# Creating and Editing Bibliographic Records in MILS: Guidelines

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MILS
Maine InfoNet Library System
*for Maine's Small Libraries*

# Presentation Notes

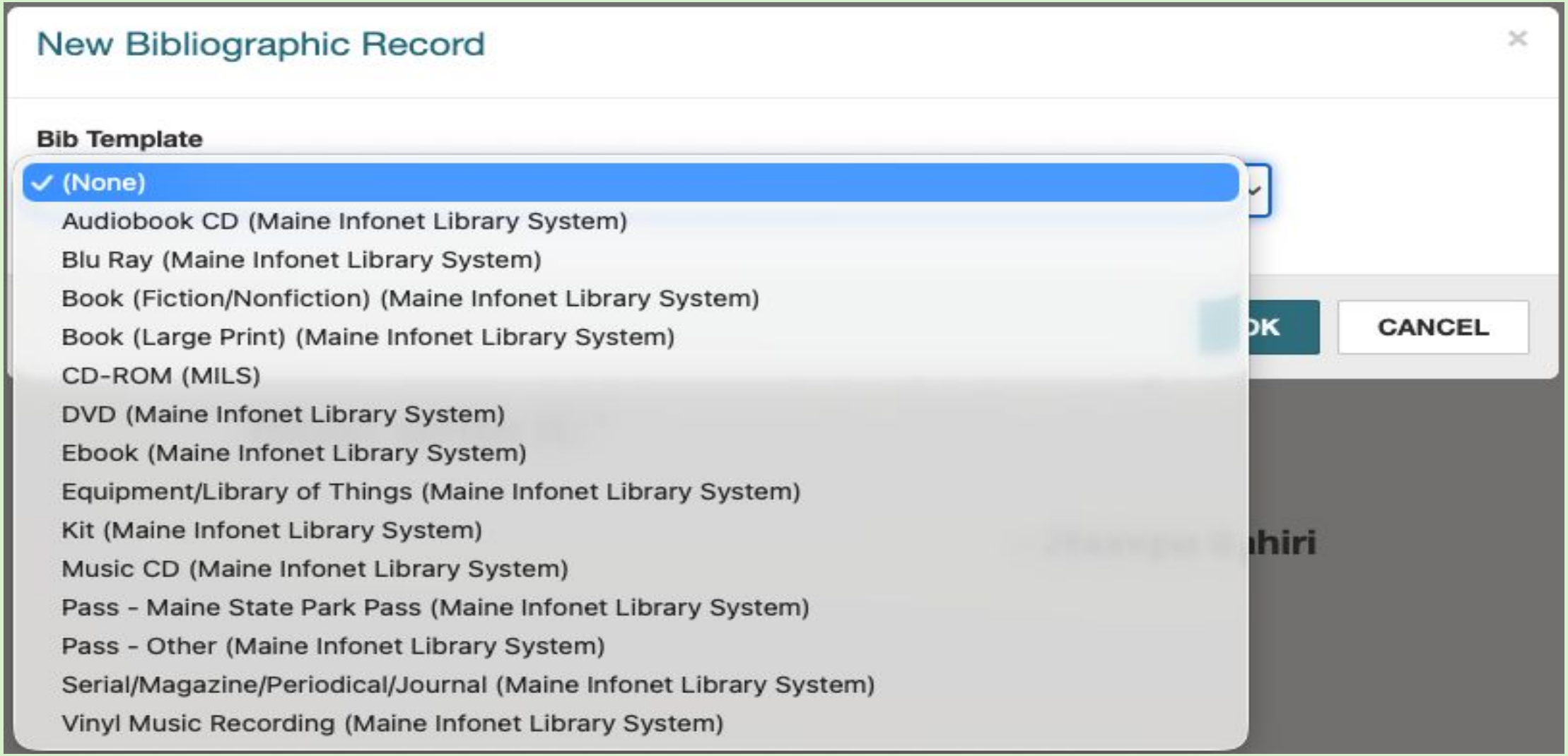
Throughout this presentation I use RDA terminology: Work, Expression, Manifestation, Item, Entity etc.

In transcribing MARC I use $ for subfield and # for a blank space, a convention used by the Library of Congress.

# Minimum Required Elements of a Bibliographic Record

- MARC Leader
- Control fields: 006 (if applicable), 007, 008
- Identifier for the Manifestation: 02X
- Record metadata: 040
- Title: 24X
- Publication/Production/Copyright information: 264
- Physical description: 300 and 3XX
- Topical access and genre/form terms: 6XX
- Author/Creator Entity if identified: 1XX or 7XX

# Creating a New Record: Choose the correct template



# Notes: Templates

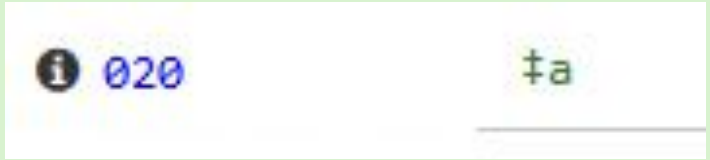
The template controls what information you can enter into the Control Fields, and what RDA description fields you'll use.
If you don't see a template you need, contact Maine Infonet.

# Navigating in a Record

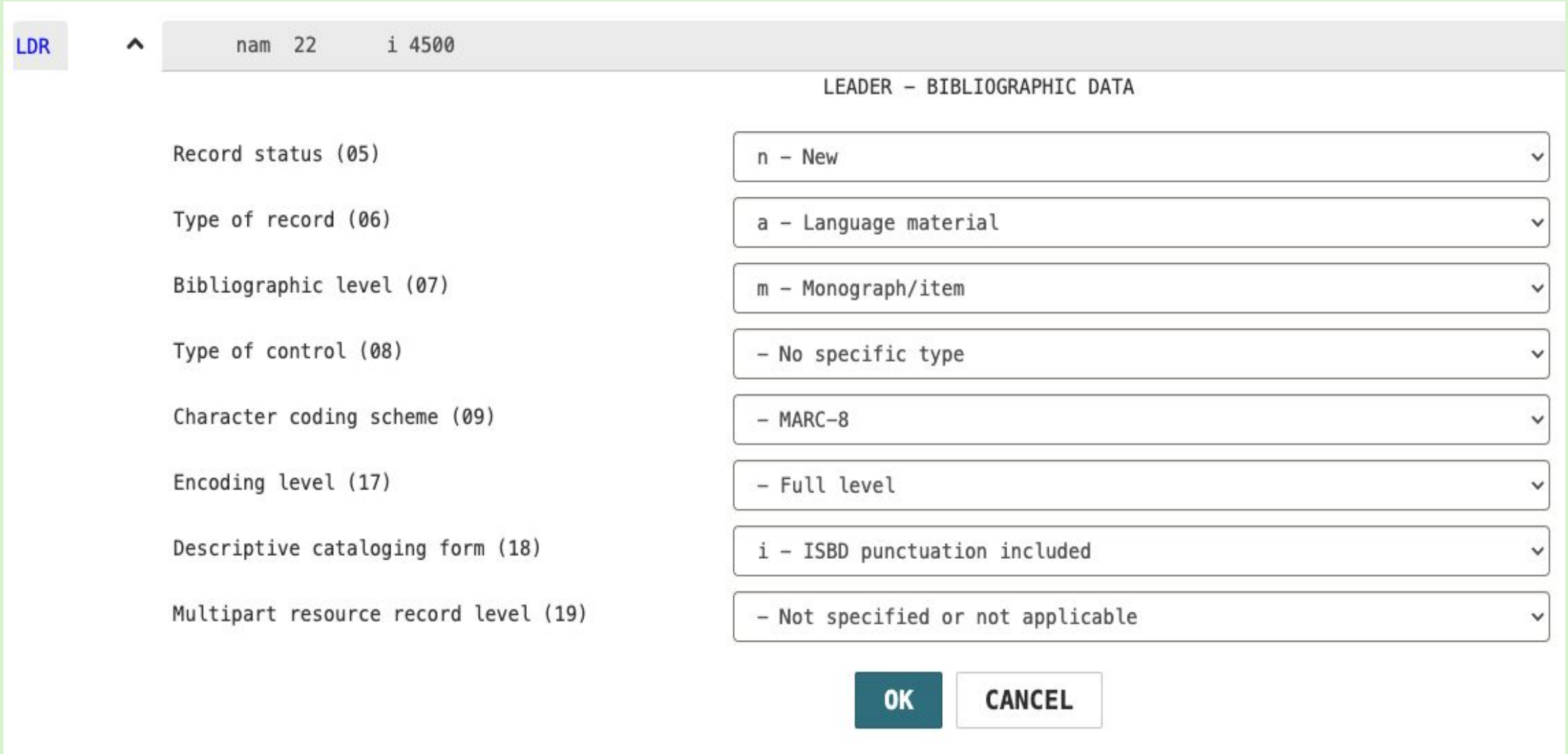
To open the fixed fields, click on the >




To see a quick guide of the indicators and subfields allowed in a variable field, click on the i button



# MARC Leader: information about the record itself



# Notes: MARC Leader

The Leader helps the system render the record for users in the public catalog. Please fill out all the boxes, and in imported records check these sections:

**Type of record**: codes what type of material the record is for. Use the dropdown to see all options. It controls what you will see in the 00X control fields.

**Bibliographic level**: use M for a single item, S for a serial, C for a collection. **Encoding level**: indicates the fullness of the information in the record. ”Dash full level” means you have examined the item physically. I will use “1” if I am creating a record for you, then you can change it.

**Descriptive cataloging form**: change to “I” if it is “A” on imported records and you will be updating them to RDA.

**Multipart**: “- not specified or not applicable” means a record for a single thing. There are other options.

# 00X Control Fields in Imported Records

| | | |
|---|---|---|
| 001 | | 532863 |
| 003 | | DLC |
| 005 | | 20260512090502.0 |
| 007 | › | ta |
| 008 | › | 250826s2025 nyua 000 0aeng |

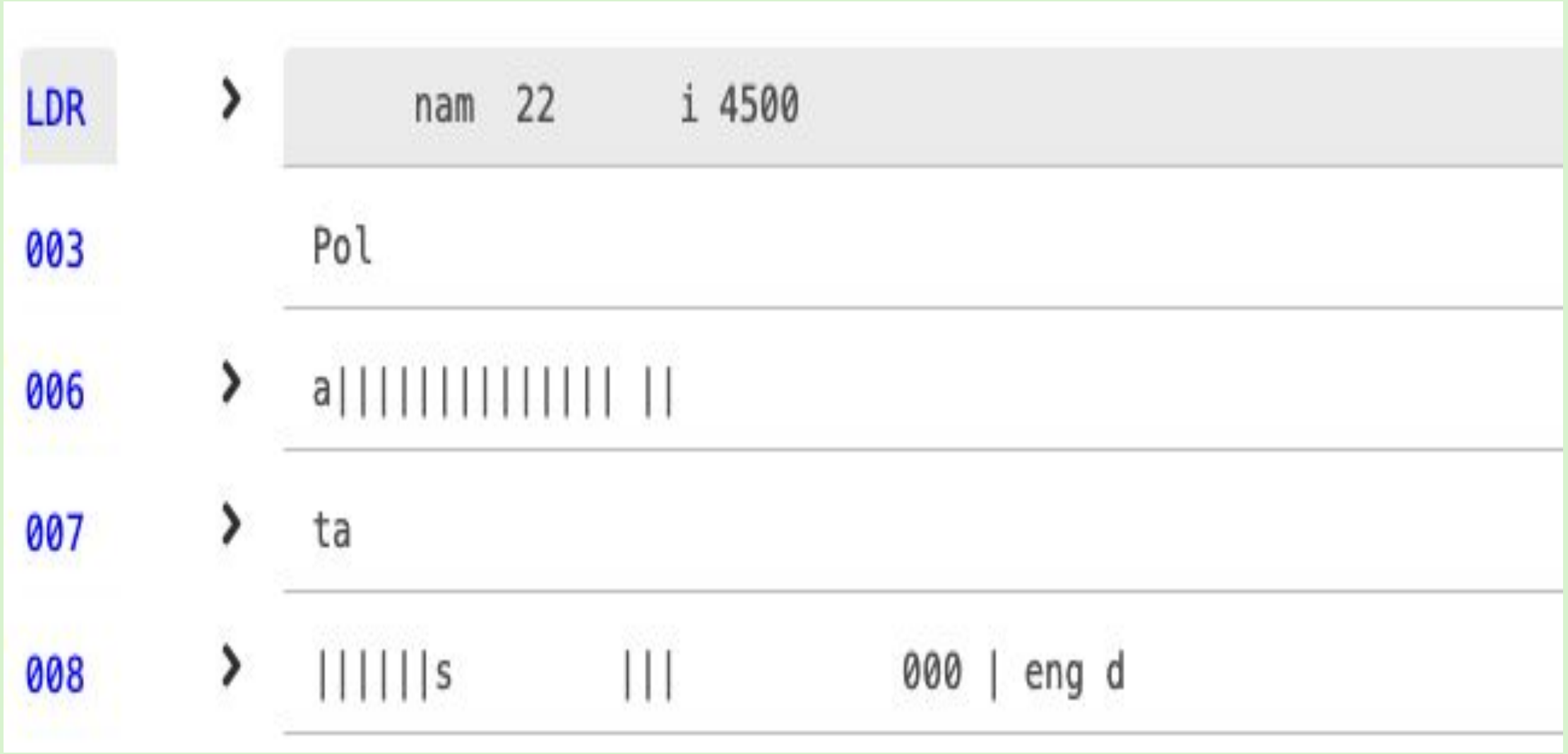
# Slide Notes: 00X Fields in Imported Records

An imported record will have an 001 system number and an 003 identifying the system it was retrieved from.

The 005 is supplied by the system, it says when the record was created. Leave all of these alone.

Note: please don’t seek out and manually add OCLC numbers to records.

# 00X Control Fields in New Records



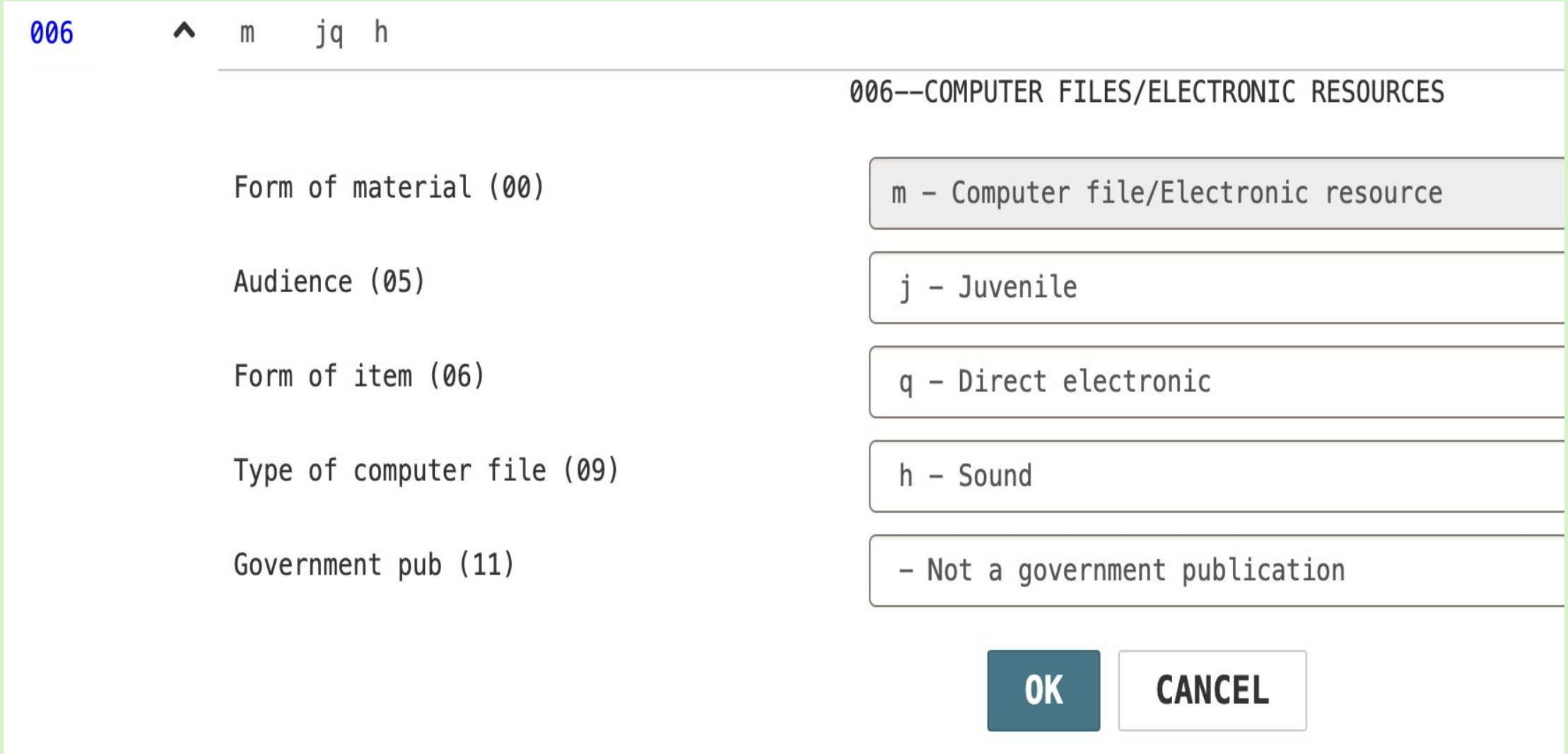
# Slide Notes: 00X Control Fields in New Records

When you create a new record the 003 is supplied.

The vertical bars represent spaces in the 006 007 and 008 fields. You will fill in the spaces as needed.

NOTE: you must code the 006, 007, and 008 fields in order.

# 006 Field

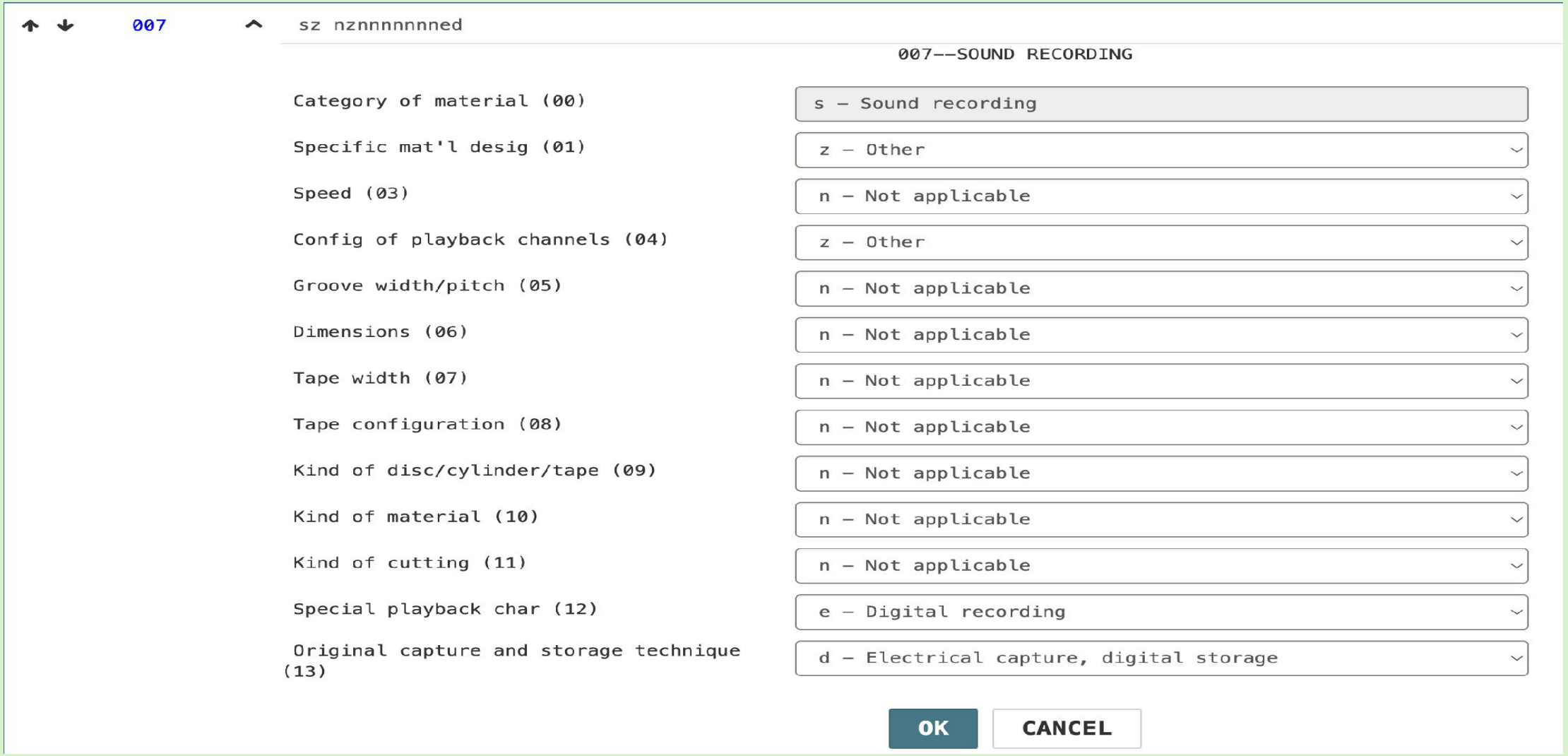

006
m jq h
006--COMPUTER FILES/ELECTRONIC RESOURCES
Form of material (00)
m - Computer file/Electronic resource
Audience (05)
j - Juvenile
Form of item (06)
q - Direct electronic
Type of computer file (09)
h - Sound
Government pub (11)
- Not a government publication
OK
CANCEL

# Slide Notes: 006 Field

006 is used for aspects of the item that are not coded in the 008. Used when an item has multiple characteristics, like this Wonderbook example, or a book that comes with a CD or foldout map.

Use 006 also for computer file aspects of an electronic item.

# 007 field (repeatable) for a Wonderbook



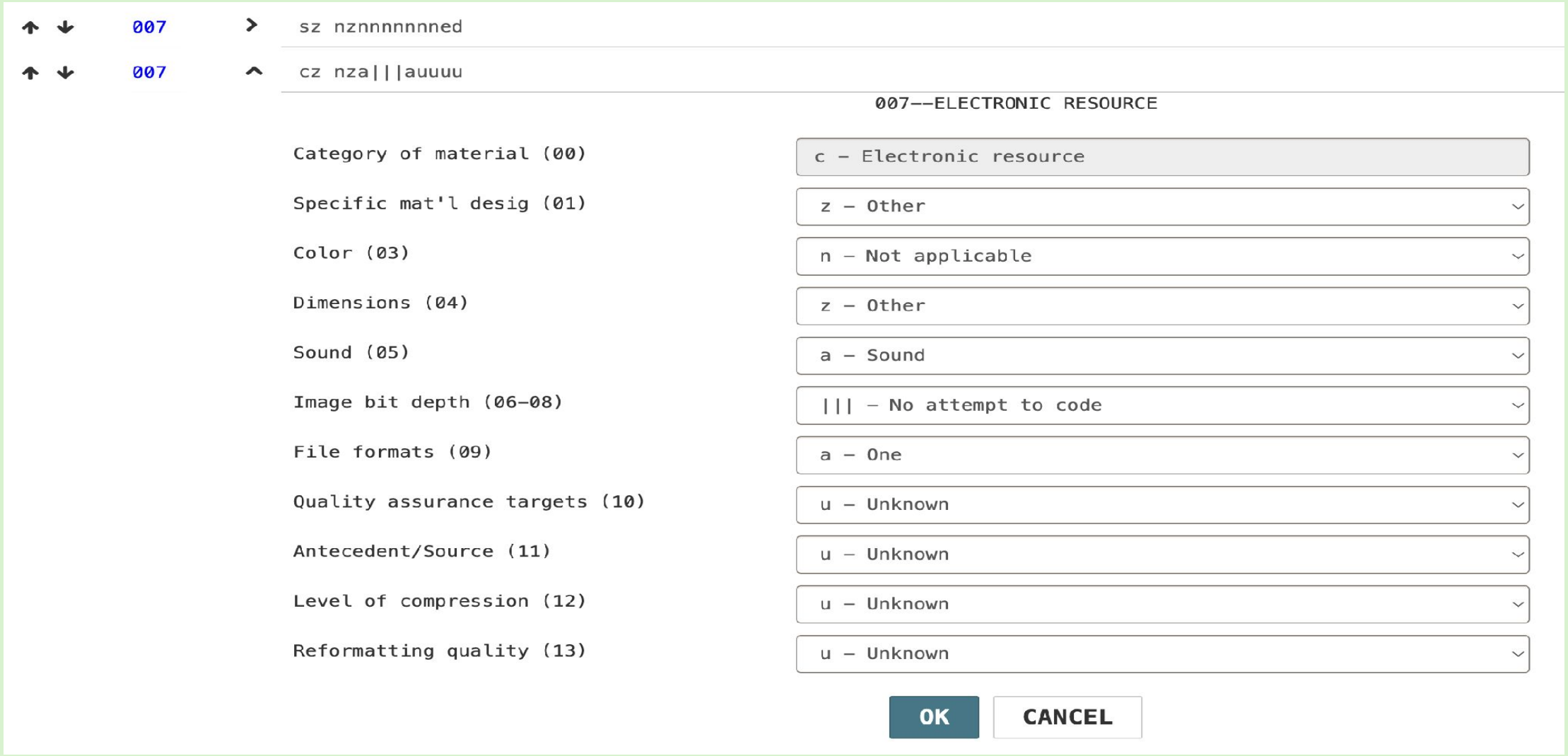
# Slide Notes: 007 Field

007 is used for audiovisual and visual material, including print books in new records.

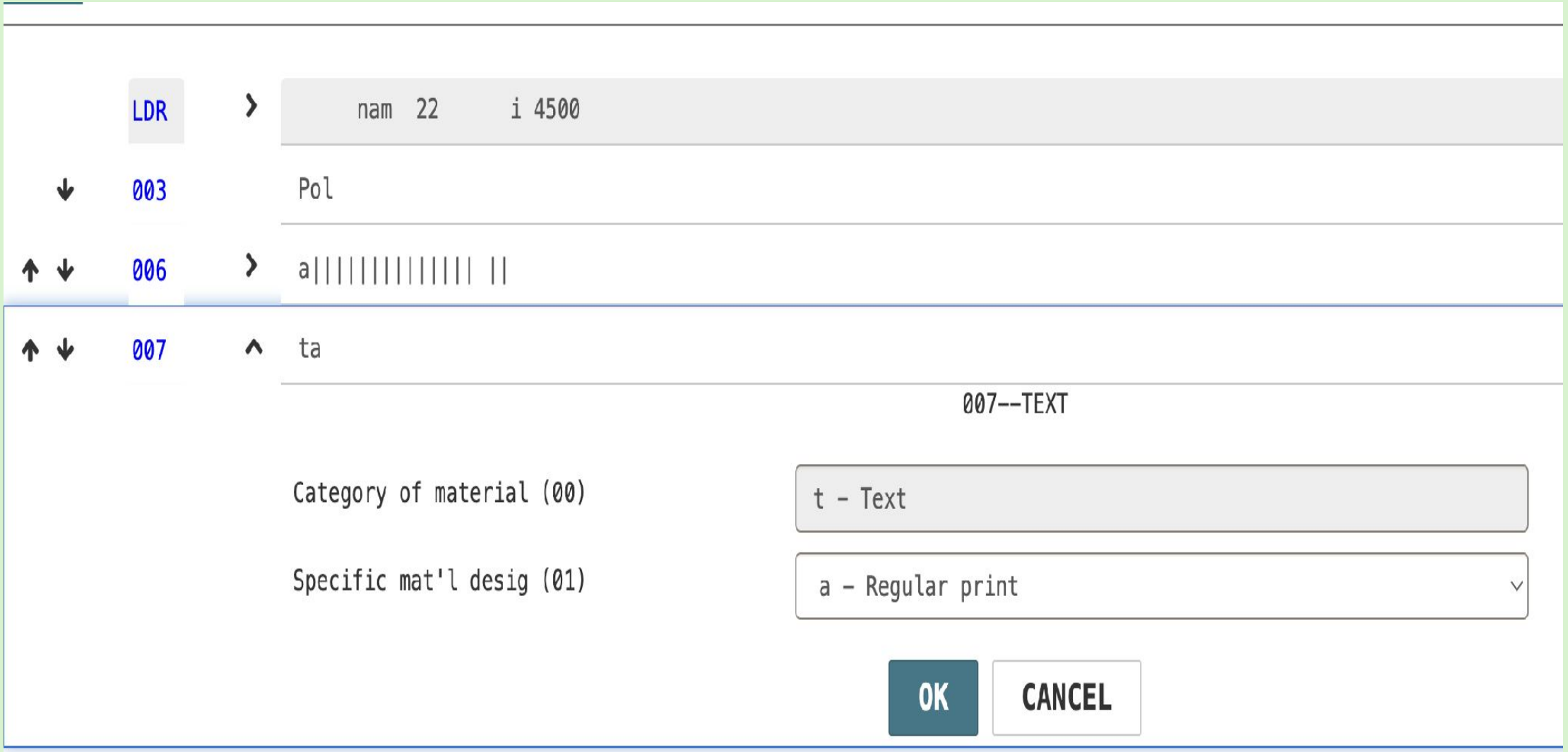
What you see in the 007 is controlled by the Type of Material code in the MARC Leader.

There can be more than one 007 field.

# Additional 007 field for the Wonderbook



# 007 in a new print book record

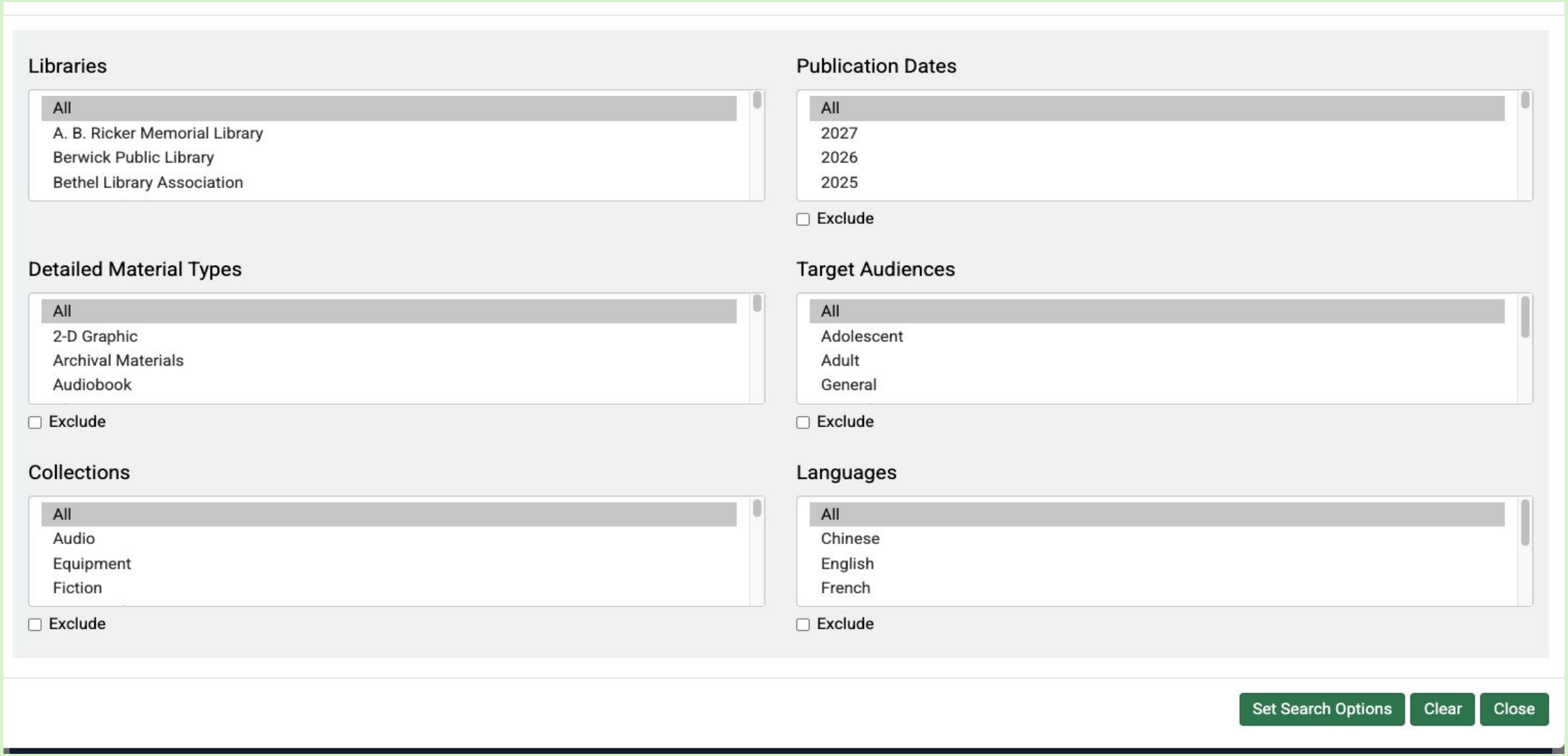


# Slide Notes: 007 in new book record

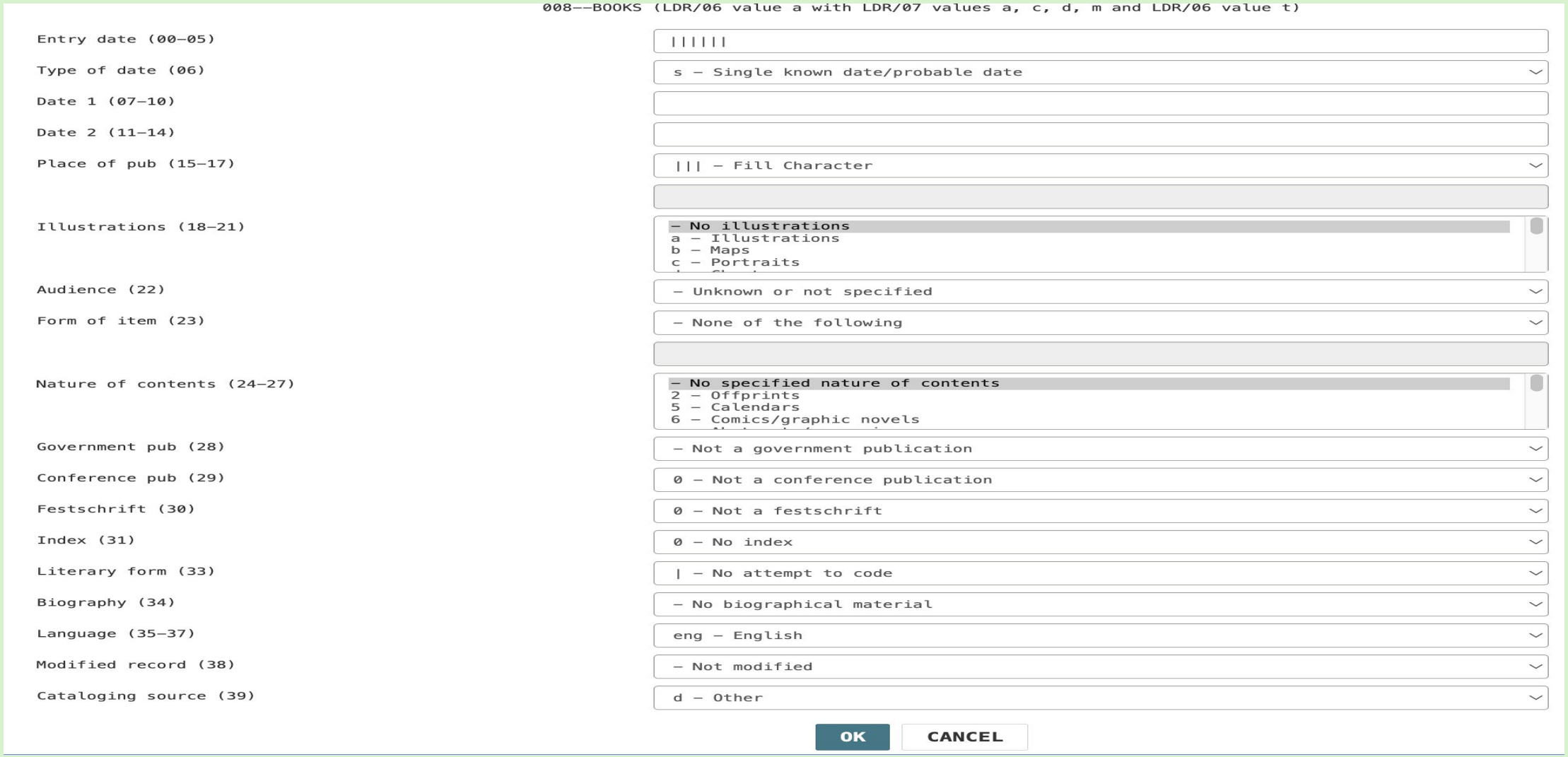
Because there is an ‘a’ in the second space of the MARC leader, and you did not use an 006, you only get two boxes in the 007, representing two spaces.

Enter ‘t’ in the first box and ‘a’ in the second of this field for regular print books; it would be ‘t’ and ‘b’ for large print.

# 008 Field: controls advanced searching in the catalog



# 008 field


008--BOOKS (LDR/06 value a with LDR/07 values a, c, d, m and LDR/06 value t)
Entry date (00–05)
||||||
Type of date (06)
s – Single known date/probable date
Date 1 (07–10)
Date 2 (11–14)
Place of pub (15–17)
||| – Fill Character
Illustrations (18–21)
– No illustrations
a – Illustrations
b – Maps
c – Portraits
Audience (22)
– Unknown or not specified
Form of item (23)
– None of the following
Nature of contents (24–27)
– No specified nature of contents
2 – Offprints
5 – Calendars
6 – Comics/graphic novels
Government pub (28)
– Not a government publication
Conference pub (29)
0 – Not a conference publication
Festschrift (30)
0 – Not a festschrift
Index (31)
0 – No index
Literary form (33)
| – No attempt to code
Biography (34)
– No biographical material
Language (35–37)
eng – English
Modified record (38)
– Not modified
Cataloging source (39)
d – Other
OK
CANCEL

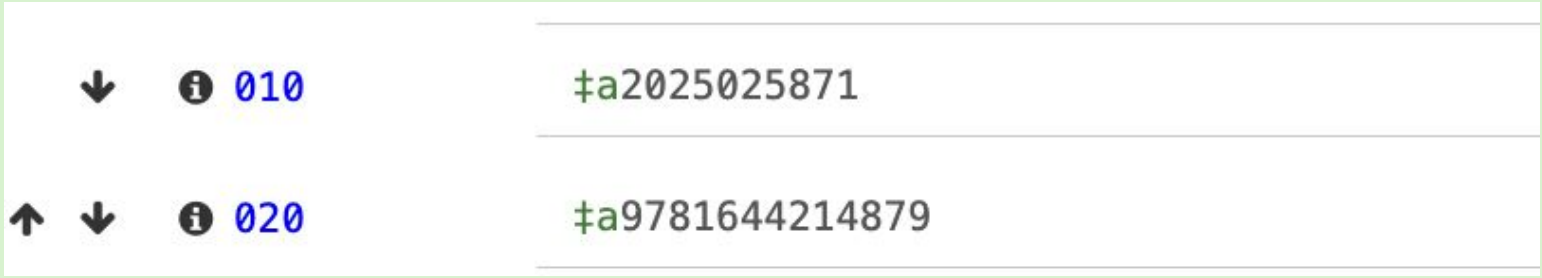
# Slide Notes: 008 Field

The Entry Date (in form YYMMDD), Type of Date, and Language are required.

Try to fill in all the spaces (boxes) in this field so that Advanced Catalog searches shown on the previous slide will find the record.

# 0XX Fields: 010 and 02X

010 is the Library of Congress control number. Leave it alone.




020 is an ISBN, 022 is an ISSN, 024 is a UPC, and 028 is a production number.

Please include only the numbers on and applicable to your item, remove others from records you import.

# Slide Notes: 0XX Fields

Remove 019 if present as it is no longer used.

02X fields are Manifestation identifiers: a core element in RDA and one of the principal means by which records are matched in MaineCat.

If you are cataloging a print book, omit the ISBN for the eBook version.

If you are cataloging a series and only have one volume, do not include ISBNs for the other volumes.

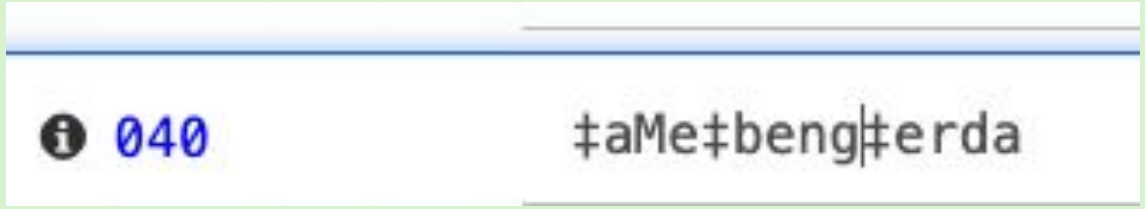
Please remove characters other than the numbers in subfield a of these fields, as this can prevent matching.

# 040 Field

Imported Record




New Record




The 040 records where the record originated and who has altered it. Minimum required for new records is $aMe$erda

Best practice is to include the language of the record in subfield b, as shown in the example.

# 041 field: languages, corresponds to 008

008 and 041 for a book translated into English from French:

| | | |
|---|---|---|
| 008 | › | 250826s2025 nyua 000 0aeng |
| 010 | | ‡a2025025871 |
| 020 | | ‡a9781644214879 |
| 041 | 1 | ‡aeng‡hfre |

008 and 041 for *La Dolce Vita* DVD, a movie made in Italian with a bit of English dialog:

| | | |
|---|---|---|
| 008 | › | 130717s2004 nyu167 g vlita d |
| 041 | 1 | ‡aita‡aeng‡jeng‡jspa‡hita |
| 546 | | ‡aItalian and English soundtrack ; optional English or Spanish subtitles. |

# Slide notes: 041 Field

008 and 041 are machine readable code; the 546 field displays in the public catalog record for humans to read.

041 is required for translations and parallel texts, including ASL in videos (the code is: sgn).

# 050 082 and 09X fields: Call numbers

050 is Library of Congress, 082 is Dewey. 09X is a local number, sometimes recognizable as one of the above. You can delete 09X that aren't.

```
050   0   0     ‡aPZ7.B413‡bMu 1996

082   0   4     ‡a[Fic]‡221
```

These are not required but are helpful

# 1XX Field: Author/Creator Entity Name

Not a required field if there is no single author/creator entity identified, like a collection of texts.

1XX entries will be checked automatically when you save the record

Use subfield e with RDA relator terms

In this record for a translation, the translator is in a 700 entry.

| | | | |
|---|---|---|---|
| 100 | 1 | | ‡aErnaux, Annie,‡d1940-‡eauthor. |
| 240 | 1 | 0 | ‡aAutre fille.‡lEnglish |
| 245 | 1 | 4 | ‡aThe other girl /‡cAnnie Ernaux ; translated by Alison L. Strayer. |
| 700 | 1 | | ‡aStrayer, Alison L.,‡etranslator. |

# 130 field for Authorized Title of Work

```
130  0      ‡aDark knight (Motion picture)
```

```
245  1  4   ‡aThe dark knight‡h[videorecording] /‡ca Warner Brothers Picture presentation in association with Legendary
            Pictures, a Syncopy production, a film by Christopher Nolan ; DC Comics ; produced by Christopher Nolan,
            Charles Roven, Emma Thomas ; screenplay by Jonathan Nolan and Christopher Nolan ; directed by Christopher
            Nolan.
```

```
246  1      ‡iAlso known as:‡aBatman begins 2.
```

```
246  1      ‡iAlso known as:‡aBatman, the dark knight.
```

# Slide Notes: 24X fields

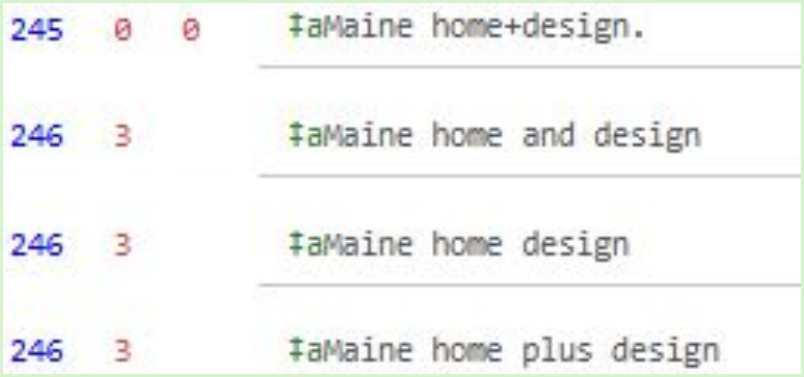
All records must have a title field.

Record in the 245 exactly what is published on your item title page or preferred source, mistakes and all.

Don’t include a series statement: that goes in the 490 field.

An edition statement goes in the 250 field.

Use 246 for alternate forms of the title like spelling out numbers or when patrons might search on the subtitle or an alternate title.



# 24X Fields continued: Titles

Motion pictures and Television Series should have 130 Title entry for the Work from which your item's Manifestation is derived
Translations and musical works should have a 240 Uniform Title

```
130  0       ‡aDark knight (Motion picture)
245  1  4    ‡aThe dark knight‡h[videorecording] /‡ca Warner Brothers Picture presentation in association with Legendary
             Pictures, a Syncopy production, a film by Christopher Nolan ; DC Comics ; produced by Christopher Nolan,
             Charles Roven, Emma Thomas ; screenplay by Jonathan Nolan and Christopher Nolan ; directed by Christopher
             Nolan.
246  1       ‡iAlso known as:‡aBatman begins 2.
246  1       ‡iAlso known as:‡aBatman, the dark knight.
```

```
240  1  0    ‡aAutre fille.‡lEnglish
245  1  4    ‡aThe other girl /‡cAnnie Ernaux ; translated by Alison L. Strayer.
```

# 250: Edition Statement

You can remove the “First edition” statement in an imported or edited record if it does not apply to your item and your item matches in all other respects (format, title statement, series, publisher, pagination).

But if your item says/does not say any of the following, or includes/does not include extra materials, or is large print, you should not attach your item to an existing record that does not match.

Revised and expanded

… Anniversary edition

With a new introduction

Contains preview of …

# Slide Notes: 250 Edition Statement

A quick search on publishers to see if they are from the same conglomerate can save creating a new record!

But two items where one is published in the US and the other elsewhere need separate records due to copyright differences.

A difference of a few pages or a couple cm between the paperback and hardcover editions is not considered significant.

You may add the ISBN for your item if you decide to attach to the existing record.

There will be gray areas: self-published, open resource, etc.

# 264s: Publication/Copyright Statement

The 264 field is repeatable, commonly 264#1 for publication information and 264#4 for copyright.

More may be used in records for serials whose publisher has changed several times.

| | | | |
|---|---|---|---|
| 264 | | 1 | ǂaPortland, Me. :ǂbCollins & Thomas,ǂc2007-2018. |
| 264 | 3 | 1 | ǂaPortland, Me. :ǂbState 23 Media LLC,ǂc2018- |

# Slide Notes: 264 Field

264 can also be used for recording information about manufacturers of Things, distributors, and for printers given in older books.

Check the OCLC and Library of Congress Bibliographic Standards for what indicators to use. Links are given on the Resources slide at the end of this presentation.

# 300 Field: Physical Description

This field is required to be filled out in order to circulate an item.

Be sure to check the details, and correct pagination from the publisher's estimate (multiples of 16) in new records. If you don't, your copy may be the only one circulating while other libraries wait to verify. This example was corrected from 96 pages:

```
300          ǂa86 pages :ǂbillustrations ;ǂc21 cm
```

For size, round up to the next centimeter: 20.2 cm = 21 cm

RDA best practice is not to end the 300 field with a period if there is no 490 series statement

# 336, 337, 338 Fields

336 337 and 338 are the minimum required RDA fields for bibliographic description in a new record. There are several more; don't remove them from imported records.  The record template you chose will include those required. Example is from a Wonderbook record. Use a quick entry tool to avoid typos.

| | |
|---|---|
| 336 | ‡atext‡btxt‡2rdacontent |
| 336 | ‡aspoken word‡bspw‡2rdacontent |
| 336 | ‡astill image‡bsti‡2rdacontent |
| 337 | ‡aunmediated‡bn‡2rdamedia |
| 337 | ‡aaudio‡bs‡2rdamedia |
| 338 | ‡avolume‡bnc‡2rdacarrier |
| 338 | ‡aother audio carrier‡bsz‡2rdacarrier |
| 338 | ‡aaudio disc‡bsd‡2rdacarrier |

# 490 Field

Record the series statement exactly as it appears on your item. If it is a traced series, you will need an 8XX field with the controlled form of the series title and numbering. Only the 8XX entry will be automatically checked.

| | | | |
|---|---|---|---|
| 490 | 1 | | ‡aA Johnny Dixon mystery |
| 520 | | | ‡a"Living with his grandparents gives Johnny Dixon a lot o madman who haunts the town's church. At first, Johnny does him a ring, and Johnny plunges headlong into a terrifying of cover. |
| 650 | | 0 | ‡aDixon, Johnny (Fictitious character)‡vJuvenile fiction. |
| 650 | | 0 | ‡aFigurines‡vJuvenile fiction. |
| 655 | | 7 | ‡aDetective and mystery fiction.‡2lcgft |
| 800 | 1 | | ‡aBellairs, John.‡tJohnny Dixon mysteries. |

# 5XX Fields

Required notes are
- 546 = Language, if the Item is in more than one or a translation

Helpful notes to include are
- 520 = Summary note
- 505 = Contents note

Best practice is to strip the “ballyhoo” out of summary notes provided by publishers. Use AI to edit down a long summary, especially for nonfiction. 50-60 words is a good length.

Do not include any local notes, because you are sharing records. These can go into your item record.

# 6XX Fields: Subject Access (required)

600:#0: a person or family that is the subject, as in a biography

610:#0: a corporation that is the subject

650:#0: a topical subject

651:#0: a geographical subject (see last slide for more info)

MILS uses LCSH (second indicator 0) and LC Children's (second indicator 1) and also some special thesauri (second indicator 7)

All Subject fields are automatically checked when saving the record. The "heading" (subfield a) that comes before other subfields is the part to be concerned about. There are many possible combinations of heading and subfields, and these can remain "unlinked."

# Remove these 6XX

650:#4:Subject term from an unspecified source. *These cannot be checked, conflict with authorized headings, and confuse patrons.*

650:#7:Subject or SUBJECT$2bisac *These are bookseller industry terms, are not checked, conflict with authorized headings, and confuse patrons*

Other headings MILS and MaineCat don’t use are: sears, fast

# Best Practice: Remove Duplicate Headings

Duplicate headings make the record very long without adding any information. For example Children's headings:

650:#0:Horses$vJuvenile fiction

650:#1:Horses$vFiction

But do keep a Children's heading if it is substantially different:

650:#0:Swine$vJuvenile fiction

650:#1:Pigs$vFiction

# Parallel Headings in World Languages

All MILS records must have English language subject headings.

Keep parallel headings in records for items in that language:

650:#0:Mothers and daughters.

650:#7:Madres e hijas$2embne

# 655 Field: Genre or Form term

This is what the item IS rather than what it is ABOUT.
Best practice: if you find duplication between the 655 and a 650, prefer the 655 and delete the 650.

| | | |
|---|---|---|
| 650 | 0 | ‡aRabbits‡vJuvenile fiction. |
| 650 | 0 | ‡aMother and child‡vJuvenile fiction. |
| 655 | 7 | ‡aPicture books.‡2lcgft |
| 655 | 7 | ‡aStories in rhyme.‡2lcgft |
| 655 | 7 | ‡aBoard books.‡2lcgft |

# 7XX Fields: Additional Entities involved in Creation/Production

| | | |
|---|---|---|
| 700 | 1 | ‡aAimée, Anouk,‡d1932–‡0(DLC)91336 |
| 700 | 1 | ‡aAmato, Giuseppe,‡d1899–1964.‡0(DLC)93568 |
| 700 | 1 | ‡aEkberg, Anita,‡d1931–2015.‡0(DLC)96381 |
| 700 | 1 | ‡aFellini, Federico.‡0(DLC)407812 |
| 700 | 1 | ‡aFlaiano, Ennio,‡d1910–1972.‡0(DLC)31164 |
| 700 | 1 | ‡aFurneaux, Yvonne,‡d1928–‡0(DLC)154997 |
| 700 | 1 | ‡aMastroianni, Marcello,‡d1924–1996.‡0(DLC)417091 |
| 700 | 1 | ‡aPinelli, Tullio.‡0(DLC)95585 |
| 700 | 1 | ‡aRondi, Brunello.‡0(DLC)64381 |
| 710 | 2 | ‡aCinecittà, s.p.a.‡0(DLC)438456 |
| 710 | 2 | ‡aGrey Film (Firm)‡0(DLC)284256 |
| 710 | 2 | ‡aKoch Lorber Films.‡0(DLC)325643 |
| 710 | 2 | ‡aKOCH Vision (Firm)‡0(DLC)395518 |
| 710 | 2 | ‡aRiama Film.‡0(DLC)284254 |
| 710 | 2 | ‡aSociété nouvelle Pathé cinéma (France)‡0(DLC)135370 |

# Slide Notes: 7XX Fields

Entities involved the creation or production of the Work, Expression, Manifestation, and Item but not in the 1XX field can get a 7XX entry.

Movies and Graphic novels typically have many 7XX entries, as in the example.

Note that in an authority record, and Entity name will be coded 1XX but will automatically translate into a 6XX or 7XX if you use the Check Headings tool.

# 8XX Fields: Traced Series

In order to have the series automatically checked, add it in an 830 for title or 800 for author-title field. If it is traced, the first indicator in 490 is 1; if not traced, the indicator is 0 and you can remove the 8XX after checking the headings.

| | | |
|---|---|---|
| 490 | 1 | ‡aNative Americans of the Northeast |
| 500 | | ‡aIncludes bibliographical references and index |
| 505 | 0 | ‡aIdentity, history, tradition -- Sources -- Overview of Passamaquoddy songs -- Musical instruments -- Welcoming ceremonies -- Ceremonies of peace and war -- The marriage ceremony and social dances -- Aesthetics and survival |
| 650 | 0 | ‡aPassamaquoddy Indians\|zMaine\|xSongs and music\|xHistory and criticism |
| 650 | 0 | ‡aPassamaquoddy Indians\|zMaine\|xRites and ceremonies |
| 830 | 0 | ‡aNative Americans of the Northeast |

# Notes: 8XX Fields

“Traced” means there is a controlled form of the series title, including how - and if - volumes are numbered.

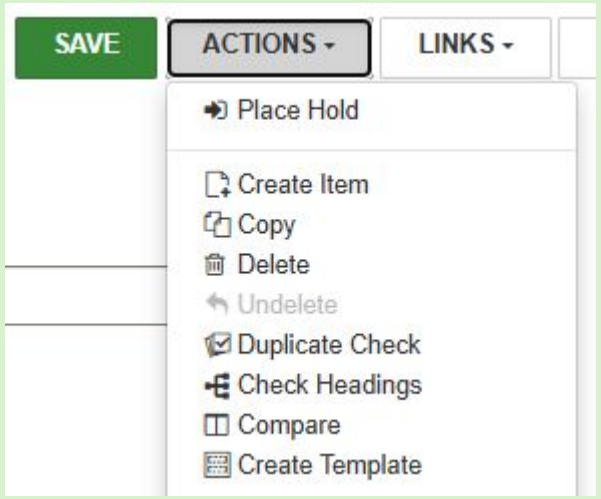
In the authority record, tag 642 shows the authorized numbering

In the authority record, tag 645 has a ‘t’ if traced.

If the authorized form does not allow numbers, and no number appears on the item, this information can be put into a 500 note after verifying at the author’s website or similar source.

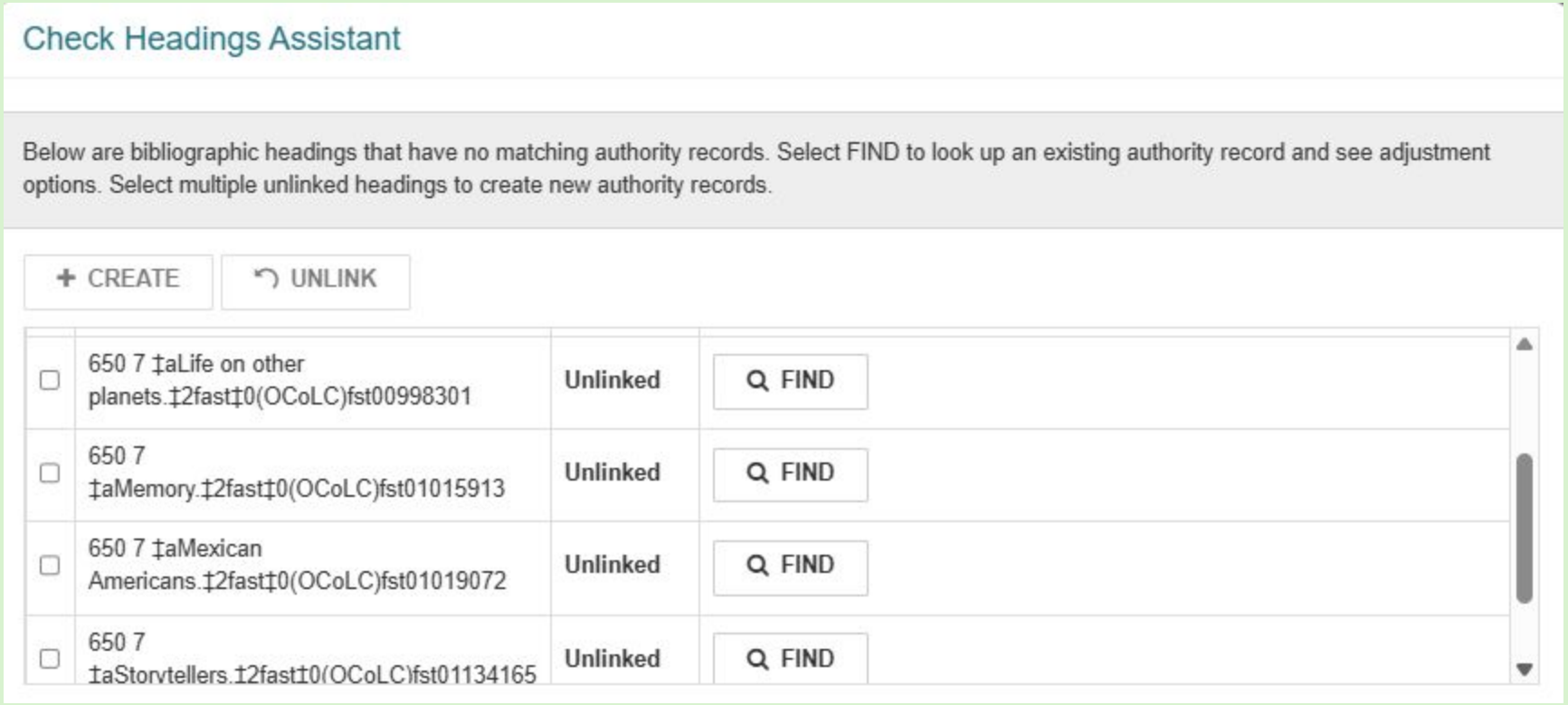
# Check Headings

The final step for a new or edited imported record is to use the Check Headings tool. Do this before clicking SAVE in order to adjust any headings.



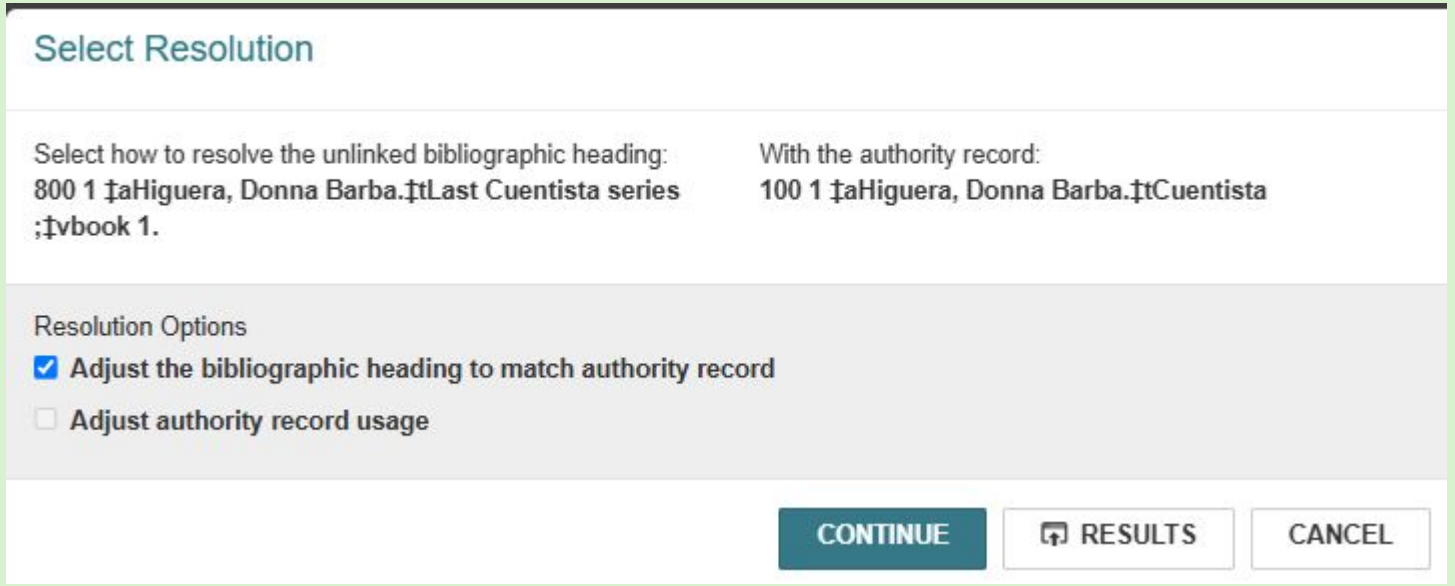
# Headings that are not authorized are Unlinked

Click find and enter the heading text in the search bar



# Resolving a Heading

Choose Adjust the bibliographic heading to match authority record. Again, note the name authority is coded 100 but will be replaced with 800.



# Or search for an authority record

*Example Coming Soon!*

# Resources

OCLC Bibliographic Standards

https://www.oclc.org/bibformats/en/home.html

Library of Congress Bibiographic Standards

https://www.loc.gov/marc/bibliographic/

RDA Relator Terms

https://id.loc.gov/vocabulary/relators.html

Genre/Form Terms
https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html