

ACCEPTABLE CATALOGING FOR MINERVA LIBRARIES

Revised May, 2026

Document References: Find all referenced documents on the webpage [Minerva Cataloging Rules and Instruction](#)

- Includes the “Core Elements” from the document *Minerva RDA Cataloging Standards*
- See also the *Checklist for Importing/Editing Records* derived from that document.
- More details than here can be found in the document *Creating Original Records for Minerva and MILS Catalogers*

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 include all appropriate MARC tags, indicators, and subfields.

- The **Fixed Fields** section of the Bibliographic Record should be complete with all required information. Double click in any box to see options.

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:** your library’s three letter code. Circulation staff and Level 1 catalogers need not do this - the system updates locations every night.
- **CAT DATE:** for new records - shortcut use “t” for the current date.
- **INPUT LIBR:** enter code (if your library has one) otherwise use “-“
- **MAT TYPE:** be careful when importing records to check this. Double click in the box for our complete list.
- **BIB CODE 3 :** use “0” if the record is pre-pub without complete cataloging information. Once the item is in hand and the record edited to Minerva standards, you can change the “0” to “-” AVAILABLE even before the release date. To keep an item local use, see the instructions *Embargoing An Item*
- **COUNTRY:** must match the 008 entry

- The MARC Leader will be complete (Expand Field/Right click) with correct codes for
 - Record Status: “n” for an original record, “c” for a corrected record
 - Record Type: double click in the box to see all options

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.
- CAT FORM: use “i” (RDA) and update anything else.
- 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				

- The record should include these fields only if the information can be verified in WorldCat :

OCLC/RLIN#	001	1409337540
MARC	003	OCoLC

001 field = **use for OCLC numbers only**. 001 fields containing non-OCLC numbers must be deleted, as this field is used by MaineCat. Be sure to verify your item details match.

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

- 006 field = 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, map, or poster). Also used for computer file aspects of electronic items.

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

- 007 field = complete and correct physical descriptions for Nonprint, audiovisual material records. 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 = must include dates, country code, and language. Country and language must match fixed fields.

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 = the LC control number if assigned. This often has spaces in front of the number - leave these. Only found on print items (see the title page verso); omit if not present.
- 019 field = delete. This field is no longer supported.

MARC	019	1360264465 a1401648681 a1416720105 a1416953966 a1417384722
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- 02X fields = Identifier; a core element in RDA. Serves to differentiate a manifestation from other manifestations, and is used in MaineCat to link records from different systems.
 - 020 fields with ISBN(s) appearing on and assigned to the item in hand
 - 022 is ISSN for serials
 - 024 for DVDs/Blu-rays; can be UPC for Library of Things
 - 028 for publisher or distributor numbers
 - ISBNs that are not on the item in hand must be removed from the record.** Do not list all the ISBNs that appear in a WorldCat record. If both a 10-digit AND a 13-digit ISBN are present, only the 13-digit one is needed.
 - No additional information should be in the 02X - no words, descriptions, prices.

i	020	0062517392 (alk. paper)
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- 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 bibliographic record the paperback ISBN should be listed second.

- 035 = Delete if not OCLC; **must be properly formatted** and match the verified 001.

035##(OCoLC)1409337540

- 040 field = should have **lerda** somewhere

MARC	040	DLC cDLC dDLC erda
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- 041 fields = languages of original and translation. Should be included for translated print material, AV with subtitles or soundtracks in multiple languages, computer file user interfaces, works employing sign language. Languages may also be recorded in textual form in field 546. Used in conjunction with 008: the language code in 008 is the first code in subfield \$a, or \$d for sound recordings, of the first 041.
- 049 field = delete, has no local significance in Minerva.

MARC

049

CTMA

- 050 = LoC call numbers; 082 = Dewey decimal system call numbers. Often included in imported records and are helpful. CALL # fields 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

050	4	PN6727.D586 bH63 2001
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082	0 4	741.5973 bD643ho 221
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again. Be sure to do this in order.

- 09x = Remove 090, 092, 099, local call numbers that come in with imported records.
- 1XX field = author/creator main entry, provide if applicable. RDA requires a “relationship designator” following the authorized version of the creator’s name, given in the subfield “|e”. 100 is for a single person named as author; 110 when a corporate entity is responsible for the work (a music group, conference, government agency, etc.) **Verify entry. Remove links.**

100	1	Castroville, Selene, d1966- eauthor.
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- 245 field = title information. Capitalize the first word of the title and proper nouns only. Provide only the first 3 names of multiple contributors followed by [and others]. Add all names beyond the main entry in 7XX fields. Follow 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. Provide correct indicators and subfields, and observe RDA rules for correct punctuation.
- If the item is not yet published the title should be IN ALL CAPS. Please change this in imported and vendor records. This step saves staff and patrons confusion.

245	1	0	This is tap! : bSavion Glover finds his funk / cby Selene Castrovilla ; illustrated by Laura Freeman.
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245	1	0	BAD LIAR : ba novel / cTami Hoag.
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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. Use 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 = publication date. **Delete**. Use 500 field for a note about the future date of publication if the bibliographic record is for an item not yet published: "Expected publication July 2017"

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

- 264 fields = contain 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; replace** with a 264_1. If cataloging a reprint, put the original publication date in a 264_4 field with a copyright symbol. Date(s) should match 008 Dat Type and Date One is for

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

the item in hand.

- 300 = physical description field with pagination, illustration details (maps etc.; match 008), 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) and 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 document *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 (repeatable) = series information if applicable. Verify all and check the tracing. A traced series is indicated by 490 1_ and must have an 8xx in the bib. If the series is NOT traced, it is indicated by 490 0_ and no 8xx. MARC 440 is obsolete – change to 490. See the document *Series Entry Cheat Sheet*.
- 5xx fields = observe order appropriate to material type (see *Minerva RDA Cataloging Standards*). For AV bibs, use 500 for "compact discs" use 538 for other media types. This should be the first 5xx field in the record. (right click, move field to top of group).

- 500 = general note; this field is searchable by keyword. Do not use for local library info.
- 520 field = summary note. An RDA optional field **but an essential field** for Minerva patrons using the OPAC. Should be **no longer than 50 words** in length. Verbiage should be objective, non-judgmental, and not include excessive plot detail. The summary note is not a review of the material nor a platform to advertise the accolades of the author. Award references should be entered in a 586 field.

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 = accessibility notes, such as “English closed captions”

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

- 538 = system details for audiovisual materials, displays in OPAC

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 for “Maine author” note.

- 546 = language notes: for video recording dialog and subtitles; also use for parallel texts

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

- 6XX = subject access fields must be entered with correct indicators and subdivisions. **Verify headings. Remove links.** Remove BISAC, FAST, or Sears subject headings:

650#7Subject|2bisac

650#7Subject|2fast

650#7Subject|2sears

- 650_0 adult subject headings **should be the default** rather than the 650_1 headings when they are nearly identical.
- Adult subject headings with subfield |vJuvenile fiction should be used unless the children’s heading is different and offers increased clarity for juvenile patrons.
- Examples: 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 = LoC children's subject headings. Use only if **NOT** identical to the adult subject heading. **Delete headings** such as these that repeat the above 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.	

- 651 = geographical subject headings

651	0	United States xPolitics and government y1945-1953.
651	0	Maine vFiction.
651	0	New England vFiction.

- 655_7 = Genre/Form term using |2 for source. Use only verified LC Genre Form Terms, OLAC-VGGT, or Homoit. **Delete GSAFD** as well as all **fast** entries from records.

d	655	7	Fantasy fiction. 2lcfgt
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- 7XX = added entry fields for contributors are included when applicable. **Verify headings. Remove links.** Use the correct authority form of names along with RDA 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.

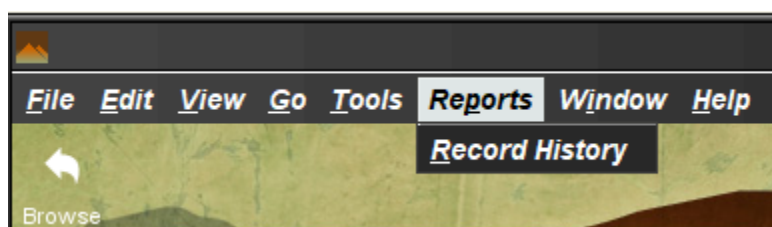
- 8XX series added entry fields are included when applicable.
 - URL links to non-site specific resources are given in 856 notes.
 - Check 8xx series entry: use 800 for author series, 830 for title series. If the record has a 4xx series statement that is traced, it should also have a corresponding 8xx field.

s	800	1	Tolkien, J. R. R. q(John Ronald Reuel), d1892-1973. tLord of the rings ; vpt. 1.
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- Be sure to use the Verify Headings function when you are finished working on your bib record. Another resource is: <https://authorities.loc.gov/>



- 9xx fields.
 - Add a 929 field with your library's 3 letter code and your 2 initials. If you have edited an existing record, add it 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. *Note: the full record history for a bibliographic 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 <https://www.maineinfonet.org/mainecat/libcontacts/>*



- 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

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