Session 3: MARC Format

• What is MARC?
• Components of a MARC record
• Common fields

In this session we will learn about MARC format. We will learn what MARC format is, and the components of a MARC record. However, this is not a comprehensive session on MARC format. It will only contain the most common MARC fields and we will only talk about book cataloging.

As we work through each MARC field, we will also look at a booklet in your packet, “The Joys of Cataloging”, and decide how to enter it into a MARC bibliographic record.
What is MARC Format?

- **MAchine-Readable Cataloging**
- Machine-readable cataloging is an international standard for bibliographic records that can be read and interpreted by a computer.
- If the bibliographic record is coded correctly, it will display and index correctly and therefore help library patrons find what they need.

MARC is an acronym for Machine-Readable Cataloging.

(Go through the points above)
“Understanding MARC Bibliographic” is a great resource to give the basics of MARC format. This is the link to the electronic resource. (If you have Internet access, you can click on the link and show it).

There is a paper copy in your packet.
Authority records are also available in MARC format. These are used to help organize names, subjects and series and provide one correct way to put each name, subject or series into bibliographic records.

The Stephen King who writes horror fiction will only have one form of his name King, Stephen, 1947- on all bibliographic records and we will know it is that Stephen King not another one.

This is a link to “Understanding MARC Authority Records” if you would like more information about authority records. Today we will only be talking about MARC bibliographic records.
Authority records not only give guidance on the form of the name or subject, they provide a way to put cross references in your catalog.

This is a MARC authority record from OCLC. We won’t be looking at these anymore in this session. We will concentrate on the MARC Bibliographic Record.
The leader and fixed field will display differently on some computers. This is an OCLC display. OCLC combines the data so it displays better.

The leader includes the type of record (book, video, sound recording, etc.), the bib level (monograph or serial), and the information that shows how complete the cataloging is and which rules were used for punctuation (encoding level and description).

Fixed fields contain important information about the item in abbreviated form. Most of this information is used by the computer, often for qualifying searches.

Variable fields contain the descriptive cataloging information and the access points.

(Go through components). We will concentrate on the variable fields in this session.
This is an optional display of the bibliographic record on OCLC. Some local databases may have this display, as well. Notice that the leader field and the 008 make up the components for the fixed field section in the previous record display.
This is a better view of the variable fields. We will concentrate on these in the session today.

Tag numbers are listed on the left, indicator positions are the two spaces after the tag and subfields divide the variable fields into smaller sections. They may look different on other computer systems, sometimes like a dollar sign or an arrow pointing upward. The symbol is called a delimiter. Also, notice that the first subfield in each of these fields, except the last, is a subfield “a” even though the “a” doesn’t display at the beginning of the line.

Some local systems will display the subfield “a”.
Tags

• Three-digit numbers assigned to a particular field
  - 100 Personal name main entry
  - 245 Title and statement of responsibility
  - 260 Publication information
Tags are divided into groups according to the first digit

- 0XX  Control numbers and coded information
- 1XX  Main entries
- 2XX  Titles and title paragraph
- 3XX  Physical description
- 4XX  Series
- 5XX  Notes
- 6XX  Subjects
- 7XX  Added entries; linking fields
- 8XX  Series added entries; holdings
- 9XX  Local
There is a parallel tag structure in MARC format which make tag numbers easier to remember. As I said on the previous screen, the beginning number tells what kind of tag to expect – 100 main entry, 400 series, 600 subject, 700 added entry, 800 series added entry.

The ending numbers also give us important information. If the second and third digits in a 1XX, 6XX, or 7XX are 00, then we know it is a personal name. The 100 would be a personal name as a main entry (author), the 600 would be a personal name as the subject of a book, and the 700 would be a personal name added entry. (Do 10 for corporate, 11 for conference and 30 for uniform title now)
Indicators

• Indicators help the computer file the information to make it search and display correctly.
• There are two indicator positions in each field; they will either be left blank or contain digits 0-9, depending on the field.
• Indicators are unique to each tag and are very important.

(Some examples are on the next screen)
Indicators (cont.)

245 1 4  The shining

The 1\textsuperscript{st} indicator 1 tells the computer to trace (or make an access point) for the title.

The 2\textsuperscript{nd} indicator 4 ignores “the” and the space after it when filing.

Indicators mean different things in different fields.

In a 245 tag the 2\textsuperscript{nd} indicator tells how many characters or spaces need to be ignored to file a title in the correct place. In a card catalog we would never file a title under an article (a, an, the). In an online catalog, the 245 2\textsuperscript{nd} indicator tells the computer to ignore those articles when filing.
Indicators (cont.)

246 14 Spanish cookery

The 1st indicator 1 creates a note and a title added entry
The 2nd indicator 4 creates the print constant Cover title:

In a 246 field the indicators mean something completely different than in the 245 field.
Match the Terms to their Definitions

1. Subfield
   a) 3 digit number that identifies and begins a field

2. Tag
   b) Used to help computer file and display information correctly

3. Indicator
   c) Smaller sections of data in a field
Common Variable Fields

010 Library of Congress control number
020 ISBN
100 Personal name main entry
245 Title and statement of responsibility
246 Variant form of the title
250 Edition statement
260 Publication information
300 Physical description
440 Traced series statement
490 Untraced series or series traced differently
Common Variable Fields (cont.)

500 General note
504 Bibliography
505 Contents
520 Summary
521 Audience
600 Personal name subject heading
650 Topical subject heading
651 Geographic subject heading
700 Personal name added entry
740 Title added entry
Get out your book and completed descriptive cataloging worksheet.

At this point, we will begin to add MARC coding to your descriptive cataloging worksheet for the booklet “The Joys of Cataloging.”
010 Field (NR)

- Library of Congress control number

Subfield a       LCCN
Subfield z       Invalid or canceled LCCN

<table>
<thead>
<tr>
<th>010</th>
<th>$z 94-6586</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>2005009198</td>
</tr>
</tbody>
</table>

If you type the LCCN in OCLC, the number will normalize.

The 010 field is where we put the Library of Congress control number. The indicators are always blank for the 010 field.

This field is not repeatable.
Now look for an LC number on your booklet and enter that information onto the work form, if needed.
020 Field (R)

- International Standard Book Number
- Entered with no dashes or spaces
- Can have multiple 020 fields in a record

Subfield a  ISBN
Subfield z  Invalid ISBN
Subfield c  Price

020 _ _0838908756 $z 0838908746 : $c $35.00
020 _ _9780838908752

An invalid ISBN is one that doesn’t fit the proper sequence of numbers (misprint) or one that appears on more than one book.

The indicators are blank for the 020 field.

Note that the 2nd one is a 13 digit ISBN.
Remember, the price is optional here and most people only put the price in the holdings record not the 020 $c.

We could add (pbk.), optionally, in the subfield a after the ISBN.
### Call Number Fields

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>LC-assigned LC call number</td>
<td>050 00 RZ440 $b.B673 1992</td>
</tr>
<tr>
<td>090</td>
<td>Member-assigned LC call number</td>
<td>090 ___ RZ440 $b.B673 1992</td>
</tr>
<tr>
<td>082</td>
<td>LC-assigned Dewey call number</td>
<td>082 00 615.88 $2 22</td>
</tr>
<tr>
<td>092</td>
<td>Member-assigned Dewey call number</td>
<td>092 ___ 615.88</td>
</tr>
<tr>
<td>099</td>
<td>Local call number</td>
<td>099 ___ VHS123</td>
</tr>
</tbody>
</table>

Bibliographic records should have at least one call number field.
1XX Fields

100 Personal name main entry
100 1_ Maxwell, Robert L.

110 Corporate name main entry
110 2_ Chilton Book Company.

111 Conference name main entry
111 2_ Conference on Clean Air.

130 Uniform title main entry
130 0_ Beowulf.

(Go through each one and point out the examples)

We will talk about indicators on the next screen.
Indicators for the 100

1st indicator

0 Forename (i.e., Aristotle)
1 Surname (i.e., Maxwell, Robert L.)
3 Family name (i.e., Smith family)

2nd indicator

Blank

(Note that the 1st indicator 3 was discontinued for a time but is now alright to use again.)
Who is the author of “The Joys of Cataloging”? Normally we check an authority file for names. That will be covered in a later session. Don’t put anything on your worksheet yet since we haven’t discussed access points and authority files yet.
110 Field (NR)

- Main Entry - Corporate name

1st indicator 1 Jurisdiction name

| 110 1_ | United States. $b Army. |

2 Name in direct order

| 110 2_ | Chilton Book Company. |

2nd indicator Blank

Subfield a Corporate name
Subfield b Subordinate unit
245 Indicators

1st indicator
0 No title added entry—Used when 1XX field is not present
1 Added entry for the title

2nd indicator - Non-filing characters
0 No initial article to ignore
1-9 Number of characters, spaces and punctuation to ignore because of initial articles

(After going through the slide) If “a” was the first word in the title, you would ignore “a” and the space after it making the second indicator a 2.

Title main entry with 1st indicator 0, is hard concept to grasp.
List of Initial Articles

http://www.loc.gov/marc/bibliographic/bdapp-e.html

This is a link to the site that will show what the initial articles are in other languages.
245 and its subfields

Subfield a  Title proper
Subfield n  Number of part/section of a work
Subfield p  Name of part/section of a work
Subfield h  Medium
Subfield b  Subtitle
Subfield c  Statement of responsibility

245 14  The road goes on $h [microform] : $b but never ends / $c by George Jones.
245 13  An apple a day. $n Pt. 1, $p Core competencies $h [microform] / $c by Steve Jobe.

These examples show the tag, indicators, subfields and correct punctuation to use. A list of initial articles can be found in Appendix E of AACR. Need to think about what local systems might do differently.

Notice that subfield h come before $b, but after n and p. We don’t usually use subfield h for books.

This tag is not repeatable.
Title from catalog record to MARC


245 14 The Olympic Games: $b some surprising events / $c Sarah Dawson.

As you can see, the punctuation and capitalization is the same on each but we have added the MARC coding, a tag, two indicators and subfields b and c.
Our Book

020    0440217229 : $c $5.99
245 1 4  The joys of cataloging / $c by Jane Blank.

Might want to talk a little more about why you have the indicators
Varying Forms of Title
246 (repeatable)

- **Indicator 1** (determines if a note displays)
  1. Note, title added entry
  3. No note, title added entry

- **Indicator 2** (generates the OPAC display)
  - **Blank**: No information provided
  - **0**: Portion of title
  - **1**: Parallel title (title in another language on item)
  - **2**: Distinctive title (title for issue of a serial)
  - **3**: Other title
  - **4**: Cover title
  - **5**: Added title page title
  - **6**: Caption title (on first page of print, usually contents page)
  - **7**: Running title (on each page of print, usually top)
  - **8**: Spine title

Any time the title is found in a different form on the cover, spine, container, etc. we can add a 246 to help people search for the item. Sometime we add a 246 because it looks like someone will think the title is a shorter form of what it actually is. The use of symbols or numbers may make it necessary to add a 246.

We drop the initial articles in the 246 because there are no indicators to allow us to ignore them.

Indicator 1 – If you can look at the 245 and 246 together and see why the 246 was needed, no note is needed and a 3 is used for the 1st indicator. Example the numerals 101 dalmatians or one hundred one dalmatians. Before we could use the 246 tag for books we had to put in a note to say that the cover or spine title was xxx and then we listed that title in an accessible field (at that time the 740). Now we don’t use the note because the indicators generate a display on the OPAC to tell where the title came from.
Varying Forms of Title

246

Title page: A book of favorite recipes
Cover: Cookbook

245 02 A book of favorite recipes.
246 14 Cookbook

OPAC Display
Cover title: Cookbook

The 245 contains the title from the title page with 1st indicator 0 because there is no author in the 1XX fields and a 2nd indicator 2 because we need to ignore “A” and the space after it.

The 246 contains the cover title and indicator 1 says a note is needed, indicator 2 says the title came from the cover and the OPAC displays Cover title: Cookbook

There is no ending punctuation on the 246
Quick Exercise
245 & 246

• 21 years of interpretations
  245 _ _ $a_____________________
  246 _ _ $a_____________________

• The big book of DOLLS
  245 _ _ $a_____________________
  246 _ _ $a_____________________

Let’s do a quick exercise, you can write in your book.

We will assume there is an author in a 1XX field for both examples.
Quick Exercise
245 & 246

• 21 years of interpretations
  245 1 0 21 years of interpretations
  246 3 Twenty-one years of interpretations

• The big book of DOLLS
  245 1 4 The big book of dolls
  246 3 0 Dolls
250 Field

• Edition statement


250 _ _ Rev. ed.

We need to follow ALA rules for abbreviation. They are listed in appendix B of AACR2.
Our Book

020 __ 0440217229 : $c $5.99
245 1 4 The joys of cataloging / $c by Jane Blank.
250 __ 1st ed.

Add the edition statement from “The Joys of Cataloging” to your work sheet.
(Read through top of slide) If we look at the Olympic Games example, we will see that New York goes in the subfield "a", Scholastic goes in $b$ and 2003 goes in $c$.

*Might mention that there are indicators now for 260, but we don’t use those for books.*

There could be more than one $a$ and $b$ for multiple places of publication and publishers or distributors.

Notice the punctuation.
Add the imprint statement from “The Joys of Cataloging” to your work sheet.
300 Field

- Physical Description
  - Subfield a Number of pages
  - Subfield b Other physical details
  - Subfield c Dimensions in cm.
  - Subfield e Accompanying material

300 32 p. : $b$ ill. (some col.), col. map ; $c$ 21 cm. + $e$ 1 teacher’s manual.
300 1 v. (unpaged) : $b$ ill. : $c$ 28 cm.
300 xii, 576 p. : $c$ 24 cm.

(Go through slide and examples)

Sometimes you will have a book with lots of sections that are numbered separately, like an automobile repair manual, and it is good to use 1 v. (various pagings) for those.

You could count the number of pages and put it in square bracket instead of using 1 v. (unpaged) if you prefer.
Add the description for our little book to the work sheet.
Notice that there is no period at the end of 4XX fields.
### 490 Field

- **Series Statement (Not traced or traced differently)**
  - **1st indicator**: 0 Not traced
    - 1 Traced differently
  - **2nd indicator**: Blank

**Subfields**

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Title</td>
</tr>
<tr>
<td>v</td>
<td>Volume number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>490 0_</th>
<th>Laurel-leaf books</th>
</tr>
</thead>
<tbody>
<tr>
<td>490 1_</td>
<td>Zebra books ; $v 20</td>
</tr>
<tr>
<td>830 _0</td>
<td>Zebra book ; $v 20.</td>
</tr>
</tbody>
</table>

Traced means searchable in that form. If we say traced differently, we are saying it is searchable another way, not how it is written in the book. On the Zebra books example, the 490 lists the series statement as it is in the book but the 830 lists the series from the authority file.

If a 490 1st indicator 1 is used, an 8XX must be present with the authority form of the series title.

Also, notice that there is no ending punctuation on the 490 but the 830 needs a period.
Our Book

020 __ 0440217229 : $c $5.99
245 1 4 The joys of cataloging / $c by Jane Blank.
250 __ 1st ed.
300 __ iv, 10 p. : $b ill. ; $c 22 cm.

There is no series statement.
Some notes fields, like the 505 have indicators.

Do we need any notes for our book?
Our Book

020__  0440217229 : $c $5.99
245 14  The joys of cataloging / $c by Jane Blank.
250__  1st ed.
300__  iv, 10 p. : $b ill. ; $c 22 cm.
500__  “You, too, can discover the joys of cataloging! Join our distinguished author in this in-depth study of the world of cataloging”—P. [4] of cover.
504__  Includes bibliographical references (p. 9) and index.

The 500 is optional in this case. Notice it came from the back cover which catalogers call p. 4 of the cover. Since it isn’t numbered we put it in brackets.
Some 6XX Fields

600  Personal name subject heading
610  Corporate name subject heading
611  Conference name subject heading
650  Topical term subject heading
651  Geographic name subject heading
600 Field
Personal Name -- Subject

• Indicator 1
  0 Forename
  1 Surname
  3 Family name

• Indicator 2
  0 LC subject heading
  1 LC subject heading for children's literature
  2 Medical subject headings
  3 National Agricultural Library subject
  4 Source not specified
  5 Canadian subject heading
  6 Repertoire de vedettes-matiere
  7 Source specified in subfield 2
  8 Sears

Indicator 1 has the same value as 100 1st indicator.

Indicator 2 no need to read all of them, just the first few.
Subject - Personal Name
Additional subfields not in 100

Subfield t  Title of a work
Subfield v  Form subdivision
Subfield x  Topical subdivision
Subfield y  Chronological subdivision
Subfield z  Geographic subdivision
650 Field
Topical Term - Subject

1st indicator - Blank
2nd indicator - Same as 600

Subfield a  Topical term
Subfield v  Form subdivision
Subfield x  Topical subdivision
Subfield y  Chronological subdivision
Subfield z  Geographic subdivision

650 _0 Actresses $z United States $v Biography.
650 _0 Diabetes $x Research $z United States $x Planning.

These come from a subject thesaurus. We search the Library of Congress subject authority records to find subject headings.
651
Geographic Name - Subject

Subfield a Any place including countries, cities, states, archaeological sites, celestial bodies, natural features (bays, capes, deserts or mountains) and parks

Other subfields from 650 field
Indicators - Same as 650 field
651 Examples

651 _0 United States $x History $y Revolution, 1775-1783 $v Registers.

651 _0 Chicago (Ill.) $v Pictorial works.

651 _0 Rocky Mountain National Park (Colo.) $v Juvenile literature.
Some 7XX Fields

700 Personal name added entry
710 Corporate name added entry
711 Conference name added entry
740 Title added entry (Analytical or related)

Analytical means separating into component parts. When I say analytical here, I mean listing the titles of each separate work within the book. They could be short story titles.
700 Field

• Personal name added entry
• Includes editors, compilers, joint authors, illustrators, etc.

• Indicator 1 - Same as 100
• Indicator 2
  - Usually blank
  - 2 for analytical entries only
700 Example

245 14 The mother's day mice / $c by Eve Bunting ; illustrated by Jan Brett.

100 1 _ Bunting, Eve, $d 1928-
700 1 _ Brett, Jan, $d 1949- $e ill.

The authority records must be searched for authors and illustrators in order to get the correct form.
710 Example

245 14 The annual report of the American Library Association / $c prepared by the Budget Department.

110 2_ American Library Association.
710 2_ American Library Association. $b Budget Dept.
740 Field

- Title added entry used only for analytical titles or related titles
- Use the 246 field for varying forms of titles for the whole book

Indicator 1 0-9 for non-filing characters

Indicator 2 Blank if no information provided
2 for analytical entries
The 505 2nd indicator 2 means partial contents.

We can use the 740 1st indicator as a non-filing indicator but OCLC/LC don’t.

If these stories were all by different authors, we would do it differently (with 700 $t).
This is our complete MARC record with a few lines that you won’t have yet.