

## TIPS FOR CATALOGING Travel Guides

In the BIBLIOGRAPHIC record

1. MARC Leader Bib level should be set to "s"

MARC Leader	REC LENGTH	#####	REC STAT	c	REC TYPE	a
	BIB LEVEL	s	ARC CTRL		CHAR ENC	
	IND CNT	2	SFLD CNT	2	BASE ADDRESS	#####
	ENC LEVEL		CAT FORM	i	MULTIPART	
	LEN FIELD	4	LEN START	5	LEN IMPL	0
	UNDEFINE	0				

- ## 2. NO 003 Field

3. 008 Field will have 2 dates

y 000	Date Ent	001130	Pub Stat	c	Date One	2001
	Date Two	9999	Country	at	Freq	u
	Regular	u	Undefine		Ser Type	
	FormOrig		FormItem		NatEntWk	
	Content1		Content2		Content3	
	Govt Pub		Conf Pub	0	Undefine	
	OrigAlph		EntryCnv	0	Language	eng
	Modified		Cat Srce	d		

4. Will have 022 ISSN rather than 020 ISBN

5. Use 037 for publisher info

Y	037			Lonely Planet, C/O Hachette Book Group USA 53 State st 9th Fl, Boston, MA, USA, 02109, (617)2270730	in	SAN 200-2205t
v	040			BIBLhongleBIBldSVPldDPVldUOrBtWlcrda		

- ## 6. NO 100 Authors Field

7. 245 Field will not be specific to year

8. 264 publication field will not be specific to year but will have date with dash to indicate continuing resource

u	240	0	0	Lonely Planet the Netherlands
p	264	1		Carlton, Victoria :bLonely Planet,c2001-

9. 300 field, pages are taken out and word volumes takes its place

r	300			1 volume :billustrations (black and white, and colour), maps (black and white, and colour) ;c20 cm
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In the ITEM record

PLEASE use the volume field on your own record for the year of publication you have. Do not make a new record for a Lonely Planet that has the same destination. You can also put the year in the call # if that is your library policy.

c	092			914.92 NETHERLANDS
v				2022
b				34841002785720

Good example bibs:

b38441147 Lonely Planet Netherlands

b18092780 Fodor's Bahama's

## Some FAQs

### 1. *Where do I find the ISSN if it isn't listed in the publication info of the book?*

If you've checked WorldCat and SkyRiver, the publisher website, Amazon, LoC catalog, etc. and can't find it I would just leave it out. You could always put the ISBN in a NOTE 500 \_\_\_ \_\_\_ field if that's all the info you have - just for reference for that edition.

### 2. *Where do I find the start date of a series if it isn't listed in the publication info of the book?*

If you've checked the usual places and it can't be found then use the date of the edition you have - also use your edition's date in the field 588 \_\_\_ \_\_\_ Latest edition consulted: 20xx.

### 3. *Authors (editors, photographers, etc.): When do you include them in the bib record?*

It is not recommended to enter them in 700 fields because with each edition they change - that's also why we don't put a (100) field.

### 4. *Does the existence of an edition statement [beyond "1st ed."] mean that the item should be cataloged as a serial?*

Yes, catalog it as a "continuing resource currently published" in the 008 field (Pub Stat). If you have a travel book in hand that looks like it could be intended as a "one off" and it won't be continuously published in subsequent years then just catalog as normal. IF further editions come out your record can always be fixed up later to be a continuing resource.