit in the hierarchy (R)

      |t Title of work (NR) (Note: Omit articles when entering the title.)

Example:

      810 2   Central Maine Power Company.|bCommittee on

                Environment Issues.|tAnnual report.

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Chapter 12
Authorized Forms of Names

Chapter 12 includes:

Name authority records

Just as bibliographic records are created for each unique item in a library's collection, name authority records are created for the unique form of a heading. The Library of Congress has developed a name authority MARC format in order to identify the authorized form of a heading and also to create "see" and "see also" references linking the correct form of a name with alternative forms by which a patron might search. To verify the form of a heading check the Library of Congress Authority File record in the Minerva database or access LC directly at http://authorities.loc.gov/.

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Form of personal names

Choose the name by which a person is most commonly known. This may be a legal or given name,

 a pseudonym, title of nobility, nickname, initials, etc. The way the name appears on the chief source of information usually determines the form chosen for the heading. Use:

> D. W. Griffith <u>not</u> David Wark Griffith
>
> Jimmy Carter <u>not</u> James Earl Carter
>
> H. D. <u>not</u> Hilda Doolittle
>
> Duke of Wellington <u>not</u> Arthur Wellesley
>
> Sister Mary Hilary
>
> Queen Elizabeth II
>
> Pope John Paul II
>
> Duke Robert III

Choice among different names

Sometimes an author writes under more than one name. In such a case, choose the name by which the person is most commonly known. If that is not feasible, use the following as a guide.

1. Choose the name that appears most frequently in the person's work.
2. Choose the name that appears most frequently in reference sources.
3. Choose the most recently used name.

Pseudonyms

If all the works by an author or creator have appeared under one pseudonym, choose that pseudonym as the form of entry. If there is not a Library of Congress Authority Record for that pseudonym, the cataloger should notify the person designated by Minerva to oversee the maintenance of authority records and an appropriate record will be added to the system.

More than one name

If an author is contemporary and has used two or more bibliographic identities, use the name that appears in each work for the heading. Contemporary usually refers to the second half of the 19th century through the 21st century. Some authors may have multiple pseudonyms, while others write under their real names as well as having pseudonyms. Philippa Carr is a good example of an author using multiple pseudonyms, including Victoria Holt and Jean Plaidy.

If a work is by a contemporary author and different names appear in different editions of the same title, choose the name most commonly used as the form of entry. Mark Twain is the name most frequently appearing in books by Samuel Clemens, but some editions of *Tom Sawyer* have Samuel Clemens on the title pages. The entry is still made under Mark Twain.

If a person using more than one name is not a contemporary author with an established bibliographic identity, the form by which the person is most commonly identified should be used.

A name consisting of initials, letters or numerals

If name is composed solely of initials, separate letters or numerals, it should be entered in the order in which the letters or numbers appear. A name authority record should link the initials and the author's name.

> H. D.

> J. W. (*Name appears on item with asterisks instead of letters:* J***W********)

Names that are phrases

If a name is in the form of a phrase, it is entered as it appears unless it looks like a forename and a surname.

> Father Time

> Poor Richard

If the phrase appears in the form of a name enter it in an inverted form.

> Other, A. N.

If a name does not convey the idea of a person, group or corporate body, a qualifying designation is added in parentheses.

River (Writer)

Taj Mahal (Musician)

If a phrase consists of a forename preceded by terms of address, enter under the forename and make the appropriate references.

Fannie, Cousin

Jemima, Aunt

Additions to names

Titles of nobility and terms of honor

If a title of nobility or terms of honor commonly appears with the name in works by that person, add it to the form of the name preceded by a subfield code |c.

100 1   Gregory, Augusta,|cLady.

If the title of nobility does appear with an author's name it is not added to the heading.

100 1   Buchan, John.

The above author has the title Baron Tweedsmuir but John Buchan appears on his works.

Dates as qualifiers

Dates are added to a person's name as the last element of a heading if they are known. The date is preceded by a comma and MARC subfield code |d. These dates create a unique entry and are not considered to be a source of information about the name. When detailed are needed note that the order is year, month and day. If there is an established authority file record for an entry without a death date, **do not** add a date of death to the entries in Minerva unless the date has been added to the Library of Congress authority record.

100 1   Smith, John,|d1924-

100 1   Smith, John,|d1900 Jan 10-

700 1   Smith, John,|d1900 Mar.2-

700 1   Smith, John,|dca. 1737-1796.

700 1   Smith, John,|db. 1825.

700 1 Smith, John,|dd. 1859.

700 1 Johnson Carl F.,|dfl. 1226-1240. *Note: fl. stands for flourished*

Use of fuller forms of a name

If the fuller form of a person's name is known it may be added to the name to distinguish between headings that are otherwise identical. The addition is enclosed in parentheses. No punctuation precedes these parentheses. The subfield for the date is added after the qualifying statement and is preceded by a comma and subfield code |d. MARC requires that a subfield code |q precede the parentheses. The most common instance of such additions occurs when the headings contain initials.

100 1 Smith, Russell E.|q(Russell Edgar).

100 1 Allen, Philip L.|q(Philip Lawrence),|d1929-1993.

AACR2 states that these additions may be added optionally, even if they are not required to distinguish between headings. Library of Congress adds them to all entries if the information is available.

100 1 H. D.|q(Hilda Doolittle)

Geographic Names

The names of geographic places may be used to distinguish between corporate bodies having the same name.

110 2 National Geographic Society (U.S.).

110 2 Labour Party (Ireland).

110 2 Labour Party (New Zealand).

Geographic names are also frequently used as headings for governments.

110 1 Maine.

110 1 Denmark.

Choice of geographic name

Place names are given in the form found in current English language gazetteers and atlases or other current English language reference sources. For example, the English

name "Mexico City" is used instead of the Spanish "Cuidad de Mexico" and "Switzerland" is the choice of entry, not the Spanish "Helvetia."

Additions to geographic names

Cities, counties and other small locations such as islands are qualified by adding identifying abbreviations in parenthesis.

> 110 1   Portland (Me.)
>
> 110 1   Birmingham (Eng.)
>
> 110 1   Casco Bay Islands (Portland, Me.)

Do not add the name of a larger place to the name of a country, state, province, etc.

> Peru <u>not</u> Peru (South America)
>
> Maine <u>not</u> Maine (U.S.)

Changes in a geographic name

When a place name changes, both former and latter forms are considered correct. Generally use the latest form unless you are referring to the place at the time when an earlier form of the name was used. For example, use "Gold Coast" to refer to the place before March 6, 1957, and use "Ghana" for works on the place since that date.

Headings for corporate bodies

The name used for a corporate body is decided by the way the name appears on items issued by the body itself, in its own language. If there is confusion, determine the name by how it commonly appears in reference sources. If the name contains initials, omit or include periods according to the predominant usage of the body.

> IBM <u>not</u> International Business Machines Corporation

When a corporate body changes its name, a new heading is established for the new name. Authority records are created linking the new name with the previous ones if necessary.

Additions to corporate names

Additions enclosed in parentheses are made to corporate entries when the name does not convey the idea of a corporate body. No punctuation or subfield code precedes this qualifier.

      110 2   Apollo II (Spacecraft)

      710 2   Bounty (Ship)

      110 2   Elks (Fraternal order)

      710 2   Frederic Witte (Firm)

If two or more national, state, provincial, etc., bodies have the same or similar names, add qualifying place names to distinguish them.

      110 2   Republican Party (Me.)

      710 2   Republican Party (N.H.)

      110 2   National Measurement Laboratory (U.S.)

      710 2   Governor's Highway Safety Program (Vt.)

Omissions

Omit an article if it is the first word of a heading.

      American Library Association <u>not</u> The American Library Association

Omit terms or abbreviations indicating incorporation, e.g., Inc., E.V., Ltd., or a statement showing ownership of the corporate body.

        American Ethnological Society (Inc. not included)

Additions to government names

Government names are treated in much the same way as corporate names. They are qualified by the names of countries, states, provinces, etc., as is deemed appropriate.

      110 1   Cork (Ireland)

      110 1   Augusta (Me.)

Additions to local place names

A corporate body may require a local place name be added to distinguish it. Use the name of the local place that is most commonly associated with the name of the body.

> 110 2   Salem College (Salem, W. Va.)
>
> 110 2   Salem College (Winston-Salem, N.C.)
>
> 710 2   Washington County Historical Society (Me.)
>
> 710 2   Washington County Historical Society (Ark.)

Names of subordinate and related bodies

Subordinate bodies entered directly

When a subordinate body has a distinctive name it is entered under its own name.

> Marriner Library <u>not</u> Thomas College. Marriner Library
>
> Humbolt State University <u>not</u> California State University. Humbolt Campus

Subordinate bodies entered as subheadings

If a subordinate or related body has a name containing a term that by definition implies that it is part of another body, e.g. department, section, branch, it is entered under the name of the larger body.

> 710 2   American Legion.|bAuxiliary.
>
> 710 2   British Broadcasting Corporation.|bEngineering Division.

If the name contains a word that normally implies administrative subordination, e.g., committee, commission, it is entered subordinately and is preceded by subfield code |b.

> 110 2   Association of State and Universities and Land-Grant
>
> Colleges.|bCommittee on Traffic Safety Research and Education.

Names that are general in nature but do not indicate that the body is a subdivision of the parent body are also considered subordinate.

> 710 2   American Dental Association.|bResearch Institute.
>
> 110 2   Ellsworth Public Library.|bFriends of the Library.

Government agencies entered subordinately

The name of a body created and controlled by government is entered under the heading
for the government to which it belongs if it has one or more of the following
characteristics. The agency name is preceded by a subfield code |b.

▪ Name is general in nature.

> 110 1   Maine.|bDept. of Human Services.

> 110 1   United States.|bDivision of Wildlife Service.

▪ It is a legislative body.

> 110 1   United States.|bCongress

> 110 1   Maine.|bLegislature.

▪ The agency is a court.

> 710 1   United States.|bSupreme Court.

▪ It is a body that is a major armed service.

> 110 1   Untied States.|bMarine Corps.

▪ It is an embassy, consulate, etc.

> 110 1   Canada.|bEmbassy (U.S.)

> 710 1   United States.|bEmbassy (France)

Direct or indirect subordinate entry

Sometimes a subordinate body or government agency is part of another subordinate body
or agency. If the name of that body provides adequate identification, skip the intervening
body/bodies and enter the name directly under the primary name of the body or agency.

> 110 2   American Library Association.|bCommittee on Cataloging, Description
> and Access.

<div align="center">

<u>not</u>

</div>

> 110 2   American Library Association.|bResources and Technical Services
> Division.|bCommittee on Cataloging, Description Access.

The above committee is the only one by that name in the American Library Association,
so it is entered directly under the association's name. However, the Nominating
Committee for that Division would be entered with the section name included, or it

would be entered subordinately to the Division, because there are other nominating committees in the American Library Association.

> 110 1   American Library Association.|bResources and Technical Services Division.|bNominating Committee.

Armed services

If a government agency is part of a major armed service, enter it as a subheading of that service.

> 710 1   United States.|bArmy.|bInfantry.