

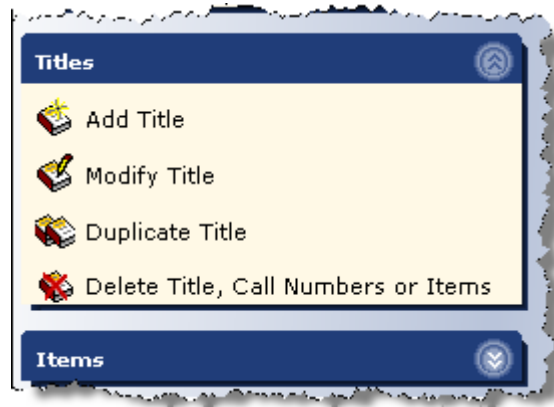
## GCLG Cataloguing Guide – Books

### Step 1

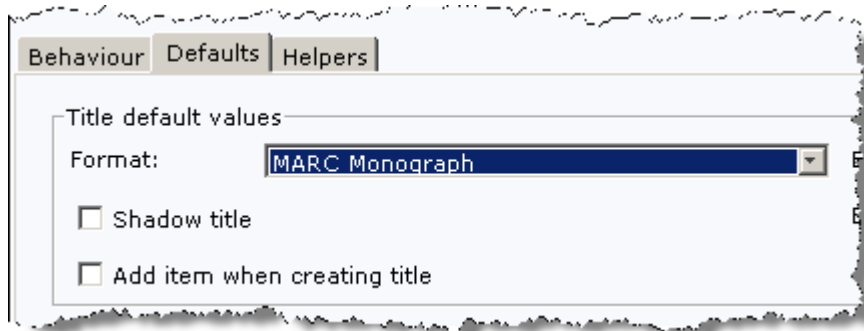
Before creating a new cataloguing record refer to **Cataloguing Workflow – Books** to see if either a Bib record already exists in Symphony or can be imported from other sources.

### Step 2

To create a new Bib record for a book, click on **Add Title** wizard from the **Titles** section of the **Cataloguing** module as shown below:

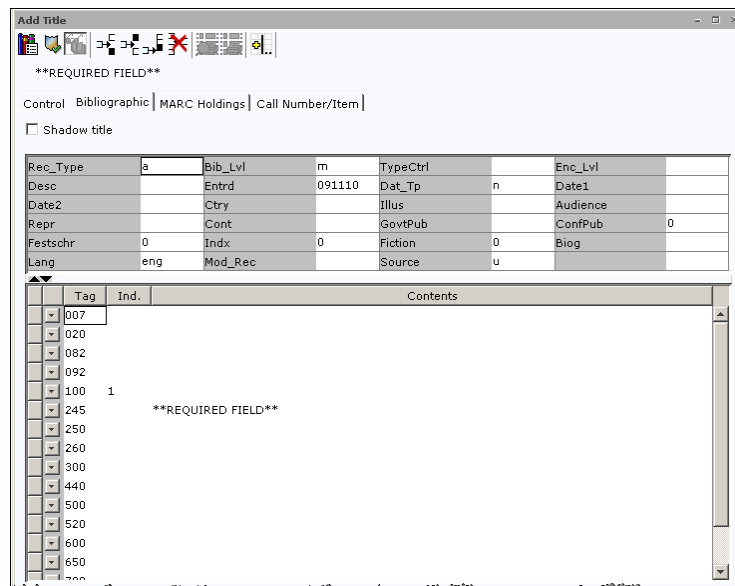


**NB** If you are cataloguing anything which is not a book then you need to change the format of the record. You can do this by right-clicking on the **Add Title** wizard and then select **Properties**. Then from the **Defaults** tab you can select the appropriate **Format** of the item to be catalogued from the drop down list in the **Title default values** section as shown below:



### Step 3

Complete Title bibliographic record (see illustration below) using the following guidance on how to complete each field:

A screenshot of the 'Add Title' wizard showing a complete bibliographic record. The record is displayed in a table format with the following data:

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	091110	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Below the table is a 'Contents' section with a list of tags and their corresponding values:

Tag	Ind.	Contents
007		
020		
082		
092		
100	1	
245		**REQUIRED FIELD**
250		
260		
300		
440		
500		
520		
600		
650		

<b>000 Field: Fixed Field (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Rec_Type</b> [Mandatory] Type of record	Default value is <b>a = Language material</b> – right click to select other values.
<b>BLvl</b> [Mandatory] Bibliographic level	Default value is <b>m = Monograph/item</b> (i.e. non-serial printed item) - right click to select other values (e.g. <b>s = serial</b> ).
<b>TypeCtrl</b> [Required] Type of control	Default value is <b>blank = No specific type of control</b> - right click to select other values (e.g. <b>a = archival control</b> ).
<b>Enc_Lvl</b> [Mandatory] Encoding level	Default value is <b>blank = Full level</b> - right click to select other values.
<b>Desc</b> [Mandatory] Descriptive cataloguing form	Default value is <b>blank = Non-ISBD</b> (International Standard Bibliographic Description) - right click to select other values.
<b>Entrd</b> [System supplied] Date entered on file	Enter date Bib record is created in format <b>yymmdd</b> (e.g. 10 November 2009 should appear as 091110).
<b>Dat_Tp</b> [Mandatory] Type of date / publication status	Default value is <b>n = Dates unknown</b> - right click to select other values (e.g. <b>r = reprint/reissue</b> ; <b>s = single known date</b> ).
<b>Date 1</b> [Mandatory]	Enter latest year of publication (e.g. latest reprint year) in format <b>yyyy</b> .
<b>Date 2</b> [Mandatory]	Enter original or single year of publication in format <b>yyyy</b> .
<b>Ctry</b> [Required] Place of publication, production etc.	Default value is <b>blank = No attempt to code</b> – you can enter other values directly if you know the correct code (e.g. <b>xxk = United Kingdom</b> , <b>enk = England</b> ; <b>stk = Scotland</b> ; <b>xxu = United States</b> , <b>xx_ = unknown</b> ).
<b>Ills</b> [Optional] Illustrations	Default value is <b>blank = No illustrations</b> - right click to select other values.
<b>Audience</b> [Optional] Target audience	Default value is <b>blank = Unknown or not specified</b> - right click to select other values (e.g. <b>e = Adult</b> ; <b>j = Juvenile</b> ).
<b>Repr</b> [Required] Reproduction	Default value is <b>blank = None specified</b> - right click to select other values (e.g. <b>d = Large print</b> ; <b>s = Electronic</b> ).
<b>Cont</b> [Optional] Nature of contents	Default value is <b>blank = No specified nature of contents</b> - right click to select other values (e.g. <b>c = Catalogues</b> ; <b>d = Dictionaries</b> ).
<b>GovtPub</b> [Mandatory] Government publication	Default value is <b>blank = Not a Government publication</b> - right click to select other values.
<b>ConfPub</b> [Mandatory] Conference publication	Default value is <b>0 = Not a conference publication</b> - right click to select other values (e.g. <b>1 = Conference publication</b> ).
<b>Festschr</b> [Mandatory] Festschrift	Default value is <b>0 = Not a festschrift</b> (i.e. – a book honouring a respected academic during his/her lifetime) - right click to select other values (e.g. <b>1 = Festschrift</b> ).
<b>Indx</b> [Optional] Index	Default value is <b>0 = No index</b> - right click to select other values (e.g. <b>1 = Index present</b> ).
<b>Fiction</b> [Optional] Literary form	Default value is <b>0 = Not fiction (not further specified)</b> - right click to select other values (e.g. <b>1 = Fiction (not further specified)</b> ; <b>p = poetry</b> ).
<b>Biog</b> [Optional] Biography	Default value is <b>blank = No biographical material</b> - right click to select other values (e.g. <b>a = Autobiography</b> ).
<b>Lang</b> [Mandatory] Language	Default value is <b>eng = English</b> - you can enter other values directly if you know the correct code (e.g. <b>fre = French</b> ; <b>ger = German</b> ).
<b>Mod_Rec</b> [Required] Modified record	Default value is <b>blank = Not modified</b> - right click to select other values (e.g. <b>s = Shortened</b> ).
<b>Source</b> [Mandatory] Cataloguing source	Default value is <b>u = Unknown</b> - right click to select other values.

007 Field: Physical Description Fixed Field [Required if applicable/Optional] (R)	
Sub-field	Description
Indicator 1	Not applicable.
Indicator 2	Not applicable.
Position 0	<b>TypeCode</b> – (e.g. <b>c</b> = <b>Electronic resource</b> ; <b>s</b> = <b>Sound recording</b> ; <b>v</b> = <b>Video recording</b> ). <b>NB</b> The following options and number of "Positions" will depend on the type code entered. The following examples are applicable when <b>c</b> = <b>Electronic resource</b> is entered.
Position 1	<b>Type_Mat</b> – (e.g. <b>u</b> = <b>unspecified</b> ).
Position 3	<b>Colour</b> – (e.g. <b>a</b> = <b>One colour</b> ; <b>b</b> = <b>Black and white</b> ; <b>c</b> = <b>Multicoloured</b> ).
Position 4	<b>Dimensions</b> – (e.g. <b>v</b> = <b>DVD</b> ).
Position 5	<b>Sound</b> – (e.g. <b>blank</b> = <b>No sound (silent)</b> ; <b>a</b> = <b>Sound on medium</b> ).
Position 6-8	<b>Img Depth</b> – (e.g. <b>   </b> = <b>No attempt to code</b> ).
Position 9	<b>Format</b> – (e.g. <b>h</b> = <b>Videotape</b> ).
Position 10	<b>Q/A targets</b> – (e.g. <b>a</b> = <b>Absent</b> ; <b>p</b> = <b>Present</b> ).
Position 11	<b>Source</b> – (e.g. <b>c</b> = <b>File reproduced from electronic resource</b> ).
Position 12	<b>Compression</b> – (e.g. <b>a</b> = <b>Uncompressed</b> ; <b>b</b> = <b>Lossless</b> ).
Position 13	<b>Ref Quality</b> – (e.g. <b>a</b> = <b>Access</b> ; <b>P</b> = <b>Preservation</b> ).

020 Field: International Standard Book Number [Required if applicable/Required if applicable] (R)	
Sub-field	Description
Indicator 1	Default value is <b>blank</b> = <b>Undefined</b> .
Indicator 2	Default value is <b>blank</b> = <b>Undefined</b> .
a (NR)	<b>International Standard Book Number [Required if applicable /Required if applicable]</b> – can be 10 digit or 13 digit ISBN.
c (NR)	<b>Terms of availability [Optional/Optional]</b> – can be included to show original recommended retail price.
<b>Note:</b> This field is repeatable to allow both 10 digit and 13 digit ISBNs to be included on the bibliographic record.	

082 Field: Dewey Decimal Class. Number [Required if applicable/Optional] (R)	
Sub-field	Description
Indicator 1 Type of edition	Default value is <b>blank</b> = <b>Undefined</b> - you can enter other values directly if you know the correct code (e.g. <b>0</b> = <b>Full edition</b> ; <b>1</b> = <b>Abridged edition</b> ).
Indicator 2 Source of classification number	Default value is <b>blank</b> = <b>No information provided</b> - you can enter other values directly if you know the correct code (e.g. <b>0</b> = <b>Assigned by Library of Congress</b> ).
a (R)	<b>Classification number [Mandatory/Mandatory]</b> – enter classification number according to strict DDC standards here.
2 (NR)	<b>Edition number [Required if applicable/Required if applicable]</b> – enter edition of DDC used to obtain classification number here (e.g. <b>22</b> = <b>22<sup>nd</sup> edition</b> ).

092 Field: Locally Assigned Dewey Call Number [Optional/Optional] (R)	
Sub-field	Description
Indicator 1	Not applicable.
Indicator 2	Not applicable.
a (NR)	<b>Classification number [Mandatory/Mandatory]</b> – enter classification number according to previous classification practice here (i.e. not necessarily according to strict DDC standards but consistent with classification of existing stock). <b>NB</b> Do not enter local shelfmarks here (e.g. <b>822.33</b> not <b>822.33 SHA</b> ).
2 (NR)	<b>Edition number [Required if applicable/Required if applicable]</b> – you can enter edition of DDC used to classify resource here (e.g. <b>22</b> = <b>22<sup>nd</sup> edition</b> ).

<b>100 Field: Main Entry–Personal Name [Required if applicable/Required if applicable, Link Always] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Type of personal name entry element	Default value is <b>1 = Surname</b> – you can enter other values directly if you know the correct code (e.g. <b>3 = Family name</b> ).
<b>Indicator 2</b>	Not applicable.
<b> a (NR)</b>	<b>Personal name [Mandatory/Mandatory, Link Always]</b> – enter authorised version of main author’s name in <b>Surname, First name(s)</b> format. <b>NB</b> Use Library of Congress Name Authority Headings (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine authorised version of name.
<b> c (R)</b>	<b>Titles and other words associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter any titles, terms of address or other words associated with a name here. <b>NB</b> This field is prefixed with <b>comma space (, )</b> , for example: <b> a Morrison, Donald,  c Sir</b> .
<b> d (NR)</b>	<b>Dates associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter date of birth and date of death (if relevant) of author here (eg <b>1564-1616</b> for William Shakespeare; <b>1961–</b> for Donald Morrison). <b>NB</b> Dates associated with a name are prefixed with <b>comma space (, )</b> , (e.g. <b> a Morrison, Donald,  d 1961- .</b> ).
<b>Note:</b> Main author of a book is the first named author on the title page of the book. Details of any additional authors should be entered in the 700 field.	

<b>110 Field: Main Entry–Corporate name [Required if applicable/Required if applicable, Link Always] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Type of corporate name entry element [Link Always]	Default value is <b>1 = Jurisdiction name</b> - you can enter other values directly if you know the correct code (e.g. <b>2 = Name in direct order</b> (i.e. corporate name should be entered as shown on title page not inverted).
<b>Indicator 2</b>	Not applicable.
<b> a (NR)</b>	<b>Corporate name or jurisdiction name as entry element [Mandatory/Mandatory, Link Always]</b> – enter authorised version of corporate name in direct order. <b>NB</b> Use Library of Congress Name Authority Headings (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine authorised version of name.
<b> b (R)</b>	<b>Subordinate unit [Required if applicable/Required if applicable, Link Always]</b> – enter any subordinate unit of corporate body here. <b>NB</b> Subordinate unit should be preceded by <b>point space (. )</b> and this sub-field is repeatable (e.g. <b> aUniversity of Glasgow.  b Faculty of Medicine.  b Dental School</b> ).
<b> c (NR)</b>	<b>Location of meeting [Required if applicable/Required if applicable, Link Always]</b> – enter place name or a name of an institution where a meeting was held here. <b>NB</b> Location should be entered with most specific location first with further description separated by <b>comma space (, )</b> (e.g. <b>Langside College, Glasgow, Scotland.</b> ) <b>NB</b> Location of meeting sub-field should be preceded by <b>point space (. )</b> .
<b> d (R)</b>	<b>Date of meeting or treaty signing [Required if applicable/Required if applicable, Link Always]</b> – enter year in which the meeting or treaty signing took place.
<b>Note:</b> This field is not part of book workform and should only be used when the main author is a corporate body not an individual. So the Bib record can have a <b>100 field OR</b> a <b>110 field</b> but <b>NOT</b> both.	

<b>245 Field: Title Statement [Mandatory/Mandatory, Link Always] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Title added entry	Default value is <b>blank = Undefined</b> – you can also enter <b>0 = No title added entry</b> or <b>1 = Title added entry</b> .
<b>Indicator 2</b> Nonfiling characters	Default value is <b>blank = Undefined</b> – enter number of nonfiling characters here for titles beginning with non-significant words such as <b>a</b> , <b>an</b> and <b>the</b> . <b>NB</b> Remember to add 1 to the number of letters in the non-significant word to account for the space after this word (e.g. <b>a = 2</b> ; <b>an = 3</b> and <b>the = 4</b> ).
<b> a (NR)</b>	<b>Title [Mandatory/Mandatory, Link always]</b> – enter here the title as it appears on the title page of the book <b>NOT</b> the front cover or spine. <b>NB</b> You shouldn't automatically follow the capitalisation used in the title – only the first word of the title and any other word or name, which would normally have a capital letter, should be capitalised. <b>NB</b> If there is no title page and/or you have to take the title from another area of the publication then this should be noted in the <b>General Note</b> (500 field) (e.g. <b>Title taken from front cover</b> ).
<b> n (R)</b>	<b>Number of part/section of a work [Required if applicable/Required if applicable, Link Always]</b> – enter here the number designation for a part/section of a work as used in a title. <b>NB</b> This subfield should be preceded with <b>full stop space (.)</b> .
<b> p (R)</b>	<b>Name of part/section of a work [Required if applicable/Required if applicable, Link Always]</b> – enter here the name of a part/section of a work in a title. <b>NB</b> This subfield should be preceded with <b>full stop space (.)</b> .
<b> h (NR)</b>	<b>Medium [Required if applicable/Required if applicable, Link Always]</b> – enter the General Material Designator (GMD) for the resource from the list given in <b>Appendix 1</b> . <b>NB</b> We have agreed to add the GMDs, <b>CD</b> and <b>DVD</b> , to this list although they are not currently approved GMDs. <b>NB</b> The GMD should appear in square brackets with a space before the first bracket and a space after the last bracket (e.g. <b>[Braille]</b> ).
<b> b (NR)</b>	<b>Remainder of title [Required if applicable/Required if applicable, Link Always]</b> – enter here the sub-title, if any, of the book. <b>NB</b> The remainder of the title should be preceded with <b>space colon space (:)</b> .
<b> c (NR)</b>	<b>Remainder of title page transcription/statement of responsibility [Required if applicable/Required if applicable, Link Always]</b> – this subfield should be used to record the statement of responsibility exactly as it appears on the title page. <b>NB</b> Statement of responsibility should be preceded with <b>space slash space (/)</b> . <b>NB</b> Use <b>space semi-colon space</b> to separate further statements of responsibility, that is when different types of responsibility for the book need to be recorded (e.g. <b>written by D. Morrison ; translated by S. Body ; illustrations by A. N. Other</b> ). <b>NB</b> When several people or bodies are listed as a single statement of responsibility then it is at the cataloguer's discretion how many names are recorded in the catalogue record although, as a rule of thumb, a limit of three names could be used. Omission of names should be indicated with three dots followed by et al. (et alli) in square brackets (e.g. <b>Tom, Dick, Harry ... [et al.]</b> ).
<p><b>Notes:</b> Subfields are listed above in the order in which they should appear in the Bib record: <b> a</b> Mad MARC cataloguing. <b> n</b>Part One. <b> p</b>Supplement <b> h [DVD]</b> : <b> b</b> manic ravings of a librarian / <b> c</b> by Donald Morrison and A.N. Other.</p> <p>This field should end with a full stop, even when another punctuation mark appears at the end of the field, except when the last word is an abbreviation, initial or letter.</p> <p>No spaces are entered between adjacent initials (with or without full stops), for example: <b> a</b>D.H. Lawrence and his world <b>NOT</b> <b> a</b>D. H. Lawrence and his world or <b> a</b>The NHS in action <b>NOT</b> <b> a</b>The N H S in action.</p>	

<b>250 Field: Edition Statement [Required if applicable/Required if applicable] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b>	Default value is <b>blank = Undefined</b> .
<b>Indicator 2</b>	Default value is <b>blank = Undefined</b> .
<b> a (NR)</b>	<b>Edition statement [Mandatory/Mandatory]</b> – enter the edition statement here if the title page shows a named and/or numbered edition or if this copy has significant differences from other copies in the same format. <b>NB</b> A numbered edition should be entered as an ordinal number followed by the abbreviation <b>ed.</b> (e.g. <b>3rd ed.</b> ) <b>NB</b> The edition statement is transcribed in the same terms as it appears in the book and standard abbreviations may be used (e.g. <b>rev. ed.</b> or <b>revised ed.</b> can be used depending on exact terms used in the book).
<b> b (NR)</b>	<b>Remainder of edition statement [Required if applicable/Optional]</b> - usually a statement of personal or corporate responsibility and/or a parallel edition statement.
<b>Note:</b> Fields which end with a point (.) should not have an additional point added to show the end of the field (i.e. 4th ed. <b>NOT</b> 4th ed..).	

<b>260 Field: Publication, Distribution, Etc. (Imprint) [Required if applicable/Required if applicable] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Sequence of publishing statements	Default value is <b>blank = Not Applicable/No information provided/Earliest available publisher</b> – you can enter other values directly if you know the correct code (e.g. <b>2 = Intervening publisher, 3 = Current/latest publisher</b> ).
<b>Indicator 2</b>	Default value is <b>blank = Undefined</b> .
<b> a (R)</b>	<b>Place of publication, distribution etc. [Required if applicable/Optional]</b> – enter the place or places of publication here. <b>NB</b> This sub-field is repeatable and each subsequent place of publication should be preceded by <b>space semi-colon space ( ; )</b> as shown in the following example: <b> a</b> Glasgow ; <b> a</b> London ; <b> a</b> New York : <b> b</b> Collins, <b> c</b> 1999. <b>NB</b> If no place of publication etc. can be ascertained then the abbreviation <b>S.I.</b> (sine loco) should be used in square brackets. A <b>capital S</b> is used as this is the first element in this field [ <b>S.I.</b> ].
<b> b (R)</b>	<b>Name of publisher, distributor etc. [Required if applicable/Required if applicable]</b> – enter the name of the publisher here as it appears on the title page. <b>NB</b> The name of the publisher should be preceded with <b>space colon space ( : )</b> . <b>NB</b> If no publisher etc. can be ascertained then the abbreviation <b>s.n.</b> (sine nomine) should be used enclosed in square brackets [ <b>s.n.</b> ].
<b> c (R)</b>	<b>Date of publication, distribution etc. [Required if applicable/Required if applicable]</b> – enter the year(s) of publication as shown on title page here. <b>NB</b> Date of publication should be preceded with <b>comma space ( , )</b> . <b>NB</b> A question mark within square brackets can be used to indicate that the date is unknown or has been estimated (e.g. [ <b>1954?</b> ]). Also a <b>dash (-)</b> can be used to indicate an unknown portion of the date (e.g. [ <b>195-?</b> ]). <b>NB</b> The date entered in this field represents the date of publication of the edition specified in the <b>Edition Statement</b> (field 250), <b>NOT</b> the date of any subsequent printing.
<b>Note:</b> Elements in this field can be repeated in any pattern that is appropriate to the book being described, for example: <b> a</b> Glasgow ; <b> a</b> Madrid : <b> b</b> Made Up Publishing, <b> c</b> 2006. <b> a</b> Glasgow : <b> b</b> Made Up Publishing ; <b> a</b> Berlin : <b> b</b> Another Company [distributor], <b> c</b> 2006. <b> a</b> Glasgow : <b> b</b> Made Up Publishing, <b> c</b> 2005 ; <b> a</b> Berlin : <b> b</b> Another Publisher, <b> c</b> 2006. Note that when the same date applies to all publishers etc. it is only given after the last publisher's name.	

<b>300 Field: Physical Description [Mandatory/Mandatory] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b>	Default value is <b>blank = Undefined.</b>
<b>Indicator 2</b>	Default value is <b>blank = Undefined.</b>
<b> a (R)</b>	<b>Extent [Mandatory/Mandatory]</b> – enter the number of pages in the book here including pages numbered in roman letters using <b>comma space (, )</b> to separate different number sequences (e.g. <b>xvi, 145 p.</b> ). <b>NB</b> The word <b>pages</b> should be abbreviated to <b>p.</b>
<b> b (NR)</b>	<b>Other physical details [Required if applicable/Optional]</b> – enter other physical details including illustrations, maps, diagrams etc. here using <b>comma space (, )</b> to separate different details (e.g. <b>col. ill., diagrams, maps</b> ). <b>NB</b> Other physical details sub-field should be preceded with <b>space colon space ( : )</b> .
<b> c (NR)</b>	<b>Dimensions [Mandatory/Optional]</b> – enter the height of the book in cms here (e.g. <b>23 cm</b> ) <b>NB</b> Dimensions sub-field should be preceded with <b>space semi-colon space ( ; )</b> .
<b> e (NR)</b>	<b>Accompanying material [Optional/Optional]</b> – enter here details of any accompanying material <b>NB</b> Accompanying material sub-field should be preceded with <b>space plus sign space ( + )</b> . <b>NB</b> Description of accompanying material should be enclosed within round brackets using the same punctuation which was used to separate above sub-fields, for example: <b>1 answer booklet (ii, 21 p. : col. ill. ; 18 cm.)</b> <b>NB</b> A Specific Material Designator (SMD) should be used here to describe the accompanying material. There is no prescribed list of SMDs so you can use established terms or common usage terms to describe the accompany material (e.g. DVD or videodisc, CD or sound disc, CD-ROM or computer optical disc, computer disk or floppy disc, filmstrip, sound cassette, map, DVD-ROM etc.) The SMD should be prefixed with the number of items as a numeral, for example: <b>1 DVD (65 min. : sd., col. ; 4 3/4 in.)</b> .
<b>Note:</b> Subfields are listed above in the order in which they should appear in the Bib record as shown in the following example: <b> a xi, 245 p. :  b ill. (some col.) ;  c 24 cm +  e 1 CD-ROM (sd., col. ; 4 3/4 in.)</b> .	

<b>306 Field: Playing Time [Optional/Optional] (NR)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b>	Default value is <b>blank = Undefined.</b>
<b>Indicator 2</b>	Default value is <b>blank = Undefined.</b>
<b> a (R)</b>	<b>Playing time [Mandatory/Mandatory]</b> – enter the total playing time of the sound recording etc using the pattern <b>hmmss</b> (e.g. 014530). If the playing time is less than 1 hour the hour ( <b>hh</b> ) is recorded as two zeroes; if less than a minute the minute ( <b>mm</b> ) is also recorded as two zeroes.

<b>440 Field: Series Statement/Added Entry-Title [Required if applicable/Optional, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b>	Default value is <b>blank = Undefined</b> .
<b>Indicator 2</b> Nonfiling characters	Default value is <b>blank = Undefined</b> – enter number of nonfiling characters here for series titles beginning with non-significant words such as <b>a</b> , <b>an</b> and <b>the</b> . <b>NB</b> Remember to add 1 to the number of letters in the non-significant word to account for the space after this word (e.g. <b>a = 2</b> ; <b>an = 3</b> and <b>the = 4</b> ).
<b> a (NR)</b>	<b>Title [Mandatory/Mandatory, Link Always]</b> – enter the title proper of the series, excluding the numbering or title of a part as it appears on the title page of the book <b>NOT</b> the front cover or spine. <b>NB</b> You shouldn't automatically follow the capitalisation used in the series title – only the first word of the title and any other word or name, which would normally have a capital letter, should be capitalised. <b>NB</b> If there is no title page and/or you have to take the title from another area of the publication then this should be noted in the <b>General Note</b> (500 field) (e.g. <b>Series title taken from front cover</b> ).
<b> n (R)</b>	<b>Number of part/section of a work [Required if applicable/Required if applicable, Link Always]</b> – enter the number given to this part of a series here. <b>NB</b> This sub-field should be preceded with <b>point space ( . )</b> .
<b> p (R)</b>	<b>Name of part/section of a work [Required if applicable/Required if applicable, Link Always]</b> – enter the name given to this part of a series here. <b>NB</b> This sub-field should be preceded with <b>point space ( . )</b> except when following <b> n (Number of part/section of a work)</b> in which case it should be preceded with <b>comma space ( , )</b> .
<b> x (NR)</b>	<b>International Standard Serial Number [Required if applicable/Required if applicable, Link Always]</b> – enter here the ISSN for the series (enter the number only as the designation ISSN should not be entered). <b>NB</b> This sub-field should be preceded with <b>comma space ( , )</b> .
<b> v (NR)</b>	<b>Volume number/sequential designation [Required if applicable/Required if applicable, Link Always]</b> – enter here the volume number or other sequential designation used in conjunction with the series statement. <b>NB</b> This sub-field should be preceded with <b>space semi-colon space ( ; )</b> . <b>NB</b> Use <b>comma space ( , )</b> to separate different values to be recorded in this subfield (e.g. <b>v. 15, no. 3</b> ).
<p><b>Notes:</b> Subfields are listed above in the order in which they should appear in the Bib record as shown in the following example:</p> <p><b> a</b> Random series of funny books. <b> n</b> Part B, <b> p</b> Europe, <b> x</b>0123-4567 ; <b> v</b> v.1, no.6.</p> <p>Field 440 is both a series statement and a series added entry. When a 440 field is present, a corresponding field 830 (Series Added Entry–Uniform Title) is <b>NOT</b> used as it would duplicate the 440 field.</p>	

<b>490 Field: Series Statement [Required if applicable/Required if applicable, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Specifies whether series is traced	Default value is <b>blank = Undefined</b> – you can also enter the following values: <b>0 = Series not traced</b> or <b>1 = Series traced differently</b> .
<b>Indicator 2</b>	Default value is <b>blank = Undefined</b> .
<b> a (NR)</b>	<b>Series statement [Mandatory/Mandatory, Link Always]</b> – enter the title proper of the series including dates or volume numbers preceding or appearing as part of the title, other title information or the statement of responsibility. <b>NB</b> You shouldn't automatically follow the capitalisation used in the series title – only the first word of the title and any other word or name, which would normally have a capital letter, should be capitalised. <b>NB</b> If there is no title page and/or you have to take the title from another area of the publication then this should be noted in the <b>General Note</b> (500 field) (e.g. <b>Series title taken from front cover</b> ).
<b> x (NR)</b>	<b>International Standard Serial Number [Required if applicable/Required if applicable, Link Always]</b> – enter here the ISSN for the series (enter the number only as the designation ISSN should not be entered). <b>NB</b> This sub-field should be preceded with <b>comma space (, )</b> .
<b> v (NR)</b>	<b>Volume number/sequential designation [Required if applicable/Required if applicable, Link Always]</b> – enter here the volume number or other sequential designation used in conjunction with the series statement. <b>NB</b> This sub-field should be preceded with <b>space semi-colon space ( ; )</b> . <b>NB</b> Use <b>comma space (, )</b> to separate different values to be recorded in this subfield (e.g. <b>v. 15, no. 3</b> ).
<p><b>Notes:</b> Subfields are listed above in the order in which they should appear in the Bib record as shown in the following example: <b> a</b> Topics in chemistry. <b> x</b>9876-0123 ; <b> v</b> no.118.</p> <p>Field 490 is a series statement for which no series added entry is to be made or for which the series added entry is in a controlled form different from that which appears in the series statement. Field 490 does <b>not</b> serve as a series added entry. When field 490 is used and a series added entry is appropriate, both the series statement (field 490) and a corresponding series added entry (fields 800–830) are recorded in the bibliographic record. Always use field 490 when a series statement contains the volume(s) or date(s) during which the publication was issued as an integral part of the title.</p>	

500 Field: General Note [Required if applicable/Optional] (R)	
Sub-field	Description
Indicator 1	Default value is <b>blank = Undefined</b> .
Indicator 2	Default value is <b>blank = Undefined</b> .
a (NR)	<p><b>General note [Mandatory/Mandatory]</b> – enter any general notes relating to the book being catalogued here. <b>NB</b> More specialised notes should be recorded in the appropriate field allocated for it in <b>5xx</b>, including:</p> <p><b>501 With note [Required if applicable/Required if applicable] (R)</b> Use this note to record any other bibliographic items which are included with the book. It is usual to start this note with words: <i>“Issued with”</i> or <i>“With”</i> (e.g. <b>With pullout map</b>).</p> <p><b>521 Target Audience note [Optional/Optional] (R)</b> Use this note to record information about any intended audience or specific group at which the book is aimed (e.g. <b>A level Physics students</b>).</p> <p><b>590 Local note [Optional/Optional] (R)</b> A local note for local people! Use this note to record information which you deem to be unsuitable or unnecessary for the master record (e.g. accessions information, local holdings or receipt dates).</p>

505 Field: Formatted Contents Note [Optional/Optional] (R)	
Sub-field	Description
Indicator 1 Display constant controller	Default value is <b>blank = Undefined</b> – you can also enter the following values: <b>0 = Contents</b> (i.e. use this value to generate the display constant <i>Contents</i> ); <b>1 = incomplete contents</b> (all parts not available to cataloguer); <b>2 = partial contents</b> (only selected parts of work have been described); <b>8 = No display constant generated</b> (i.e. display constant <i>Contents</i> : is not displayed).
Indicator 2 Level of content designation	Default value is <b>blank = basic</b> (i.e. all information is recorded in a single occurrence of subfield  a) – you can also enter <b>0 = enhanced</b> (i.e. enhanced content description is given with repetitions of relevant subfields, other than subfield  a.).
a (NR)	<b>505 Formatted contents [Required if applicable/Required if applicable] (R)</b> - list contents of book/CD etc. here using a <b>space dash dash space ( -- )</b> to separate items in contents list (e.g. <b>Haircut -- I can't breathe – Alibi Ike --</b> ).
u (R)	<b>Uniform Resource Identifier [Optional/Optional]</b> – enter here a link to an online source of a summary, abstract etc. of the book.

520 Field: Summary, Etc. [Optional/Optional] (R)	
Sub-field	Description
Indicator 1 Display constant controller	Default value is <b>blank = Summary</b> – you can enter other values directly if you know the correct code (e.g. <b>0 = Subject</b> , <b>1 = Review</b> ).
Indicator 2	Default value is <b>blank = Undefined</b> .
a (NR)	<b>Summary, etc. note [Mandatory/Mandatory]</b> - an unformatted note that describes the scope and general contents of the described materials. Use for an abstract, annotation, review, summary or a phrase describing the material.
b (NR)	<b>Expansion of summary note [Optional/Optional]</b> – use this sub-field to expand upon brief summary given in sub-field  a.
u (R)	<b>Uniform Resource Identifier [Optional/Optional]</b> – enter here a link to an online source of a summary, abstract etc. of the book.

<b>600 Field: Subject Added Entry–Personal Name [Required if applicable/Optional, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Type of personal name entry element [Link Always]	Default value is <b>blank = Undefined</b> – you can also enter the following values: <b>0 = Forename; 1 = Single surname; 3 = Family name.</b>
<b>Indicator 2</b> Subject heading system/thesaurus [Link Always]	Default value is <b>blank = Undefined</b> – you can enter other values directly if you know the correct code (e.g. <b>0 = Library of Congress subject heading, 1 = Library of Congress subject heading for children's literature</b> ).
<b> a (NR)</b>	<b>Personal name [Mandatory/Mandatory, Link Always]</b> – enter authorised version of main author's name in <b>Surname, First name(s)</b> format. <b>NB</b> Use Library of Congress Name Authority (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine authorised version of name.
<b> c (R)</b>	<b>Titles and other words associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter any titles, terms of address or other words associated with a name here <b>NB</b> This field is prefixed with <b>comma space (, )</b> , for example: <b> a Morrison, Donald,  c Sir.</b>
<b> d (NR)</b>	<b>Dates associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter date of birth and date of death (if relevant) of author here (eg <b>1564-1616</b> for William Shakespeare; <b>1961–</b> for Donald Morrison). <b>NB</b> Dates associated with a name are prefixed with <b>comma space (, )</b> , (e.g. <b> a Morrison, Donald,  d 1961- )</b> .
<b> e (R)</b>	<b>Relator term [Optional/Optional, Link Always]</b> – enter here a term which describes the relationship between the named person and the book being catalogued (e.g. <b>editor, collector, translator</b> etc.).
<b> v (R)</b>	<b>Form subdivision [Required if applicable/Required if applicable, Link Always]</b> – enter here a specific kind or genre of material as defined by the LCSH (e.g. <b>biography, early works to 1600</b> ).

<b>650 Field: Subject Added Entry–Topical Term [Required if applicable/Optional, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Level of subject [Link Always]	Default value is <b>blank = No information available</b> – you can also enter the following values: <b>0 = No level specified; 1 = Primary; 2 = Secondary.</b>
<b>Indicator 2</b> Subject heading system/thesaurus [Link Always]	Default value is <b>blank = Undefined</b> – you can enter other values directly if you know the correct code (e.g. <b>0 = Library of Congress subject heading, 2 = Medical subject heading</b> ).
<b> a (NR)</b>	<b>Topical term following geographic name as entry element [Mandatory/Mandatory, Link Always]</b> – enter authorised subject term here. <b>NB</b> Use Library of Congress Subject Authority Headings (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine appropriate authorised subject heading(s).
<b> z (R)</b>	<b>Geographic subdivision [Required if applicable/Required if applicable, Link Always]</b> – enter here any geographical subdivision which is to be added to the main subject. <b>NB</b> Geographic names are formulated according to AACR2 rules. <b>NB</b> Geographic subdivision should only be used a maximum of two times starting at country level first then specific city/town/area etc. in a following geographic subdivision (e.g. <b> a Soccer  zAustralia  zSydney</b> ) – note that exceptions should be made for 3 countries: Canada, Great Britain & United States where, if you want to specify a city/town/area etc., the first level geographic subdivision should be the appropriate <b>province (Canada), constituent country (United Kingdom) or state (United States)</b> so using the above example you should <b>NOT</b> use <b>Canada, United Kingdom or United States</b> but instead use: <b> a Soccer  z Ontario  z Toronto</b> <b> a Soccer  z Scotland  z Glasgow</b> <b> a Soccer  z California  z San Francisco</b> <b>NB</b> Areas below country level are not interposed with any intermediate level although you can add further information in brackets , if desired, for example: <b>USE  a Soccer  z England  z Birmingham (Midlands)</b> <b>NOT  a Soccer  z England  z Midlands  z Birmingham</b> <b>NB</b> Country level and above should be entered directly without any intermediate geographic area, for example: <b>USE  a Soccer  z France</b> <b>NOT  a Soccer  z Europe  z France.</b>
<b> y (R)</b>	<b>Chronological subdivision [Required if applicable/Required if applicable, Link Always]</b> – enter here any chronological subdivision which is to be added to the main subject. <b>NB</b> Chronological subdivisions are not consistent in form as they may be: century groupings (e.g. <b>18<sup>th</sup> century</b> ); groups of years (e.g. <b>1901-1991</b> ); open dates (e.g. <b>1945-</b> ) or broad periods (e.g. <b>up to 1700</b> ). <b>NB</b> Chronological subdivisions can also take the form of specific terms usually used as inverted elements in a subject heading (e.g. <b>Art, Medieval</b> ).
<b> x (R)</b>	<b>General subdivision [Required if applicable/Required if applicable, Link Always]</b> – enter here any subdivision which doesn't logically fit in any of the other subdivisions, that is sub-fields <b> v,  y or  z.</b>
<b> v (R)</b>	<b>Form subdivision [Required if applicable/Required if applicable, Link Always]</b> – enter here a specific kind or genre of material as defined by the LCSH (e.g. <b>periodicals, fiction</b> ).
<b>Note:</b> Subfields are listed above in the order in which they should appear in the Bib record as shown in the following example: <b> a Dogs  z Great Britain  y 1750-1945  x History  v Periodicals.</b>	

<b>700 Field: Added Entry–Personal Name [Required if applicable/Required if applicable, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Type of personal name entry element [Link Always]	Default value is <b>blank = Undefined</b> – you can also enter the following values: <b>0 = Forename</b> ; <b>1 = Single surname</b> ; <b>3 = Family name</b> .
<b>Indicator 2</b> Type of Added Entry [Link Always]	Default value is <b>blank = No information available</b> – you can also enter <b>2 = Analytical entry</b> .
<b> a (NR)</b>	<b>Personal name [Mandatory/Mandatory, Link Always]</b> – enter authorised version of main author’s name in <b>Surname, First name(s)</b> format. <b>NB</b> Use Library of Congress Name Authority Headings (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine authorised version of name.
<b> c (R)</b>	<b>Titles and other words associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter any titles, terms of address or other words associated with a name here. <b>NB</b> This field is prefixed with <b>comma space (, )</b> , for example: <b> a Morrison, Donald,  c Sir</b> .
<b> d (NR)</b>	<b>Dates associated with a name [Required if applicable/Required if applicable, Link Always]</b> – enter date of birth and date of death (if relevant) of author here (eg <b>1564-1616</b> for William Shakespeare; <b>1961–</b> for Donald Morrison). <b>NB</b> Dates associated with a name are prefixed with <b>comma space (, )</b> , (e.g. <b> a Morrison, Donald,  d 1961- .</b> ).
<b> e (R)</b>	<b>Relator term [Optional/Optional, Link Always]</b> – enter here a term which describes the relationship between named person and the book being catalogued (e.g. <b>editor, collector, translator</b> etc.).

<b>710 Field: Added Entry–Corporate name [Required if applicable/Required if applicable, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Type of corporate name entry element [Link Always]	Default value is <b>blank = Undefined</b> – you can also enter the following values: <b>0 = Inverted name (obsolete)</b> ; <b>1 = Jurisdiction name</b> ; <b>2 = Name in direct order</b> (i.e. corporate name should be entered as shown on title page not inverted).
<b>Indicator 2</b> Type of added entry [Link Always]	Default value is <b>blank = No information provided</b> – you can also enter the following value: <b>2 = Analytical entry</b> .
<b> a (NR)</b>	<b>Corporate name or jurisdiction name as entry element [Mandatory/Mandatory, Link Always]</b> – enter authorised version of corporate name in direct order. <b>NB</b> Use Library of Congress Name Authority Headings (available at <a href="http://authorities.loc.gov">http://authorities.loc.gov</a> ) to determine authorised version of name.
<b> b (R)</b>	<b>Subordinate unit [Required if applicable/Required if applicable, Link Always]</b> – enter any subordinate unit of corporate body here. <b>NB</b> Subordinate unit should be preceded by <b>point space (. )</b> and this sub-field is repeatable (e.g. <b> a University of Glasgow.  b Faculty of Medicine.  b Dental School.</b> ).
<b> c (NR)</b>	<b>Location of meeting [Required if applicable/ Required if applicable, Link Always]</b> – enter place name or a name of an institution where a meeting was held here. <b>NB</b> Location should be entered with most specific location first with further description separated by <b>comma space (, )</b> (e.g. <b>Langside College, Glasgow, Scotland.</b> ) <b>NB</b> Location of meeting sub-field should be preceded by <b>point space (. )</b> .
<b> d (R)</b>	<b>Date of meeting or treaty signing [Required if applicable/ Required if applicable, Link Always]</b> – enter here the year in which the meeting or treaty signing took place.

<b>830 Field: Series Added Entry-Uniform Title [Required if applicable/Optional, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b>	Default value is <b>blank = Undefined</b> .
<b>Indicator 2</b> Nonfiling characters	Default value is <b>blank = Undefined</b> – enter number of nonfiling characters here for series titles beginning with non-significant words such as <b>a</b> , <b>an</b> and <b>the</b> . <b>NB</b> Remember to add 1 to the number of letters in the non-significant word to account for the space after this word (e.g. <b>a = 2</b> ; <b>an = 3</b> and <b>the = 4</b> ).
<b> a (NR)</b>	<b>Uniform title [Mandatory/Mandatory, Link Always]</b> – enter the uniform title of the series here. <b>NB</b> You shouldn't automatically follow the capitalisation used in the series title – only the first word of the title and any other word or name, which would normally have a capital letter, should be capitalised. <b>NB</b> If there is no title page and/or you have to take the title from another area of the publication then this should be noted in the <b>General Note</b> (500 field) (e.g. <b>Series title taken from front cover</b> ).
<b> d (NR)</b>	<b>Date of treaty signing [Required if applicable/Required if applicable, Link Always]</b> – enter the date of signing for a treaty or other intergovernmental agreement here.
<b> v (NR)</b>	<b>Volume number/sequential designation [Required if applicable/Required if applicable, Link Always]</b> – enter here the volume number or other sequential designation used in conjunction with the series statement. <b>NB</b> This sub-field should be preceded with <b>space semi-colon space ( ; )</b> . <b>NB</b> Use <b>comma space ( , )</b> to separate different values to be recorded in this subfield (e.g. <b>v. 15, no. 3</b> ).
<b>Note:</b> Field 830 is a title series added entry in which the entry of the series is under a uniform title. Use this field when the added entry form of a series title is different from that in the corresponding series statement. An 830 field is usually justified by a series statement (field 490) or a general note (field 500) relating to the series.	

<b>856 Field: Electronic Location and Access [Optional/Optional, Link Always] (R)</b>	
<b>Sub-field</b>	<b>Description</b>
<b>Indicator 1</b> Access method [Link Always]	Default value is <b>blank = No information provided</b> – you can also enter the following values: <b>0 = E-mail (obsolete); 1 = FTP; 2 = Remote Login (Telnet); 3 = Dial-up; 4 = HTTP (Hypertext Transfer Protocol); 7 = Method specified in subfield  2.</b>
<b>Indicator 2</b> Relationship [Link Always]	Default value is <b>blank = No information provided</b> – you can enter other values directly if you know the correct code (e.g. <b>0 = Resource, 1 = Version of resource</b> ).
<b> a (R)</b>	<b>Host name [Required if applicable/ Required if applicable, Link Always]</b> – enter the fully qualified domain (host name) of the electronic location here.
<b> b (R)</b>	<b>Access number [Required if applicable/Required if applicable, Link Always]</b> – enter the access number associated with a host here (e.g. for web resource enter IP address of web server here).
<b> c (R)</b>	<b>Compression information [Required if applicable/Required if applicable, Link Always]</b> – enter information about the compression of the file here including program to be used to decompress the file (e.g.  c Use PKUNZIP to open file.).
<b> d (R)</b>	<b>Path [Required if applicable/Required if applicable, Link Always]</b> – enter here the directory and subdirectory names in which the file is stored. Use subfield  f for the file name itself.
<b> f (R)</b>	<b>Electronic name [Required if applicable/Required if applicable, Link Always]</b> – enter here the electronic name of the file as it exists in the directory/subdirectory indicated in subfield  d on the host identified in subfield  a.
<b> u (R)</b>	<b>Uniform Resource Identifier [Required if applicable/Required if applicable, Link Always]</b> – enter the URI of the online resource here (i.e. the URL (Uniform Resource Locator) or URN (Uniform Resource Name) of the resource) , for example:  u <a href="http://www.oclc.org/bibformats/en/8xx/856.shtm">http://www.oclc.org/bibformats/en/8xx/856.shtm</a>
<b> z (R)</b>	<b>Public note [Optional/Optional, Link Always]</b> – you can add a note here, which will display on the OPAC, relating to the online resource (e.g. This resource requires you to log in via UK Federation Access Management using your college network log in.)
<b> 2 (NR)</b>	<b>Access method [Required if applicable/Required if applicable, Link Always]</b> - this code is defined for use with 1st indicator value 7. Use subfield  2 to record access methods other than the four main TCP/IP protocols specified in the 1st indicator.

## General Notes

- 1 **(R)** = repeatable field or sub-field  
**(NR)** = non repeatable field or sub-field
- 2 Prescribed punctuation which is to precede sub-fields should be entered at the end of the preceding sub-field, for example:  
**USE** |a Mad MARC cataloguing : |b manic ravings of a fool /|c by Donald Morrison  
**NOT** |a Mad MARC cataloguing |b : manic ravings of a fool |c / by Donald Morrison  
although in practice both the above records would display in exactly the same way.
- 3 Do not add a space after any prescribed punctuation as this space is added automatically by Symphony, for example:  
**USE** |a Mad MARC cataloguing **(space)** : |b manic ravings of a fool  
**NOT** |a Mad MARC cataloguing **(space)** : **(space)** |b manic ravings of a fool  
**ALSO NOT** |a Mad MARC cataloguing **(space)** : |b **(space)** manic ravings of a fool
- 4 If a sub-field ends with a point (full stop) and the following sub-field should be preceded by a point then you should omit the prescribed punctuation, for example:  
**USE** 3rd ed.  
**NOT** 3rd ed..
- 5 Be careful as Symphony does **NOT** alert you to various errors in the bibliographic record, including, for example:
  - a non repeatable field or sub-field which has been added twice
  - two fields which can't be included in the same MARC record e.g. 100 field and 110 field
  - mistyping of a field number
  - unrecognised field or other element in the catalogue record
  - incorrect value entered in leader
- 6 OCLC has established input standards based on the Library of Congress **National Level Full & Minimal Requirements** (<http://www.loc.gov/marc/bibliographic/nlr>). At the field level:
  - Level I represents full or complete cataloguing (entered before the slash /);
  - Level K represents minimal-level cataloguing (entered after the slash /).

The following input standards have been indicated in this guide:

- System supplied** = System-generated data that you cannot change;
- Mandatory** = Data you must enter to meet the designated standard;
- Required if applicable** = Data is applicable if:  
(a) AACR2 instructs you to enter the data when it applies  
(b) It is necessary to justify the existence of an added entry (AACR2 rule 21.29)  
(c) It is essential for efficient access to, or effective processing of, records;
- Optional** = Data you decide whether to enter.

## References

- 1 **Online Computer Library Center (OCLC)**  
Bibliographic Formats and Standards – 3<sup>rd</sup> edition  
Available at: <http://www.oclc.org/bibformats/en/default.shtm>
- 2 **Allegro training material**
- 3 **International Federation of Library Associations and Institutions (IFLA)**  
ISBD(G): General International Standard Bibliographic Description – 2004 revision  
Available at: <http://www.ifla.org/VII/s13/pubs/isbdg2004.pdf>
- 4 **Chapman, A. (2006)**  
RDA: A new international standard (Ariadne – Issue 49)  
Available at: <http://www.ariadne.ac.uk/issue49/chapman>
- 5 **Joint Steering Committee for Development of RDA**  
RDA: Resource Description and Access – Frequently Asked Questions (updated early 2008)  
Available at: <http://www.collectionscanada.gc.ca/jsc/rdafaq.html>  
**NB** See other sections of this website for overview of RDA.

## **Appendix 1 – General Material Designators (GMDs)**

**Braille**

**Cartographic material**

**CD\***

**DVD\***

**Electronic resource**

**Graphic**

**Manuscript**

**Microform**

**Motion picture**

**Multimedia**

**Music**

**Object**

**Sound recording**

**Text**

**Videorecording**

**\* = unauthorised but agreed GMDs to be used by Glasgow College Library Group**

## Appendix 2

# MARC 21 Tags

### Variable Control Fields:

- 001 Control Number (NR)
- 002 unassigned
- 003 Control Number Identifier (NR)
- 004 unassigned
- 005 Date and Time of Latest Transaction (NR)
- 006 Fixed-Length Data Elements - Additional Material Characteristics (R)
- 007 Physical Description Fixed Field (R)
- 008 Fixed-Length Data Elements (NR)
- 009 Physical Description Fixed-Field for Archival Collection [**obsolete**] *Currently reserved for local use.*

### Variable Data Fields:

- 010 Library of Congress Control Number (NR)
- 011 Linking Library of Congress Control Number [**obsolete**]
- 012 unassigned
- 013 Patent Control Information (R)
- 014 unassigned
- 015 National Bibliography Number (NR)
- 016 National Bibliographic Agency Control Number (R)
- 017 Copyright Registration Number (R)
- 018 Copyright Article-Fee Code (NR)
- 019 unassigned
- 020 International Standard Book Number (R)
- 021 unassigned
- 022 International Standard Serial Number (R)
- 023 Standard Film Number [**deleted**]
- 024 Other Standard Identifier (R)
- 025 Overseas Acquisition Number (R)
- 026 unassigned
- 027 Standard Technical Report Number (R)
- 028 Publisher Number (R)
- 029 unassigned
- 030 CODEN Designation (R)
- 031 unassigned
- 032 Postal Registration Number (R)
- 033 Date/Time and Place of an Event (R)
- 034 Coded Cartographic Mathematical Data (R)
- 035 System Control Number (R)
- 036 Original Study Number for Computer Data Files (NR)
- 037 Source of Acquisition (R)
- 038 unassigned
- 039 Level of Bibliographic Control and Coding Detail [**obsolete**]
- 040 Cataloging Source (NR)
- 041 Language Code (NR)
- 042 Authentication Code (NR)
- 043 Geographic Area Code (NR)
- 044 Country of Publishing/Producing Entity Code (NR)
- 045 Time Period of Content (NR)
- 046 Special Coded Dates (NR)
- 047 Form of Musical Composition Code (NR)
- 048 Number of Musical Instruments or Voices Code (R)
- 049 Local Holdings (NR)
- 050 Library of Congress Call Number (R)
- 051 Library of Congress Copy, Issue, Offprint Statement (R)
- 052 Geographic Classification (R)
- 053 - 054 unassigned
- 055 Call Numbers/Class Numbers Assigned in Canada (R)

056 - 059 unassigned  
060 National Library of Medicine Call Number (R)  
061 National Library of Medicine Copy Statement (R)  
062 - 065 unassigned  
066 Character Sets Present (NR)  
067 - 069 unassigned  
070 National Agricultural Library Call Number (R)  
071 National Agricultural Library Copy Statement (R)  
072 S Subject Category Code (R)  
073 unassigned  
074 GPO Item Number (R)  
075 - 079 unassigned  
080 Universal Decimal Classification Number (R)  
081 unassigned  
082 Dewey Decimal Call Number (R)  
083 unassigned  
084 Other Call Number (R)  
085 unassigned  
086 Government Document Call Number (R)  
087 Report Number [**obsolete**] [CAN/MARC only]  
088 Report Number (R)  
089 unassigned  
090 - 099 Local Call Numbers

### Main Entries:

100 Main Entry - Personal Name (NR)  
101 - 109 unassigned  
110 Main Entry - Corporate Name (NR)  
111 Main Entry - Meeting Name (NR)  
112 - 129 unassigned  
130 Main Entry - Uniform Title (NR)  
131 - 199 unassigned

### Titles:

200 - 209 unassigned  
210 Abbreviated Title (R)  
211 Acronym or Shortened Title [**obsolete**]  
212 Variant Access Title [**obsolete**]  
213 unassigned  
214 Augmented Title [**obsolete**]  
215 - 221 unassigned  
222 Key Title (R)  
223 - 239 unassigned  
240 Uniform Title (NR)  
241 Romanized Title [**obsolete**]  
242 Translation of Title by Cataloguing Agency (R)  
243 Collective Uniform Title (NR)  
244 unassigned  
245 Title Statement (NR)  
246 Varying Form of Title (R)  
247 Former Title or Title Variations (R)  
248 unassigned  
249 unassigned

### **Edition, Imprint, etc.:**

- 250 [Edition Statement](#) (NR)
- 251 - 253 unassigned
- 254 [Musical Presentation Statement](#) (NR)
- 255 [Cartographic Mathematical Data](#) (R)
- 256 [Computer File Characteristics](#) (NR)
- 257 [Country of Producing Entity for Archival Films](#) (NR)
- 258 unassigned
- 259 unassigned
- 260 [Publication, Distribution, Etc. \(Imprint\)](#) (NR)
- 261 [Imprint Statement for Films \(Pre-AACR 1 Revised\)](#) (NR) (USA only)
- 262 [Imprint Statement for Sound Recordings \(Pre-AACR 2\)](#) (NR) (USA only)
- 263 [Projected Publication Date](#) (NR)
- 264 unassigned
- 265 [Source for Acquisition/Subscription Address](#) [obsolete]
- 266 - 269 unassigned
- 270 [Address](#) (R)
- 271 - 299 unassigned

### **Physical Description, etc.:**

- 300 [Physical Description](#) (R)
- 301 [Physical Description for Films \(Pre-AACR 2\)](#) [obsolete]
- 302 [Page Count](#) [obsolete]
- 303 [Unit Count](#) [obsolete]
- 304 [Linear Footage](#) [obsolete]
- 305 [Physical Description for Sound Recordings \(Pre-AACR 2\)](#) [obsolete]
- 306 [Playing Time](#) (NR)
- 307 [Hours, Etc.](#) (R)
- 308 [Physical Description for Films \(Archival\)](#) [obsolete]
- 309 unassigned
- 310 [Current Publication Frequency](#) (NR)
- 311 - 314 unassigned
- 315 [Frequency](#) [obsolete]
- 316 - 320 unassigned
- 321 [Former Publication Frequency](#) (R)
- 322 - 339 unassigned
- 340 [Physical Medium](#) (R)
- 341 unassigned
- 342 [Geospatial Reference Data](#) (R)
- 343 [Planar Coordinate Data](#) (R)
- 344 - 349 unassigned
- 350 [Price](#) [obsolete]
- 351 [Organization and Arrangement of Materials](#) (R)
- 352 [Digital Graphic Representation](#) (R)
- 353 unassigned
- 354 unassigned
- 355 [Security Classification Control](#) (R)
- 356 unassigned
- 357 [Originator Dissemination Control](#) (NR)
- 358 unassigned
- 359 [Rental Price](#) [obsolete]
- 360 unassigned
- 361 unassigned
- 362 [Dates of Publication and/or Sequential Designation](#) (R)
- 363 - 399 unassigned

## Series Statements:

- 400 Series Statement/Added Entry - Personal Name (R) (USA only)
- 401 - 409 unassigned
- 410 Series Statement/Added Entry - Corporate Name (R) (USA only)
- 411 Series Statement/Added Entry - Meeting Name (R) (USA only)
- 412 - 439 unassigned
- 440 Series Statement/Added Entry - Title (R)
- 441 - 489 unassigned
- 490 Series Statement (R)
- 491 - 499 unassigned

## Notes:

- 500 General Note (R)
- 501 With Note (R)
- 502 Dissertation Note (R)
- 503 Bibliographic History Note [obsolete]
- 504 Bibliography, etc. Note (R)
- 505 Formatted Contents Note (R)
- 506 Restrictions on Access Note (R)
- 507 Scale Note for Graphic Material (NR)
- 508 Creation/Production Credits Note (NR)
- 509 unassigned
- 510 Citation/References Note (R)
- 511 Participant or Performer Note (R)
- 512 Earlier or Later Volumes Separately Cataloged Note [obsolete]
- 513 Type of Report and Period Covered Note (R)
- 514 Data Quality Note (NR)
- 515 Numbering Peculiarities Note (R)
- 516 Type of Computer File or Data Note (R)
- 517 Categories of Films Note (Archival) [obsolete]
- 518 Date/Time and Place of an Event Note (R)
- 519 unassigned
- 520 Summary, etc. (R)
- 521 Target Audience Note (R)
- 522 Geographic Coverage Note (R)
- 523 Time Period of Content Note [obsolete]
- 524 Preferred Citation of Described Materials Note (R)
- 525 Supplement Note (R)
- 526 Study Program Information Note (R)
- 527 Censorship Note [obsolete]
- 528 unassigned
- 529 unassigned
- 530 Additional Physical Form Available Note (R)
- 531 unassigned
- 532 unassigned
- 533 Reproduction Note (R)
- 534 Original Version Note (R)
- 535 Location of Originals/Duplicates Note (R)
- 536 Funding Information Note (R)
- 537 Source of Data Note [obsolete]
- 538 System Details Note (R)
- 539 unassigned
- 540 Terms Governing Use and Reproduction Note (R)
- 541 Immediate Source of Acquisition Note (R)
- 542 unassigned
- 543 Solicitation Information Note [obsolete]
- 544 Location of Other Archival Materials Note (R)
- 545 Biographical or Historical Data (R)
- 546 Language Note (R)
- 547 Former Title Complexity Note (R)
- 548 unassigned

549 unassigned  
550 Issuing Body Note (R)  
551 unassigned  
552 Entity and Attribute Information Note (R)  
553 - 554 unassigned  
555 Cumulative Index/Finding Aids Note (R)  
556 Information About Documentation Note (R)  
557 - 560 unassigned  
561 Ownership and Custodial History (R)  
562 Copy and Version Identification Note (R)  
563 unassigned  
564 unassigned  
565 Case File Characteristics Note (R)  
566 unassigned  
567 Methodology Note (R)  
568 unassigned  
569 unassigned  
570 Editor Note [obsolete]  
571 - 579 unassigned  
580 Linking Entry Complexity Note (R)  
581 Publications About Described Materials Note (R)  
582 Related Computer Files Note [obsolete]  
583 Action Note (R)  
584 Accumulation and Frequency of Use Note (R)  
585 Exhibitions Note (R)  
586 Awards Note (R)  
587 - 589 unassigned  
590-599 Local Notes (R)

### Subject Access:

600 Subject Added Entry - Personal Name (R)  
601 - 609 unassigned  
610 Subject Added Entry - Corporate Name (R)  
611 Subject Added Entry - Meeting Name (R)  
612 - 629 unassigned  
630 Subject Added Entry - Uniform Title (R)  
631 - 649 unassigned  
650 Subject Added Entry - Topical Term (R)  
651 Subject Added Entry - Geographic Name (R)  
652 Subject Added Entry - Reversed Geographic [obsolete]  
653 Index Term - Uncontrolled (R)  
654 Subject Added Entry - Faceted Topical Terms (R)  
655 Index Term - Genre/Form (R)  
656 Index Term - Occupation (R)  
657 Index Term - Function (R)  
658 Index Term - Curriculum Objective (R)  
659 - 679 unassigned  
680 PRECIS Descriptor String [obsolete, 1991] [CAN/MARC only]  
681 PRECIS Subject Indicator Number (SIN) [obsolete, 1991] [CAN/MARC only]  
682 unassigned  
683 PRECIS Reference Indicator Number (RIN) [obsolete, 1991] [CAN/MARC only]  
684 - 689 unassigned  
690-699 Local Subject Access Fields (R)

### Added Entries:

700 Added Entry - Personal Name (R)  
701 - 704 unassigned  
705 Added Entry - Personal Name (Performer) [obsolete]  
706 - 709 unassigned  
710 Added Entry - Corporate Name (R)  
711 Added Entry - Meeting Name (R)  
712 - 714 unassigned  
715 Added Entry - Corporate Name (Performing Group) [obsolete]

716 - 719 unassigned  
720 [Added Entry - Uncontrolled Name](#) (R)  
721 - 729 unassigned  
730 [Added Entry - Uniform Title](#) (R)  
731 - 739 unassigned  
740 [Added Entry - Uncontrolled Related/Analytical Title](#) (R)  
741 - 750 unassigned  
751 Geographic Name/Area Name Entry [[obsolete](#)] [CAN/MARC only]  
752 [Added Entry - Hierarchical Place Name](#) (R)  
753 [System Details Access to Computer Files](#) (R)  
754 [Added Entry - Taxonomic Identification](#) (R)  
755 [Added Entry - Physical Characteristics](#) [[obsolete](#)]  
756 - 759 unassigned

### Linking Entries:

760 [Main Series Entry](#) (R)  
761 unassigned  
762 [Subseries Entry](#) (R)  
763 unassigned  
764 unassigned  
765 [Original Language Entry](#) (R)  
766 unassigned  
767 [Translation Entry](#) (R)  
768 unassigned  
769 unassigned  
770 [Supplement/Special Issue Entry](#) (R)  
771 unassigned  
772 [Parent Record Entry](#) (R)  
773 [Host Item Entry](#) (R)  
774 [Constituent Unit Entry](#) (R)  
775 [Other Edition Entry](#) (R)  
776 [Additional Physical Form Entry](#) (R)  
777 [Issued With Entry](#) (R)  
778 unassigned  
779 unassigned  
780 [Preceding Entry](#) (R)  
781 - 784 unassigned  
785 [Succeeding Entry](#) (R)  
786 [Data Source Entry](#) (R)  
787 [Nonspecific Relationship Entry](#) (R)  
788 - 799 unassigned

### Series Added Entries:

800 [Series Added Entry - Personal Name](#) (R)  
801 - 809 unassigned  
810 [Series Added Entry - Corporate Name](#) (R)  
811 [Series Added Entry - Meeting Name](#) (R)  
812 - 829 unassigned  
830 [Series Added Entry - Uniform Title](#) (R)  
831 - 839 unassigned  
840 [Series Added Entry - Title](#) [[obsolete](#)]

### Holdings, Alternate Graphics, etc.:

841 [Holdings Coded Data Values](#) (NR) Holdings Data Format  
842 [Textual Physical Form Designator](#) (NR) Holdings Data Format  
843 [Reproduction Note](#) (R) Holdings Data Format  
844 [Name of Unit](#) (NR) Holdings Data Format  
845 [Terms Governing Use and Reproduction Note](#) (R) Holdings Data Format  
846 - 849 unassigned  
850 [Holding Institution](#) (R)  
851 [Location](#) [[obsolete](#)]  
852 [Location](#) (R)

853 Captions and Pattern - Basic Bibliographic Unit (R) Holdings Data Format  
854 Captions and Pattern - Supplementary Material (R) Holdings Data Format  
855 Captions and Pattern - Indexes (R) Holdings Data Format  
856 Electronic Location and Access (R)  
857 - 862 unassigned  
863 Enumeration and Chronology - Basic Bibliographic Unit (R) Holdings Data Format  
864 Enumeration and Chronology - Supplementary Material (R) Holdings Data Format  
865 Enumeration and Chronology - Indexes (R) Holdings Data Format  
866 Textual Holdings - Basic Bibliographic Unit (R) Holdings Data Format  
867 Textual Holdings - Supplementary Material (R) Holdings Data Format  
868 Textual Holdings - Indexes (R) Holdings Data Format  
869 unassigned  
870 Variant Personal Name [obsolete]  
871 Variant Corporate Name [obsolete]  
872 Variant Conference or Meeting Name [obsolete]  
873 Variant Uniform Title Heading [obsolete]  
874 unassigned  
875 unassigned  
876 Item Information - Basic Bibliographic Unit (R) Holdings Data Format  
877 Item Information - Supplementary Material (R) Holdings Data Format  
878 Item Information - Indexes (R) Holdings Data Format  
879 unassigned  
880 Alternate Graphic Representation (R)  
881 - 885 unassigned  
886 Foreign MARC Information Field (R)  
887 - 899 unassigned

#### **Locally Defined Fields:**

9XX Locally-Defined Fields  
9XX Equivalence and Cross-Reference Fields (Canada only)