

CATALOGING QUICK TIPS for NORLN (RDA in MARC21 format)

*MARC tags tell you what kind of information a field (area or line) in the bibliographic record is supposed to hold. The indicators further specify what info is being shown, or they help machines “read” the field correctly. Remember you can get help with what tags mean or what indicators or subfield codes to use with them by **right-clicking** on the MARC tag/field and selecting **MARC Tag Info**. The first things listed are the indicators, with options for **I1** (1st Indicator) and options for **I2** (2nd Indicator). This is followed by all the possible subfields listed in alphabetical and then numerical order – but remember in practice these subfields may need to appear in a different order (follow examples from LC or OCLC catalogs, etc.) Some tags are routinely used with blank indicators (such as the 520) even though there are possible indicators – generally do what you commonly see in other RDA records for the same type of material. If the number or letter appears in **red** in Sierra it means it is an **invalid** choice for that field (right-click to get MARC Tag Info help) – but Sierra doesn’t show you if you’ve just made the wrong choice (out of or the possible correct choices) or if you’ve got the subfields in the wrong order.*

*Fields near the top of the bib record that consist of codes in a linear arrangement (Leader, 006, 007, 008) can be expanded so you can better see the positions: place cursor in the line, right-click and select **Expand Field**. Type directly in the boxes/positions that appear, or double-click inside many of these boxes to see and select from the various choices for that position. When finished, right-click again and select **Collapse Field**.*

Please ask another more experienced cataloger if you are creating or modifying a field and aren’t entirely sure what type of data you have or how it should be coded.

In our examples:

_ means a blank space (no indicator)

X means there is more than one possible tag number being discussed, all in same ‘group’ with the same first number(s)

| is our delimiter symbol (shows start of new subfield), the “pipestem” on the key with the backward slash (LOC uses a \$)

Older bib records that follow AACR2 do not have to be converted to RDA (it is more important to have them accurate and satisfactory as AACR2); hybrid records may be made by adding RDA elements to an AACR2 record. Fully convert a record to RDA only if you have the item in hand. Records since 2013 and newly imported or created records should follow RDA.

For RDA: Transcribe what you see on the item, spell out terms – avoid abbreviations, no Latin abbreviations, generally no GMDs, use extra 3XX fields, don’t delete unfamiliar fields, show the relationship to the work/material whenever possible (relationship designators).

No period at the end of standard or control number fields, or the fields with the field group tag **y** Misc.

More About Periods – In almost all MARC fields where they occur at the end of the field: A **subfield 2** does *not* end with a period. A **subfield e** does end with a period. No period after the 264 _4 copyright date. No period at the end of the 490 field. No period after cm (in 300) unless a 490 field is also present.

Examples:

two-dimensional moving image |2rdacontent
Love stories. |2gsafd
813/.6 |223
xiii, 375 pages ; |c24 cm
Nolan, Christopher, |d1970- |efilm director, |efilm producer, |escreenwriter.
Selznick, Brian, |eauthor, |eillustrator.

Spaces near Delimiters and Subfield Codes – There is no space before, between, or after the delimiter | and the code. There is a space in front of a colon : or semicolon ; or forward slash / that is next to a delimiter.

Diacritics/Special Characters – Special characters, symbols and letters with distinctive marks (diacritics) may be needed in bib records, such as for names, place names, titles or terms in foreign languages, and for 264 fields that call for the **copyright symbol** or **phonogram symbol**. Bib records or authority records may have the wrong characters in them due to the copying process. Make sure you correct these characters and use the appropriate symbols. (The record should match what you find in print on the material and/or what is found in LOC's Authorities.) In some instances you can copy and paste a correct occurrence of the name, title or term. In other cases, and for the copyright and phonogram symbols, use the **Character Map in Sierra**.

- Put your mouse cursor where the character or symbol is needed.
- Go to **Tools > Character Map**
- Select **MARC-8 Plus!** or another set of symbols from the Code Charts dropdown menu.
- Select/click on the character you need
- Click on Insert
- Click on Close

Cat. Date in Header (topmost **Fixed Fields**) should be the date the record is created or brought into NorLN database. If you get an older date pulled in from a template, change it.

Material Type in Header is very important because it displays as an **icon in the OPAC**. Be sure it is correct for the described material. The more common codes/types are:

- a Printed Material
- g Projected Medium (DVDs, Videotapes, etc.)
- i Spoken Recording
- j Sound Recording
- m Computer File
- o Kit
- 2 E-Audiobook
- 4 E-Book

Header – Complete if not already correctly completed – No field should be blank. The most common **Bib Code 3** is --- . The most common **Bib Level** is **m Monograph** – but make sure this is correct for your item (others include: **s** Serial, **c** Collection, **i** Intgrtng Res, **a** Mono Comp Pt, **b** Ser Comp Pt, **d** Subunit).

Leader – Make sure these positions are correctly completed (double-click in them when the Leader is expanded to get choices): **Rec Stat**, **Rec Type**, **Bib Lev** (usually m), **Enc Lev**, **Cat Form** (usually **i** for RDA, a for AACR2). If **Rec Stat** is **a** or **p** it means the record probably needs improvement/completion. If **Enc Lev** is 8 it means the record may need completion/correction from its prepublication state. (Change these when you improve/upgrade the record.) **Rec Type** is important – it will determine what sort of 008 positions you’ll have (for language material, sound recording, etc.).

001, 003 and 035 System Control Number – If there’s an OCLC number in the 035, move the number to a 001 field and put OCoLC in a 003 field. (If there is a 2nd or 3rd OCLC number in the 035 they belong in a 019 field – if they are not already there.) Alternatively, do NOT delete an 035 with OCLC numbers in it. If the 035 has an LC number it should be placed in the 010 field for LCCN. If you recognize the number as a VTLS number, or a nonessential remote database’s Control Number, the 035 may be removed. *If you are not sure what is in the 035 (or what to do with it) please leave it in the bib record.* Example:

035 __ (OCoLC)894491758

Becomes:

001 __ 894491758

003 __ OCoLC

007 Physical Description Fixed Field – Make sure this is completed for media or non-print materials like sound recordings, video recordings, electronic resources. Expand to complete. Always start with the first position **Mat Catg** because what you put here determines the subfields that will follow. Most common: **s** Sound recording; **v** Videorecording; **c** Electronic resource; **o** Kit; **h** Microform.

008 Fixed-Length Data Elements – This field should be in every bib record. Do not ignore it! The positions in this field vary depending on the **Rec Type** in the Leader. Expand it to complete the necessary positions. Should automatically have the **Date Ent** (date entered). Should always have **Dat Type** (type of publishing date), **Date One** (sometimes also Date Two), **Country**. Others common for Language/print material: **Illustr1** (if there are any illustrations, use more than one Illustr if needed), **Audience** (only have to complete if material is juvenile), **FormItem** (only have to complete if text material is in a special form like Large Print, Braille, Electronic, etc.), **Content1** (if item includes ‘special’ content like bibliography), **Index** (present or not), **Lit Form** (usually just specify Not Fiction or Fiction), **Biog** (indicate biographical content), **Language** (usually already filled in for English). Other positions may be pre-filled or may be needed for special documents.

If you have a sound recording (musical or non-musical), a video recording (projected medium), map (cartographic material), computer file or other types of material, the required data elements of the 008 will vary.

010 LCCN (Library of Congress Control Number) – Include if it is available. There should be a blank space before the number. Older records/materials may need to have a two blank spaces before the number in instances where the full year was not shown in the LCCN (such as instead of 1998 the LCCN starts with 98 –

example: 010 __ 89078317). If the LCCN in the book is not for the specific edition/version you have it should be preceded by |z. A hyphen should be replaced with a 0, or two zeros if the second part of the LCCN only has 4 digits. This field is not repeatable; if you have a valid and an invalid LCCN the invalid number should be in |z following the valid LCCN. (In good copied bib records leave alone any prefix or suffix.)

020 ISBN (International Standard Book Number) – Always include if available. 13-digit and corresponding 10-digit ISBNs must have matching qualifiers, etc. (everything in fields must match). Put 13-digit ISBN uppermost. Multiple ISBNs may be present if the bib record describes all the associated items. The topmost ISBN should be the “main” one that the bib is based on. Include qualifying info in parentheses (may be in |q); usually transcribe what you see, abbreviations are allowed. Generally, do NOT include terms of availability (price) – but it may be present in older records and if cataloger judgment deems it necessary to differentiate materials. A regular print book record should NOT have large print or mass-market paperback ISBNs added to it. A trade paperback ISBN may be added if the description/content is nearly identical (same pages, publisher, date within one year, size within 3 cm) – add explanatory 500 notes as needed. An associated but invalid ISBN goes in |z. Please delete an 020 with a |z ISBN if it is for a format not described by the bib record. Examples:

020 __ 9780767919401 (hardcover : alk. paper)
020 __ 9781611733853 (lg. print : lib. bdg. : alk. paper)
020 __ 9780199846474 |q(hardcover) |q(alkaline paper)
020 __ 9780670851089 (hc) :|c\$27.50

022 (ISSN), 024 (Standard Identifier No.), 028 (Publisher No.) – Have one or more of these Standard Numbers (as applicable, available) if you do not have an 020 ISBN – include any of these in addition to the 020 when this data is available, in particular for CDs and DVDs. (Do not include the 022 if you are treating a serial (ongoing, multi-issue or multi-editions resource) as a monograph or single-occurrence item; put the ISSN in a 500 note explaining).

040 Cataloging Source – Don’t delete this field. It shows what cataloging agencies created (in subfield a), transcribed (in |c), or modified (in |d) the bib record. It will often show the cataloging language (in |b) and description/cataloging conventions (in |e). If the 040 is missing and you are making an RDA record you should necessarily add this field and enter: |erda|dNORLN If you are substantially modifying a record and upgrading it to RDA add |erda (unless it is already present near the start of the 040) and/or add |dNORLN at the end of the field. If you are creating an original record you should enter: NORLN|erda

041/546 Language Code, Language Note – Do not remove. Have for materials that have been translated or that have content in other languages (often found in video recordings, some sound recordings).

050, 082, 086, 090, 092 (etc.) Call Numbers – Keep these and try to have 082 (especially) in the record; an 092 that is too local/obtuse to be of help to NORLN catalogers may be removed if there is another call number field present. Keep 050 (or 090) Library of Congress-type call numbers even if you don’t use or understand. Other fields may be used for special types of material, like 086 for Government document call number – generally keep them.

The **082 Dewey Decimal Classification number** is the most commonly relied on for our NORLN public libraries. The CIP data usually contains both the LC and Dewey Decimal numbers, though it is possible an alternate Dewey number may be more appropriate for your library. (The call number used in the item record varies from one library to the next; follow your library's pre-established patterns.) Nonfiction call numbers should usually correspond with the first (primary) subject heading listed in the bib record. Usually shorten a Dewey number at the point where you see a forward-slash. Subfield **a** may be repeated to show an alternate classification like B for biography, or E for easy/picture books. The classification [Fic] is usually only used for juvenile fiction; adult fiction is classified under the Dewey number for literature of a particular place/time period – the time period refers to when the author first establishes themselves as an author (*not* to when the particular book you have was published). (Ex: Danielle Steel stays 813/.54 even if the book was released in 2016.) Note that the 082 field usually ends with |2 followed by the edition of the DDC manual used (such as: 23)...|2 and the following number are not part of the call number. First indicator is 0 for Full edition; second indicator is 0 if assigned by LC, or 4 if assigned by another cataloging agency (like NORLN). To create Dewey Decimal call numbers, refer to the CIP data and consult the latest DDC edition or Dewey resources available to you. There may be changes to a particular call number from one DDC edition to the next – please keep this in mind when deciding what call number to use and compare with similar materials already on your shelves. Examples:

082 00 791.43/72|223
082 04 297.09/051|223
082 00 [E]|220
082 00 782.42164092|aB|223
082 00 398.8/0973|aE|221
082 00 [Fic]|223

100 Author/Creator – Personal Name Main Entry – Follow the latest authority record found in Library of Congress Authorities. Check carefully because a different version of the name (than what appears on the book) may be what is used. Be sure to include all associated subfields (dates, numeration, titles or words, etc.) shown in the 100 field of the authority. For RDA records add a relationship designator in subfield **e**, end with period.

100 0_ Forename
100 1_ Surname
100 3_ Family name

Examples:

100 1_ Arnosky, Jim,|eauthor,|eillustrator.
100 0_ Jewel,|d1974-|eauthor.
100 1_ Salinger, J. D.|q(Jerome David),|d1919-2010,|eauthor.

110 Author/Creator – Corporate Name Main Entry – Follow authority record (same as above) and include relationship designator in subfield **e** for RDA records.

110 0_ Inverted name
110 1_ Jurisdiction name
110 2_ Name in direct order

Examples:

- 110 0_ Schwerin (Jules) Collection (Library of Congress), |eauthor.
- 110 1 United States. |bForest Service. |bPacific Northwest Region, |ecartographer.
- 110 2 Blue Gillespie (Musical group), |ecomposer, |elyricist, |eperformer.
- 110 2 March of Dimes Birth Defects Foundation, |efilmmaker, |eissuing body.

240/130/730 Uniform Title, Uniform Title Main Entry, Uniform Title Added Entry – Keep or add if missing, follow authority (make sure diacritics are correct). If title (not author) is the main entry use 130.

245 Title – Enter as it appears (on Title Page). But not all caps; generally only first word, proper nouns, acronyms are capitalized. If first letter of other main words are already capitalized do not change them to lowercase. **Subtitle** goes in |b (preceded by a colon). The **Statement of Responsibility (SOR)** in |c (preceded by /) should list all names that appear on the title page (no more ‘Rule of Three,’ each gets a 700 field) *OR* if there are too many names, list the first name then: [and others]. End with period. The **2nd indicator** showing **Nonfiling Characters** is important for making sure the field is “read” from the main first word, not an initial article like a, an, the – count the letters and the space after the article to determine how many nonfiling characters. Examples:

- 245 10 Trigger mortis : |ba James Bond novel / |cAnthony Horowitz, with original material from Ian Fleming.
- 245 14 The Little Shop of Monsters / |cby R.L. Stine ; illustrated by Marc Brown.
- 245 12 A wicked war : |bPolk, Clay, Lincoln, and the 1846 U.S. invasion of Mexico / |cAmy S. Greenberg.
- 245 04 The Hunger Games. |pMockingjay, |nPart 2 / |cLionsgate presents a Color Force/Lionsgate production ; producers, Nina Jacobson, Jon Kilik ; director, Francis Lawrence ; writers, Peter Craig, Danny Strong.
- 245 10 America again : |bre-becoming the greatness we never weren't / |cwritten and edited by Stephen Colbert, Richard Dahm, Paul Dinello, Barry Julien, Tom Purcell ; writers, Michael Brumm, [and others] ; produced by Meredith Bennett ; photography by Andrew Matheson.

The **GMD (General Material Designator)** is in |h [**Medium**] of the **245** in many AACR2 records for material other than regular print books (video recordings, sound recordings, large print, electronic resources, etc.) **Do not add GMDs, but generally do not remove if already present.** Newer RDA records do not have GMDs, however there may be some exceptions. (We strongly recommend leaving in electronic resource GMDs, which are still commonly occurring in RDA records, if they are already present.) Subfield **h** follows the title proper and comes before subfield **b**. Follow approved list, for older AACR2 records. The GMD term(s) is in brackets.

Examples:

- 245 10 Acceptable loss |h[text (large print)] : |ba William Monk novel / |cAnne Perry.
- 245 14 The job |h[e-audiobook] : |ba Fox and O'hare novel / |cJanet Evanovich and Lee Goldberg ; read by Scott Brick.
- 245 10 Separate from the world |h[sound recording (CD)] / |cP.L. Gaus.
- 245 14 The Constitution of the United States |h[Braille].

245 04 The Hunger Games. |pCatching fire|h[videorecording (DVD)] /|cLionsgate presents a Color Force/Lionsgate Production ; produced by Nina Jacobsen, Jon Kilik ; screenplay by Simon Beaufoy and Michael DeBruyn ; directed by Francis Lawrence.

246 Variant Title – Typically use 246 3_ for an unspecified type of varying title, no note, added entry. Use other indicators as appropriate (when there is a note, when you don't want an added entry, to specify the type of title). **No initial article (A, An, The), no period at end.** Use a 246 (repeatable) to show a title other than the proper title shown in the 245 and on the title page (usually) – for a varying title on the cover, spine, in CIP, or to show a portion of title; to show an alternate spelling, a spelled out number or acronym, etc. (Do NOT use for the title of an independent work contained in a collective work – use a 730, 740 or 700 with |t.) Examples:

246 3_ Seven choices to ignite a radically inspired life
246 3_ Les Misérables
246 3_ Star Wars. |nSeven, |pThe Force awakens
246 30 Story of inventor George Ferris [portion of title]
246 38 Four-year colleges, 2013 [spine title]
246 3_ |iAt head of title: |aRobert B. Parker's : |bSlow burn

250 Edition – Enter as it appears, prefer what's on Title Page or in colophon (last choice is CIP version, if true for item in hand). End with single period.

260/264 Publisher or Imprint – Names as they appear (prefer what's on Title Page). Such as: Little, Brown and Company; HarperCollinsPublishers; Simon & Schuster; Alfred A. Knopf. (If the 'official' publisher's name includes an abbreviation, keep that term abbreviated.) If only a postal code for a state is present, change to the proper abbreviation or spell out. Prefer to also include the larger jurisdiction (such as state or country). If the publication date is from an outside source or is assumed, based on a copyright notice, the date in the 264 _1 should be in **brackets**. Have a period (or bracket) at the end of 264 _1 subfield c (date) but *no* period after the copyright date at the end of the 264 _4. Use the **copyright symbol** in front of the copyright date. (Use Character Map tool in Sierra to get symbols.) When the date is guessed /uncertain, follow with a question mark and put in brackets. Examples:

264 _1 New York : |bHenry Holt and Company, |c2015.
264 _4 |c©2014
264 _1 San Francisco, California : |bChronicle Books, |c[2015]
264 _4 |c©2015
264 _1 New York, N.Y. : |bLark, An Imprint of Sterling Publishing, |c2016.
264 _1 New York ; |aLondon, England : |bDK Publishing, |c2014.
264 _1 Seattle, Washington : |b[The Author], |c[2002?]

These are the **264** fields available for RDA records:

264 _0 Production (material in unpublished form)
264 _1 Publication
264 _2 Distribution

264 _3 Manufacture (printing)

264 _4 Copyright date

If you cannot find some of the data, use these phrases (equivalent terms for Production and Distribution):

264 _1 [Place of publication not identified] :|b[publisher not identified],|c[Date of publication not identified]

264 _3 [Place of manufacture not identified] :|b[manufacturer not identified]

The **260** is used in AACR2 or hybrid records. Below are a couple typical 260 fields.

260 __ New York :bRandom House,|c2005.

260 __ Foster City, Calif. :|bIDG Books Worldwide,|c2001, c2000.

If you are upgrading a record you should leave the 260 in the record but add appropriate 264(s). The 264 is a repeatable field. Most materials will call for a blank first indicator. Have at least one 264; if you have publication data always have the 264 _1. Most materials will not have more than two 264s, typically Publication and Copyright. If a publication statement and a copyright notice are both present with dates, and the dates are the same, it is not necessary to add the 264 _4. Video recordings may only show distribution info – have the 264 _2. If you have a place of manufacture but not a place of publication use 264 _1 and 264 _3 (providing the data you have).

More examples:

264 _2 [Place of distribution not identified] :|b Distributed by Hal Leonard

264 _1 [Westminster, Maryland] :|bBooks on Tape, an imprint of Penguin Random House
Audio,|c[2015]

264 _2 Westminster, Md. :|bBooks on Tape

264 _4 |c©2015

264 _3 Hong Kong :|b[manufacturer not identified],|c [2001]

264 _2 Hoboken, New Jersey :|b John Wiley & Sons, Inc.,|c [2012]

264 _2 Charleston, W.Va. :|bWest Virginia Book Company,|c2006.

264 _2 Burbank, California :|bBuena Vista Home Entertainment,|c[2016]

264 _3 [Kearney, Neb.] :|bMorris Publishing

264 _1 Paris :|bGauthier-Villars ;|aChicago :|bUniversity of Chicago Press,|c1955.

Serials are the type of material that most commonly use the first indicator to differentiate a sequence of publishing statements.

264 _1 No information provided or earliest available publisher

264 21 Intervening publisher

264 31 Latest or current publisher

Examples:

264 _1 Washington, D.C. :|bNational Geographic Society,|c1959-

264 31 Lawrenceville, N.J. :|bPeterson's Guides,|c2011-

Leave in all 264s you find in a good imported record that matches your material.

300 Physical Description – Spell out words, except inches (in.), hours (hr.), minutes (min.) may be abbreviated; and the symbol for centimeters (cm) may be used (no period, unless there is a 490 field). For supplemental materials use subfield **e**: +|e Make sure the 008 (Illustr, FormItem) reflects the content of this field. Examples:

300 __ 529 pages (large print) ;|c23 cm. (*a 490 must follow*)

300 __ 1 videodisc (88 min.) :|bsound, color ;|c4 3/4 in.

300 __ 1 volume (unnumbered pages) :|bcolor illustrations ;|c29 cm

300 __ 32 pages :|bcolor illustrations ;|c24 x 28 cm +|e 1 sound disc (digital ; 4 3/4 in.)

300 __ 4 audio discs (approximately 4 hr., 30 min.) :|bdigital ;|c4 3/4 in.

300 __ xiv, 434 pages, 16 unnumbered pages of plates :|billustrations, genealogical table ;|c25 cm

300 __ 1 sound file (6 hr., 51 min., 35 sec.) :|bdigital.

300 __ 1 online resource (203 pages) :|billustrations, digital.

336, 337, 338 – Content Type, Media Type, Carrier Type (Physical description fields) These fields provide additional physical description in RDA records and are meant to replace the GMD. These should be in all RDA records; some materials call for additional 3XX descriptive fields. These fields are repeatable, in order to describe all the predominant aspects of an item. (Alternately, subfield **a** may be repeated.) They end with a subfield 2, identifying their RDA source, no period. NorLN does not have to add the subfield **b** code but |b should not be removed if it is present. Recommended: a set of C-M-C fields should either have the code in all, or not have any subfield b's. See attached C-M-C document.

Example for print book:

336 text|2rdacontent

337 unmediated|2rdamedia

338 volume|2rdacarrier

Example for audiobook (CDs):

336 spoken word|2rdacontent

337 audio|2rdamedia

338 audio disc|2rdacarrier

Example for DVD/Blu-ray:

336 two-dimensional moving image|2rdacontent

337 video|2rdamedia

338 videodisc|2rdacarrier

340, 346, 345, 347, 380 Other Descriptive/Format Fields – Use a 340 for Large Print materials. The 344, 345, 346, 347, 380 are often in DVD or video recording RDA records; keep any that are present and try to ensure their accuracy. (Check good bib record examples.) These fields may duplicate info in other fields – continue to use 538 for technical details. Try to always have a 380 (Form of Work) for DVDs/video such as 'motion picture' or 'television program.' (Usually a general local term; or may have a |2 indicating the term is from LCGFT or another thesaurus.)

440 Series – No longer used; may be found in older AACR2 records. You may leave alone unless you have the item in hand and want to upgrade the record to have a 490/800/830. The 440 is searchable.

490 Series – Enter series exactly as it appears on book (including articles); if the volume number is not on the item but you want to include it put it in brackets, such as: 490 1_ A Jack Ryan novel ;|v[19] No period at the end. NOTE: A 1st indicator 0 means there is no 800 or 830 – you can't search for this series title – prefer using a 500 note instead of 490 0_. A 1st indicator 1 means there is an 800 or 830 which would make the series title searchable. (It is the 800/830 field that is searchable.) NOTE: Do NOT put a series number in an item record's Volume field. See 800/830 series.

500, 504 General Note, Bibliography, etc. Note – Include as many Notes as needed for describing and identifying the material. Phrases or statements from a cover or title page verso are sometimes put in quotation marks (source may be identified; always identify if from an outside source). End with a period. Examples of common notes:

500 __ Includes index.

504 __ Includes bibliographical references and index.

500 __ DVD release of the 2015 motion picture.

500 __ "This is a Borzoi Book."

500 __ "Originally published in Norway as Mere blod by H. Aschehoug & Co. (W. Nygaard), Oslo, 2015."--Title page verso.

505 Formatted Contents Note – Show what is in a collected work, anthology, multi-volume work cataloged as a set, the contents of a music CD, etc. The first indicator is 0 if you are providing the complete contents. If you want to provide extra access you can code as an **enhanced content note**. The **second indicator is 0 if enhanced** (blank if basic). Separate parts with a 'space double-hyphen space' and put |t in front of title, |g in front of miscellaneous information (may also be in front of articles in older records), /|r in front of a statement of responsibility or author name. If the authors and titles are significant (or you want them searchable) please add 700/740 or 730 fields for them.) If a bib record describes multiple volumes or parts (like a 2 disc audio or video set), it is recommended that a separate 505 be used for each part. Example (shortened):

505 00 |tThe five-dollar dress /|rMary Higgins Clark in Union Square --|tWhite rabbit /|rJulie Hyzy in Central Park --|tThe picture of the lonely diner /|rLee Child in the Flatiron District --|tThree little words /|rNancy Pickard on the Upper West Side --|tDamage control /|rThomas H. Cook in Hell's Kitchen --|tThe day after victory /|rBrendan DuBois in Times Square --|tSerial benefactor /|rJon L. Breen in the Empire State Building.

508, 511, 538 Creation/Production Credits, Performers/Participants, System Details – Typically these should be in all records for non-print materials (such as video and sound recordings). End with period. Make a 700 field for all names in the 511 and all noteworthy names in the 508. Example:

538 __ DVD ; anamorphic widescreen (2.40:1) presentation ; Dolby digital 5.1 surround.

511 1_ Carey Mulligan, Meryl Streep, Helena Bonham Carter, Brendan Gleeson, Anne Marie Duff.

508 __ Music, Alexandre Desplat ; editor, Barney Pilling ; director of photography, Edu Grau.

520 Summary – Always try to provide for children’s materials. Put in quotes and provide source (after dash and/or in |c) if it is from anywhere other than the usual LC CIP summary. Prefer to include for media and other materials, too. End with period.

520 __ A very quiet cricket who wants to rub his wings together and make a sound as many other insects do finally achieves his wish.

520 __ "Simon's memoir reveals her remarkable life, beginning with her storied childhood as the third daughter of Richard L. Simon, the co-founder of publishing giant Simon & Schuster, her musical debut as half of The Simon Sisters performing folk songs with her sister Lucy in Greenwich Village, to a meteoric solo career..."—From Amazon.com.

521 Target Audience Note – Provide for children’s materials in particular whenever this information is available. Also used for DVDs to show rating/audience. Second indicator is blank; the first indicator shows type of audience:

521 __ Audience

521 0_ Reading grade level

521 1_ Interest age level

521 2_ Interest grade level

521 4_ Motivation/interest level

521 8_ Display is not generated

Examples:

521 1_ 004-008.

521 2_ Grades K-3.

521 __ Ages 8-12.

521 8_ MPAA rating: PG-13.

546 Language Note – see 041

586 Awards Note – Include for major awards, especially for children’s materials (like Caldecott, Newbery).

600, 610, 650, 651 Subject – Personal Name, Corporate Name, Topical, Geographic – What an item is about. Try to include at least one subject heading; most materials do not call for more than 6 subject headings but there is no strict limit. Use Library of Congress Subject Headings. Check Authorities (verify term is correct and correctly formatted); copy appropriate subject strings from good LC records if necessary. Limited temporary presence of other terms may occur if the source is provided and there is not already a similar LC term; always prefer to immediately change to LC terms and remove non-LC. First indicator and subfields vary (see Sierra MARC Tag Info). Second indicator 0 means a Library of Congress Subject Heading. (If 2nd indicator is not 0 it needs to be changed to 0 and term changed to a LCSH; children’s materials should end with |vJuvenile literature or |vJuvenile fiction or a few other variations). Fiction materials should end with |vFiction (or similar form variations). End with period.

655 Genre/Form – For indicating **what an item is** rather than what an item is about – used primarily for fiction materials. NorLN’s accepted sources of terms are **LCSH, LCGFT, GSAFD. MIGFG** is also acceptable for video/moving image materials. LC Children’s Literature terms need to be converted to LCSH (as subject or genre). Limited temporary presence of other terms may occur if the source is provided and there is not already a similar LC term; always prefer to immediately change to above mentioned thesaurus terms and remove others. Second indicator 0 means Library of Congress Subject Heading. Second indicator 7 means the source of the term is specified in |2 (preceded by period, no period after the source).

655 _0 Domestic fiction.
655 _7 Mystery fiction. |2gsafd
655 _7 Action and adventure films. |2lcfgt

700, 710 Added Author – Personal Name, Corporate Name – Provide an added entry for any names that appear in the Statement of Responsibility (**245 |c**) and related fields. Always check and follow the Authority for the name. **Illustrators of children’s books** should always have a 700. For DVDs and the like the SOR continues into the 511, 508; provide added entries for names listed in the **511** field (Performers/Participants) and especially significant contributors to Creation/Production found in the **508** field. If there is a **505** Contents Note with added authors shown they should each get a 700 when possible and when access is desirable. Other contributors mentioned in 500 notes may also warrant 700 field access. Provide **|e Relationship Designator** if it is known. In some cases a title may accompany the added author in **subfield t** (do not use |e if that is the case) – follow the Name/Title authority. End with period. Examples:

700 1_ Clark, Mary Higgins, |eauthor, |eeditor.
700 1_ Brett, Jan, |d1949- |eillustrator.
700 1_ Bonham Carter, Helena, |d1966- |eactor.
710 2_ Ruby Films (Firm), |eproduction company.
710 2_ Buena Vista Home Entertainment (Firm)
700 1_ |iMotion picture adaptation of (work): |aGreen, John, |d1977- |tFault in our stars.
700 12 Twain, Mark, |d1835-1910. |tPrince and the pauper.

730 Uniform Title Added Entry – see 240.

740 Title added entry-Uncontrolled related/analytical – An added title access point for a title that does not follow an authority (use a 740 when you can’t use 240, 130/730, or 700 with |t; also have a 700 if the author is not in the 100). The first indicator is for nonfiling characters (when title starts with an article like a, an, the). “Analytical” means the item in hand contains the work mentioned in the 740 field – use 2nd indicator 2. The 740 is used when there is a 505 contents note naming several independent works collected into one volume/unit, such as more than one novel bound together, an edited anthology, a collection of short stories, etc. (NOT used when a contents note consists of chapter names not attributed to different authors.) The 740 is also used when there is no collective title and the 245 contains more than one title.

When there are various authors in a 505 (no 100 field or not the same as the 100) and you need to find/associate the titles with the authors’ names, use a 740 for the title and a 700 field for the author. Use a

700 field with a subfield **t** when it is a uniform title that would have an author main entry if it was published by itself.

Do not use the 740 for variations on the 245 title – use a 246 field.

800/830 Series – 800 has author’s name in first subfield, followed by |t with the title. 830 has a title in the first subfield. Use the authorized heading, as it appears in latest LC authority record. Add a series number/volume in |v only if there is a 642 field in the Authority – follow its example. There is a space before the semicolon. Field ends with period. A 490 must accompany an 8XX. These fields are repeatable (when appropriate). Some “series” should be put in a 500 Note in quotation marks (per Authority). NOTE: Do NOT put a series number in an item record’s Volume field. Examples:

490 1_ Harry Potter ;|vYear 5
800 1_ Rowling, J. K. |tHarry Potter series ;|v5.

490 1_ An Isaac Bell Adventure
800 1_ Cussler, Clive. |tIsaac Bell novels.

490 1_ Annie's quilted mysteries ;|v3
830 _0 Annie's quilted mysteries ;|v3.

490 1_ The Bride Quartet ;|vBook one
800 1_ Roberts, Nora. |tBride quartet ;|vbk. 1.

490 1_ A Kurt Austin adventure
500 “A novel from the NUMA files.”
800 1_ Cussler, Clive. |tKurt Austin adventures.

490 1_ A Lincoln Rhyme novel ;|v[12]
800 1_ Deaver, Jeffery. |tLincoln Rhyme novel.

952 Initials – Identifies who has modified or imported or created the record. Always put in the bib record when you create/import or make a change to the bib record. If you *ONLY* add your library’s location to the bib record Header you do not have to add your initials. (Do not retain MLN catalogers’ initials when you import a Mountain Library Network record.) Initials start with the two letters used in Sierra to identify your library, followed by the cataloger’s personal initials. Usually all in lowercase, followed by a comma (no spaces). A capital **T** should come after the cataloger’s initials when still in training.

Large Print Books: The type in large print books generally should have a font size of 16 to 18 points; generally they will specify “large print” or “large type” on the title page/verso. In 008, FormItem = **d** ; in 020, **|q(lg. print)** ; in 245, AACR2 records have GMD |h[text (large print)] ; in 250, have **large print edition** statement ; in 300, **# pages (large print)** ; in 340 **|nlarge print|2rda** ; in 655 _0 **Large type books**. NOTE: If there is an OPAC message “Large Print” available consider adding it to your item record.

Large Print Books (pay special attention to the following; see Bib Tag info for more details)

008 – Make sure **FormItem** field has **d**

020 – Have first qualifier “lg. print” or “large print” Ex: 9780399566820 (lg. print : softcover)

245 – Leave in the GMD |h[text (large print)] if already present (or add if older record follows AACR2). Do NOT add a GMD to newly imported or created fully RDA records.

250 – Have a Large Print Edition statement.

300 – Following # Pages (or p.) have (large print). Ex: 290 pages (large print) ;|c24 cm

340 – Add to RDA records: 340 __ |nlarge print|2rda

655 – Have: **655 _ 0 Large type books.**

Children’s Materials: Follow authorities for names, etc. Include series as appropriate; put in 500 Note if no series authority. Do not leave 650 _1 or 651 _1 subject headings as is – they must but changed to LCSH with a Juvenile form in subfield v. (Pay special attention to the following; see Bib Tag info for more details)

008 – Make sure you complete Illustrations and Audience fields in 008.

020 – Have ISBNs with qualifiers for trade hardcover & library edition if both are available.

245 – Include Illustrator (if there is one) in the Statement of Responsibility.

300 – Include illustrations and height (round up, in cm); also include width if greater than height.

336 – Include a 2nd 336 for picture books: still image|2rdacontent

520 – Include Summary Note whenever possible (Check CIP data)

521 – Include a Target Audience if ages/grade levels are available.

650, 651 – Change 650 _1 to **650 _0** and add form |vJuvenile fiction or |vJuvenile literature.

700 – Be sure illustrator is present with relationship designator, typically |eillustrator.

Kits (Not)

If an item has just 2 components, decide which one is predominant and use that for the Material Type (in Header). For example: when an item is packaged to specifically accommodate CDs or DVDs (accompanied by a book/pamphlet), consider it a Sound/Spoken recording or Projected medium; when a CD/DVD is just in a sleeve stuck to the inner bookcover, consider it a book. Use 007 for Audio or Video component; use 008 for book and/or main component; use 006 for additional material, such as a book when it is not the main component. Use a qualifier with each ISBN available. Use 300 to describe predominant component; describe secondary component in +|e. Use 2 sets of 336/337/338 (may start with |3 for common term for the component, but usually not necessary). Use 500/505 note to further describe the materials.

If there are 2 or more components in a single package and **if none are predominant**, use **Material Type o** for Kit. (See section on Kits for more information.)

CDs / Audiobooks – Pay attention that the bib record you are using is for the format/version you have. If the 028 publisher number matches as well as the edition statement, number of discs, etc., you can usually use for your item. “Library editions” have significantly different packaging/terms of availability so respect another cataloger’s judgement for including qualifiers and price with ISBN; separate bibs may exist for regular and

library editions. An abridged edition may not use an unabridged edition bib record. Consider using an Item message or Item note to remind circulation staff of the quantity of discs that should be present.

CD/Audiobooks (pay special attention to the following; see Bib Tag info for more details):

Header Material Type/Leader **Rec Type** has **i** Spoken Record

007 Mat Catg has **s** Sound recording

007 Spec Mat has **d** Sound disc

007 Dimens has **g** 4 3/4 in.

008 LitText1 - select from choices such as **f** Fiction

Additional positions in 007, 008 will vary and need to be completed

024 1_ (UPC) & **028** (Publisher number) – Have these; have UPC especially if there is no 020 ISBN

245 |c – Try to include a “read by” statement after author (transcribe what’s on the item)

264 – May need more than one; often need 264 _4 with phonogram date, such as: |c@2015

300 – Number of audio discs in |a with running time in parentheses, etc. (spell out terms except for hr., min., in.)

336, 337, 338 – Have these (content, media and physical carrier types, replace the GMD)

511 – Narrator/Performers/Hosts (have “read by” statement)

655 – Have: **655 _7 Audiobooks. |2lcgft**

700 – Have for reader/narrator (have 7XX for any other needed access to names and titles)

DVDs, Blu-ray – Pay attention that the bib record you are using is for the format/version you have – don’t use a “full screen” edition record if your item is widescreen; don’t use a 2-disc record if your item was produced with just a single disc; don’t use a foreign language record if your item is not in that language; don’t use Blu-ray for a DVD, etc. The 028 publisher number should match your item’s (even if ISBNs vary; add your ISBN if it otherwise is a match with same content, etc.). Keep all fields (unless you are certain it is only related to an outside local library) – there are many new RDA fields that may seem unfamiliar or redundant but they should be kept and made as accurate as possible. Title info preferably comes from a title screens/frames in the movie; next prefer the label on the disc plus fuller description from the container; usually in 245 00 with a long SOR in |c. Have 7XXs for all names mentioned in the 245 SOR, the 511, and significant figures in the 508; have |e Relationship Designator terms for all names, but if the role/relationship of a firm/company is made clear in the SOR or 264 it is not required that their 710 have |e. If the Distributor info is all you have or most obvious, use 264 _2. Dates used cannot be before the technology/format existed. The Internet Movie Database website <http://www.imdb.com/> is a good source for info you can’t find on the resource itself. TIP: Remember you are describing the DVD/Blu-ray, not the original motion picture.

DVD/Blu-ray (pay special attention to the following; see Bib Tag info for more details):

Header Material Type/Leader **Rec Type** has **g** Projected Medium

007 Mat Catg has **v** Videorecording

007 Spec Mat has **d** Videodisc

007 Dimens has **z** Other

007 Format has **v** for DVD, or **s** for Blu-ray

008 Type Mat has **v** Videorecording

Additional positions in 007, 008 will vary and need to be completed

024 1_ (UPC) & **028** (Publisher number) – Have these especially if there is no 020 ISBN

041/546 – Have any language code/notes (such as for subtitles)

245 |c – Transcribe roles/names for direction, production/creation, writing, presentation

300 – Number of videodiscs in |a with running time in parentheses, etc. (spell out terms except for hr., min., in.)

336, 337, 338 – Have these (content, media and physical carrier types, replace the GMD)

344, 345, 346, 347, 380 – Have these characteristics

511 – Performers/participants – have all significant names (511 1_ will display *Cast*; 511 0_ won't)

508 – Roles/names related to creation/production – include all significant ones

538, 518, 588, 500/250 – Have these details (generally only need 518 for live performance recordings)

600, 650, 651 – Have appropriate form/genre in |v such as Drama

655 – Have: **655 _0 Videodiscs**. (Also have other appropriate genre/form terms)

7XX – have 700 for all personal names, 710 for corporate names, 730 for uniform titles as needed – have for all names mentioned in 245, 511, 508 (include composer) and other notes that should have access

Electronic Materials – Generally these records are loaded as part of the acquisitions of our digital collection consortia (WVDeli, WVReads). Most come into our NorLN database with GMDs – prefer to leave in the GMD even though the record is otherwise conforming to RDA. Check the Material Type in the Header and prefer **2** for **E-Audiobooks** and **4** for **E-Books**. (Other fields should be appropriately completed or corrected for RDA.) Right-click to check if an **856 URL** is no longer active (meaning the digital consortium no longer has it); remove an inactive 856 or if you're unsure consult another cataloger working with digital materials or the Systems Administrator.

Serials, Microforms – Bib records for serials and microforms may be imported and modified, but special training (through WVLC) is required to do major modifications and original cataloging of serials and microforms. Without some amount of serials or microform-specific training, modifications to imported records should be very limited – **no fields or data should be removed** without a good understanding of this type of material. If you cannot successfully find a complete and accurate serials or microform record, matching your material, in the NorLN database or to import from our remote databases, PLEASE consult with WVLC Cataloging. Special fields, changes and gaps in publication and coverage, as well as institution-specific information regarding holdings, are often part of these remote records and special handling is necessary to be sure the record has what it should have but does not have data irrelevant to NorLN (and/or your library's holdings). For serials, the **Bib Level** in the Header and Leader is typically (but not always) **s** for **Serial**; the 022 ISSN is the primary standard number to include.

CONTENT/MEDIA/CARRIER TYPES FOR COMMON MATERIALS

The following terms & codes apply to most examples of the following common materials; codes/data are not supplied for all the 007/008 positions that may be needed.

Books 336 text|2rdacontent
 337 unmediated|2rdamedia
 338 volume|2rdacarrier

Header/MaterialType=a Leader/RecType= a [For Large Print: 008/FormItem= d]

Audio books 336 spoken word|2rdacontent
(CDs) 337 audio|2rdamedia
 338 audio disc|2rdacarrier

Header/MaterialType=i Leader/RecType= i 007/MatCatg=s, SpecMat=d, Dimens=g

Audio books 336 spoken word|2rdacontent
(Cassettes) 337 audio|2rdamedia
 338 audiocassette|2rdacarrier

Header/MaterialType=i Leader/RecType= i 007/MatCatg=s, SpecMat=s, Speed= l, Dimens= j, TapeWidth= l, TapeConf=c, Cap/Stor=e

Audio books 336 spoken word|2rdacontent
(Playaway) 337 audio|2rdamedia -or- unmediated|2rdamedia
 338 other|2rdacarrier

Header/MaterialType=i Leader/RecType= i 007/MatCatg=s, SpecMat=z 007/MatCatg=c 008/FormItem=s

DVD/Blu-ray 336 two-dimensional moving image|2rdacontent
 337 video|2rdamedia
 338 videodisc|2rdacarrier

Header/MaterialType=g Leader/RecType=g 007/MatCatg=v, SpecMat=d, Format DVD=v & Blu-Ray=s 008/TypeMat=v

VHS 336 two-dimensional moving image|2rdacontent
(Videotape) 337 video|2rdamedia
 338 videocassette|2rdacarrier

Header/MaterialType=g Leader/RecType=g 007/MatCatg=v, SpecMat=f, Format=b, Dimens=o 008/TypeMat=v

Music CD 336 performed music|2rdacontent
 337 audio|2rdamedia
 338 audio disc|2rdacarrier

Header/MaterialType=j Leader/RecType= j 007/MatCatg=s, SpecMat=d, Dimens=g 008/FormComp=[select]

E-book	336	text 2rdacontent	E-Audiobook	336	spoken word 2rdacontent
	337	computer 2rdamedia		337	computer 2rdamedia
	338	online resource 2rdacarrier		338	online resource 2rdacarrier

Header/MaterialType=4 Leader/RecType= a
007/MatCatg=c, SpecMat=r 008/FormItem=o

Header/MaterialType=2 Leader/RecType= i
007/MatCatg=c, SpecMat=r 007/MatCatg=s 008/FormItem=o

STATE ABBREVIATIONS

Do not use postal codes in the 260/264. Otherwise transcribe what you see on the material, spell out the state name, or use the standard abbreviations below. Do not abbreviate place names not found on this list – spell them out (or consult RDA Toolkit).

Alabama	Ala.	Nevada	Nev.
Arizona	Ariz.	New Hampshire	N.H.
Arkansas	Ark.	New Jersey	N.J.
California	Calif.	New Mexico	N.M.
Colorado	Colo.	New York	N.Y.
Connecticut	Conn.	North Carolina	N.C.
Delaware	Del.	North Dakota	N.D.
District of Columbia	D.C.	Oklahoma	Okla.
Florida	Fla.	Ontario	Ont.
Georgia	Ga.	Oregon	Or.
Illinois	Ill.	Pennsylvania	Pa.
Indiana	Ind.	Rhode Island	R.I.
Kansas	Kan.	South Carolina	S.C.
Kentucky	Ky.	South Dakota	S.D.
Louisiana	La.	Tennessee	Tenn.
Maine	Me.	Texas	Tex.
Maryland	Md.	Vermont	Vt.
Massachusetts	Mass.	Virginia	Va.
Michigan	Mich.	Washington	Wash.
Minnesota	Minn.	West Virginia	W. Va.
Mississippi	Miss.	Wisconsin	Wis.
Missouri	Mo.	Wyoming	Wyo.
Montana	Mont.	United States	U.S.
Nebraska	Neb.	United Kingdom	U.K.

GMDs (General Material Designators) for AACR2 Records

Approved by NORLN for older records still following AACR2 or hybrids (with just some RDA elements). In 245, subfield h, after title (before subtitle). *DO NOT USE GMDS IN NEW RECORDS THAT FOLLOW RDA RULES*. Do not remove GMDs already present in bib records unless you are certain the record is fully RDA.

[Braille]

[text (large print)]

[cartographic materials]

[kit]

[manuscript]

[music]

[electronic resource]

[e-music]

[e-audiobook]

[e-video]

[e-book]

[sound recording (CD)]

[sound recording (SMP)]

[sound recording (MP3-CD)]

[videorecording (Blu-ray DVD)]

[videorecording (DVD)]

[videorecording (VHS)]

[paperback] (*unique to NORLN – for mass-market size paperbacks ONLY*)