ACCEPTABLE CATALOGING FOR MINERVA LIBRARIES

Revised Oct. 10, 2025

Document References: Find all referenced documents on the webpage Minerva Cataloging Rules and Instruction

INCLUDES CORE ELEMENTS found in the document *Minerva RDA Cataloging Standards*

MORE DETAILED SPECIFICS ON VARIOUS FIELDS can be found in the document *Creating Original Records for Minerva and MILS Catalogers*

Also see the *Checklist for Importing/Editing Records* derived from this document

- Bibliographic records in the Minerva Catalog will conform to RDA rules except in special circumstances allowed by the Cataloging Standards Committee.
- Records must be in correct MARC format and will include all appropriate MARC tags, indicators, and subfields.
- The **Fixed Fields** section of the Bibliographic Record will be complete with all required information:

LANG	eng	CAT DATE	11-22-2023	BIB CODE 3	-
SKIP	0	INPUT LIBR	-	COUNTRY	cau
LOCATION	multi	MAT TYPE	5		

- **LANG**: language (must match the 008 field entry)
- **SKIP**: non-filing characters (The, a, an…)
- **LOCATION**: (add your library's three letter code - Circulation staff and Level 1 catalogers need not do this - the system updates locations every night).
- **CAT DATE**: Enter the date for new records - shortcut use "t" for the current date.
- **INPUT LIBR**: enter code (if your library has that) otherwise use "-"
- **MAT TYPE**: be careful when importing records to check this. Double click in the box for a complete list (Wonderbooks/Vox books are given the mat type "d" for "audio-enabled book" and there is a new MAT TYPE for Open Resource items - use "oer")
- **BIB CODE 3** : use "0" if bib is pre-pub without complete cataloging information. Once you have the item in hand and you correct the bib to Minerva standards, even if it is before the shelf date, you can change the "0" to a "-" and it will show up in MaineCat. Items with pre-pub status should have their TITLES IN ALL CAPS in the 245 field.
- **COUNTRY**: (must match the 008 entry)

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- The MARC Leader will be complete with correct codes for
  - Record Status: "n" for an original record, "c" for a corrected record
  - Record Type

a	Language material (book, serial, ebook)
g	projected medium (DVD, Blu-ray, 4K)
i	nonmusical sound recording
j	musical sound recording
m	computer file
o	kit
r	Three-dimensional artifact or naturally occurring object

  - Bib Level: "m" for monograph/item, "s" for serial (Double click in box for full menu)
  - ARC CTRL: blank
  - CHAR ENC: blank
  - ENC LEVL: (Encoding level indicates the fullness of the information in the record. Blank means full level - you have the item in hand and.
  - CAT FORM: "i" (RDA)
  - MULTIPART: leave blank (unless you are cataloging a set; if so, double click in the box for a drop-down menu and choose the appropriate code)

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

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- The record should include all the following fields IF information can be found in WorldCat :

OCLC/RLIN#	001			1409337540
MARC	003			OCoLC

001 field, used for OCLC numbers only. (This is already an approved Minerva standard.) 001 fields containing non-OCLC numbers must be deleted).

003 field – must be OCoLC IF the 001 is an OCLC number. If there is no OCLC number available 003 can be something else (like DLC or SkyRiver, etc.) to let the cataloger know where the record came from.

- 006 field - used for a coded description of special aspects of the item that cannot be coded in the 008. Used in cases when an item has multiple characteristics (e.g., printed material with an accompanying CD or map or poster, etc.) In addition, use this for computer file aspects of electronic items.

y	006			TypeCode	m		Undefine		Audience	
				FormItem	o		Undefine		FileType	d
				Undefine			Govt Pub		Undefine	

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- 007 field - Nonprint, audiovisual material records will have complete and correct physical descriptions. See record examples in the Minerva RDA Cataloging Standards document

MARC	007		Mat Catg	v	Spec Mat	d	Undefine	
			Color	m	Format	v	SoundSep	a
			Med Snd	i	Dimens	z	ConfPlay	q

- 008 field with complete information including dates and country code.

MARC	008		Date Ent	700914	Dat Type	s	Date One	1968
			Date Two		Country	cau	Illustr1	
			Illustr2		Illustr3		Illustr4	
			Audience		FormItem		Content1	
			Content2		Content3		Content4	
			Govt Pub		Conf Pub	0	Festsch	0
			Index	0	Undefine		Lit Form	0
			Biog		Language	eng	Modified	
			Cat Srce					

- 010 field containing the LC control number if assigned. This often has spaces in front of the number - leave these. Only found on print items. Locate this on the title page verso - omit if it is not present.

- 019 field – delete as this field is no longer supported by the LoC.

MARC	019		1360264465|a1401648681|a1416720105|a1416953966|a1417384722

- IDENTIFIER (02X): the identifier for the manifestation is Core, and serves to differentiate a manifestation from other manifestations.

  - 020 fields with ISBN if one has been assigned and it appears inside title page verso (or ISSN in the 022 for serials or 024 for DVDs/Blu-rays or 028 for publisher or distributor numbers). ISBNs that do not pertain to the item in hand must be removed from the record. Do not list all the ISBNs that appear in a WorldCat record - only list the ISBN from the item in hand. If both a 10-digit AND a 13-digit ISBN are present, only the 13-digit one is needed.

  - DO NOT INCLUDE ANY ADDITIONAL INFORMATION IN THE 020 BESIDES THE ISBN - NO WORDS, NO PRICES, NO PARENTHETICAL PHRASES, ETC.

i	020		0062517392 (alk. paper)

  - The cover image of the item that appears in the OPAC comes from the FIRST 020 listed. If a paperback is attached to a hardcover bib the paperback ISBN should be listed 2nd.

- 040 field should have the entry |erda somewhere

MARC	040		DLC|cDLC|dDLC|erda

- 049 – delete as this field has no local significance in Minerva.

MARC	049		CTMA

- 050 is for LoC call numbers 082 is for Dewey decimal system call numbers. They often come in with an imported record as CALL # fields and need to be changed to MARC fields using these directions: save the bib and then change the MARC TAG code from "c" to "y", then save again. Be sure to do this in order.

  | 050 | | 4 | PN6727.D586|bH63 2001 |
  | 082 | 0 | 4 | 741.5973|bD643ho|221 |

- 09x - Remove 09x call number fields (090, 092, 099) that come in with imported records.

- 1XX field for the main entry if applicable. RDA requires the use of a "relationship designator" following the authorized version of the creator's name. This element is presented in the subfield "|e". Verify entry. 100 is for a single person named as author. 110 is used when a corporate entity is responsible for the work (a music group, a conference, a gov. agency, etc.)

  | 100 | 1 | | Castrovilla, Selene,|d1966-|eauthor. |

- 245 field - Title information will be entered in 245 field - continue the current practice of capitalizing the first word of the title and proper nouns only and the "rule of 3" which provides only the first 3 names of multiple contributors followed by [and others]. Add all names in the 7XX fields. Following RDA rules for transcription - use exact spelling as found on the source. Add a 246 field for an alternative title with correct spellings to aid patrons in finding the item in the OPAC. Correct indicators and subfields will be present, and correct punctuation will be observed. In compliance with RDA cataloging rules. When importing bib records from remote sources - If the item is not yet published the title should be IN ALL CAPS.

  | 245 | 1 | 0 | This is tap! :|bSavion Glover finds his funk /|cby Selene Castrovilla ; illustrated by Laura Freeman. |
  | 245 | 1 | 0 | BAD LIAR :|ba novel /|cTami Hoag. |

  | TITLE | 245 | 1 | 0 | For colored girls who have considered suicide, when the rainbow is enuf :|ba choreopoem /|cNtozake Shange. |
  | ALTERNATE TITLE | 246 | 0 | 0 | For colored girls who have considered suicide, when the rainbow is enough |

- 250 edition statement if applicable. If the edition is not explicitly specified but it is known, put the information in brackets, for example [2nd revised edition].

  | TITLE | 245 | 1 | 0 | Democracy in America /|c Alexis de Tocqueville ; specially edited and abridged for the modern reader by Richard D. Heffner, with a new afterword by Vartan Gregorian. |
  | EDITION | 250 | | | [1st Signet Classics edition 2001] |

- 263 - delete – instead use 500 field for note about future date of publication if your bib is for items not yet published.

  | MARC | 263 | | | 1707 |
  | PUBLISHER | 264 | | 1 | Grand Rapids :|bBaker Books,|c2017. |

- 264 fields containing place of publication, publisher, and date, using correct subfields. In the absence of any of those details, repeated 264 fields will provide place, name, and date of distribution, manufacture, copyright, in the order described by RDA. The **MARC 260 field is obsolete** and will not be used - replace with a 264_1. If the bib is for a reprint, put the original publication date (as entered in the 008) in a 264_4 field with a copyright symbol.

264		1	New York :|bBallantine Books,|c2001.
264		4	|c©1990

- 300 physical description field with pagination, illustration details (including maps), and size in centimeters. Information regarding additional materials will be included as needed. Books without page numbers will be designated "1 volume (unpaged)"- remove abbreviations (except cm) place period after cm only if there is a 4XX series.

PHYSICAL DESCRIPTION	300			1 volume (unpaged) :|bcolor illustrations ;|c22 cm

- 336, 337, 338 MARC fields for content, media, and carrier description. See the Minerva Cataloging Rules and Instruction page for various material types RDA physical description details RDA Physical Description fields

PHYSICAL DESCRIPTION	300			320 pages :|bcolor illustrations, color maps ;|c29 cm.
PHYSICAL DESCRIPTION	336			text|btxt|2rdacontent
PHYSICAL DESCRIPTION	336			still image|2rdacontent
PHYSICAL DESCRIPTION	336			cartographic image|2rdacontent
PHYSICAL DESCRIPTION	337			unmediated|bn|2rdamedia
PHYSICAL DESCRIPTION	338			volume|bnc|2rdacarrier

- 490 fields for series information if applicable. If it is a traced series it needs to be 490 1_ and must have an 8xx in the bib. If the series is NOT traced, it should only have a 490 0_ and no 8xx. MARC 440 is obsolete and will not be used – change to 490 and check the tracing. Use the link below for the Series Entry Cheat Sheet. https://www.maineinfonet.org/wp-content/uploads/2018/10/SeriesEntryCheatSheet.docx

- 500 fields - Examine 5XX notes order (see Minerva RDA Cataloging Standards) . For AV bibs, use 500 for "compact discs" or 538 for other media types. This should be the first 5xx field in the record. (right click, move field to top of group).

- 520 field for the summary note (an RDA optional field - **but an essential field** for Minerva patrons using the OPAC) should be kept to no longer than 50 words in length. Content should be objective and non-judgmental in nature and should not include excessive plot detail. The summary note is not a review of the material nor is it a platform to advertise the accolades of the author. Award references should go in 586.

520			The story behind one of the most consequential presidential transitions in US history, from Franklin Roosevelt to Harry Truman, and the legacy Truman struggled to overcome to lead America into a new, post-war world.

- 504 bibliography note will include pagination when possible.

  | 504 | | | Includes bibliographical references (pages 451-509) and index. |

- 532 is for accessibility notes – such as "English closed captions"

  | 532 | 1 | | English subtitles for the deaf and hard of hearing (SDH); English audio-described. |

- 538 note with system details for audiovisual materials, as described in previously approved MCSC standard policy.

  | 538 | | | DVD, NTSC, region 1; widescreen (2.35:1); Dolby Digital 5.1, ADS 5.1 described video. |

- 545 0_ note for biographical information. Use this for Maine author note.

- 546 is for language notes on video recordings both dialog and subtitles

  | 546 | | | English dialogue; Spanish or English subtitles. |

- 6XX subject access field will be entered with correct indicators and subdivisions. Adult subject headings with |vJuvenile fiction should be used unless the children's heading is different and offers increased clarity for juvenile patrons. Be sure to use the Verify function when you are done working on your bib record.

    Only verified Library of Congress subject headings will be used.
    https://authorities.loc.gov/

    - 650_0 adult subject headings

      | Authorized & References | 2 | 489 | Gardens. | Library of Congress subject headings |

      | d | 650 | | 0 | Gardens|vJuvenile fiction. |
      | d | 650 | | 0 | Orphans|vJuvenile fiction. |
      | d | 650 | | 0 | People with disabilities|vJuvenile fiction. |
      | d | 651 | | 0 | Yorkshire (England)|vJuvenile fiction. |

    - 650_1 **IF** LoC children's subject headings exist that are **NOT** identical to the above adult subject heading - add for clarity. Otherwise, Do not repeat headings that are identical to the adult subject headings.

      | Authorized & References | 4 | 25 | Gardens. | LC Annotated Children's Catalog subject headings |

      | d | 650 | | 1 | Orphans|vFiction. |
      | d | 650 | | 1 | Gardens|vFiction. |
      | d | 650 | | 1 | Disabilities|vFiction. |
      | d | 651 | | 1 | Yorkshire (England)|vFiction. |

    - 650_0 adult subject headings should be the default rather than the 650_1 headings when they are identical.

- 651_1 for geographical subject headings

651		0	United States|xPolitics and government|y1945-1953.

651		0	Maine|vFiction.
651		0	New England|vFiction.

- 655 _7 Library of Congress genre fields, verified, should be used. See the document *Genre Form Terms*. Delete and no longer use **GSAFD** as well as all **fast** entries from all records.

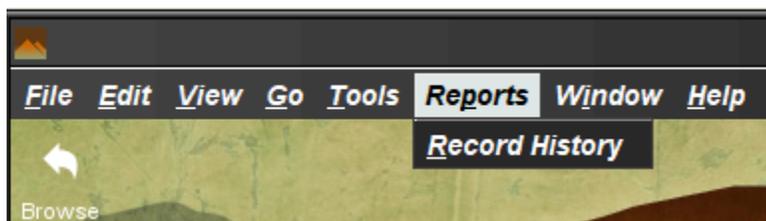| d	655		7	Fantasy fiction.|2lcgft

- ●   7XX added entry fields (contributors) are included when applicable; the correct authority form of names will be used along with RDA approved contributor terms.

700	1		Wenzel, David,|d1950-,|eillustrator
700	1		Deming, Sean,|eadapter
700	1		Tolkien, J. R. R.|q(John Ronald Reuel),|d1892-1973.|tHobbit.|ecreator.

- ●   8XX series added entry fields are included when applicable.
    - ▪ URL links to non- site specific resources are given in 856 notes.
    - ▪ Check 8xx series entry: use 800 for author series, 830 for title series. If the bib has a series statement that is traced, it should also have a corresponding 8xx field.

s	800	1		Tolkien, J. R. R.|q(John Ronald Reuel),|d1892-1973.|tLord of the rings ;|vpt. 1.

- ● 9xx fields.
    - ● Add a 929 field with your library's 3 letter code and your cataloger first 2 initials or if you are adding to an existing 929 add your initials with a slash (ex: litch/swhjc). THIS IS REQUIRED and does not mean you are taking responsibility for the entire bib record. All Level 2 and Level 3 Minerva catalogers should edit bib records to the best of their ability as time allows, REMINDER: the full record history for a bib record can be found in the upper left under REPORTS should any cataloger wish to contact a specific library regarding entries into the bib. See the MaineCat contacts page to email the lead cataloger at any Maine Library MaineCat Contacts.

    - ●

- After the record has been returned from authority processing it will have a 902 and 907 field that is specific to the Minerva catalog. Do not remove these fields.
- There may be a 995 field. This is for system use only. Do not remove this field.

y	907			.b35987467	blplj	cl
y	902			180423
y	929			lpl/litch
y	995			Load Profile m2btab.kbfix

VERIFY ALL FIELDS WHEN DONE

| Insert | Save | View | Edit | Summary | Verify | Export | Print | Close |

- In addition to the specific requirements listed above, bibliographic records will observe all previously approved Minerva Cataloging Standards and practices, including those that detail the proper handling of special formats and material types.

- When a new library is admitted to Minerva, its bibliographical records are loaded into the system. Often, due to differing formats from previous cataloging systems, these records show up as duplicate records in Minerva. Alert the Cataloging Standards Committee when you suspect merging is needed by emailing "minerva.cataloging@gmail.com" or posting to MinervaCats.

- Any standards that are approved in the future must also be observed.