

# MARMOT LIBRARY NETWORK

## CATALOGING STANDARDS

### MISSION STATEMENT of CATALOGERS in MARMOT MEMBER LIBRARIES

To insure database integrity with consistently clean data and standardized formats, catalogers will adhere to Resource Description and Access (RDA) standards. They will follow Marmot guidelines to reduce the number of duplicate records, increase ease of use for patrons and staff, and provide better records for access on the World Wide Web.

### CATALOGING REQUIREMENTS

The minimum requirements for a bibliographic record are listed below. These fields must be included in the bibliographic records in **the correct marc tags** (RDA tags / AACR2 tags).

Field	Primary tag	Other tags	Notes
Author	100		
Title	245		With skip characters in the indicators *
ISBN/ISSN	020	024	For non-print materials, put UPC code in 024
Edition statement	250		If available
Place of publication	264 a (RDA)	260 a	For new records, prefer RDA tags over AACR2
Publisher	264 b (RDA)	260 b	Only one 264 field is necessary.
Date	264 c (RDA)	260 c	Example: Santa Barbara, CA :  bLibraries Unlimited,  c[2014]
Collation field	300		Physical description to include page numbers  a; illustrations  b; size  c
Personal name subject	600		Not required but suggested if available
General subject heading	650		At least one subject heading must be included
Additional names	700		Additional authors, contributors, editors, as appropriate
Fixed length data elements	008		The Date1 field must match the date in the 260/264

#### Bibliographic records fixed length fields – requirements

All fixed fields in the bib record must be filled in, including the cat date

The special use field should contain a dash

\* The skip character should match the second indicator of the 245 tag

0 for titles that don't start with a, an, the

2 for titles that start with a

3 for titles that start with an

4 for titles that start with the

Visit this site for more information about filing indicators.  
<http://www.library.yale.edu/cataloging/music/filing.htm>

## Exceptions

Brief, temporary bibs, such as those created for an Interlibrary loan transaction, for order records, for AV or other equipment, or for a course reserve do not need to be complete. Include as much information as you can in the correct marc tags, as listed above (not just the “t” title or the “a” author tagged field) even though temporary bibs don’t stay in the database. They SHOULD NOT include a cat date. The lack of a cat date will be used to determine which bib records will not be sent out for authority control.

## OCLC RECORDS

All fields within OCLC records should be kept intact, both RDA fields as well as older MARC fields, due to the transition period between RDA adaptation and the withdrawal of AACR2. Please do not delete the RDA marc tags from any bib records.

Within the Marmot consortium, **bib records are shared**. Editing bib records, while permitted, should be done within the cataloging standards guidelines and should be kept to a minimum.

## NOTICEABLE RDA FIELDS

Publishing information has moved from the 260 marc tag to the 264

The general material designator (GMD) is no longer included in the 245 title field. New tags with different information replace the GMD. 336 = content type ; 337 = media type ; 338 = carrier type

## ENHANCING BIBLIOGRAPHIC RECORDS

Any bibliographic record may be enhanced. Following RDA and AACR2 guidelines, add as needed:

Field	Marc tag	Other	Notes
Varying form other title	246		
Series statement	440	490	
Notes	5XX		
Local notes	590		See section below
Local subject heading	690		See section below
Series added entries	8XX		

Contact the Marmot office with any questions regarding use of marc fields.

**Remember**, there is no guarantee that one’s work will not be overlaid during record loading or one’s items moved to another record and the enhanced bib deleted during the de-duplication process.

## MARC TAG 590 LOCAL NOTES

The Library’s name must be spelled out

The 590 field is protected from being overlaid by an incoming record

Examples:

Pitkin County Library – Verena Mallory Collection

Wilkinson Public Library’s YA book club kit of 10 books checks out as one unit to book clubs

### MARC TAG 690 LOCAL SUBJECT HEADINGS

Adhere to RDA/AACR2 standards for subfield designations (subfield z for geographic names)

The Library’s name must be spelled out

The 690 field is protected from being overlaid by an incoming record

Example:

Routt County History Collection |zBud Werner Memorial Library

### CALL NUMBER FORMAT

Format and subfields are critical for inventory control and statistical reports that are based on call numbers. They should be formatted accordingly to better facilitate inventory and reporting.

- **Do not** include spaces between the subfield, the delimiter, and the data in the 092 tag. Spaces may be included within the call number, if needed.
- In the 099 tag, the entire call number is in the subfield “a” with spaces.
- **Do not** put a space at the beginning or the end of the call number in any of the call number fields of the item record. Spaces in these places will impact inventory functionality.

### CALL NUMBER FIELDS

Dewey classification = 092

Local or text = 099

Library of Congress = 090

SuDocs (Government documents) = 086

### CALL NUMBER EXAMPLES

Class	Marc tag	Subfield d	Subfield a	Subfield b	Examples
LofC	090	Pre-stamp	Class	Cutter	
		REF.	HC79.P6	E53	dREF. aHC79.P6 bE53 2013
			HC79.P6	E53	HC79.P6 bE53 2013
			BF637	.S4	BF637 b.S4
DDC	092	VID	398.2	KAT	dVID a398.2 bKAT
			398.165	POQ	398.165 bPOQ
		** Suffix  e	398.2	KAT	398.2 bKAT epart 1
Text	099		FIC GRI		VID FIC GRI
SuDocs	086				J 36.2:C 73/14

**NOTE:** Subfield “a” does not display at the beginning of the field because the system puts it there automatically. It is not necessary to put in the |a .

## VOLUME NUMBERS

When there is data in the volume field of any item attached to the bib record, a patron or staff member using the oPac to place a hold will be asked to select an individual copy. The hold is then assigned to the item rather than the bib record. Placing bib level holds (also known as title level holds) is the standard practice within Marmot, unless the patron is requesting a specific volume.

The volume field in an item record should only be used when the title has been divided into multiple parts. A set of encyclopedias is an example of a multi-volume set; another example is a television series on DVD where each disc is in its own case and would get a separate barcode and item record so it could circulate separately from the rest of the set. When adding items for a multi-volume set, the volume number should be placed in the volume field of the item records. Field tag = v.

If your library has the practice of adding the volume number as part of the call number for materials that are not part of a multi-volume set, use the suffix field, \*\* subfield e, at the end of the call number when it is in the 090 or 092 field. This will display the volume number as part of the call number in the oPac and it will not trigger the system to ask the patron which item should be placed on hold.

Since the text call numbers of the 099 tag are all in subfield "a" the correct place for the part or volume number is at the end of the call number. Ex: DVD NCIS Season 1 Disc 1

## Format for 949 lines to add item records when bib records are loaded

Marc tag is 949, first indicator is blank, second indicator must be 1 (that's a number one)

Subfields – **these letters should all be in lower case**. The \$ indicates the subfield. In Sierra, it's the | (pipe) symbol. **No spaces between subfields.**

i = barcode

l = location code

z = 090 or 092 or 099 – depends on the kind of call number (092 = Dewey, 099 = text/local, 090 = Library of Congress)

d = call number prefix (ie; REF.)

a = call number

b = cutter number

c = volume number

p = price

t = itype

h = agency number

g = copy number

q = icode1

s = status

r = icode2

j = price2 field

w = eContent

o = opac message

Sample line

949\_1 \$i31526001150512\$lepnf\$z092\$a333.91\$bREI\$t2\$h150\$s-

NOTE: no spaces in the 949 line

Exceptions: 099 call numbers should be only in subfield a. No need to split.

### SOME ONLINE CATALOGING RESOURCES

- MARC Standards  
<http://www.loc.gov/marc>
- Library of Congress cataloging homepage  
<http://www.loc.gov/catdir/>
- Cataloguer's Toolbox  
<http://staff.library.mun.ca/staff/toolbox/>
- Library of Congress authorities  
<http://authorities.loc.gov>
- LoC directory of cataloging web sites  
<http://www.loc.gov/rr/program/bib/libsci/guides.html#cataloging>
- RDA toolkit (Resource Description & Access) <http://www.rdatoolkit.org/>

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