Basic Cataloging Refresher

Wednesday, February 1st, 2023

Cataloging Month

Lauren Kelley

Vermont Department of Libraries

Overview

MARC Records

Basic Fields

Copy Cataloging

MARC Record

- What is a MARC Record?
    MAchine **R**eadable **C**ataloging Record

- Framework for organizing bibliographic information
    ➢ Numerical

- Rules for computers (**MA**chines)

- Integrated Library System (ILS) – Modern Catalog Database
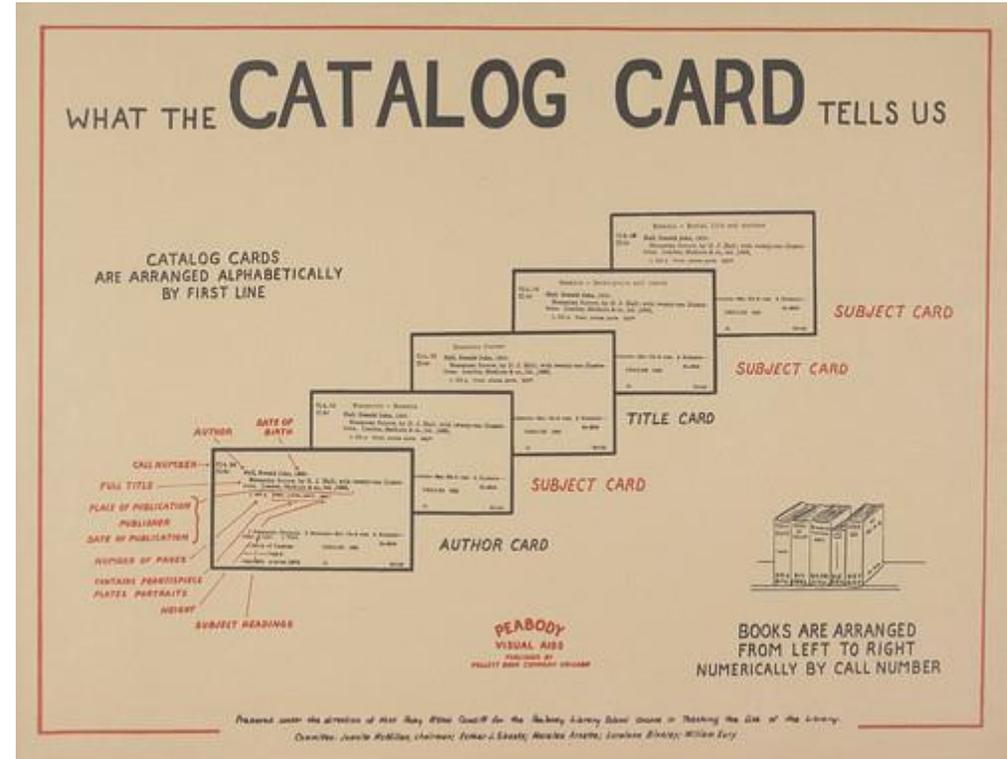
"The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form."

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

RDA & MARC

- Resource Description and Access (RDA) came along in 2010 as a result of a more than decade long project by a group of people who wanted to improve AACR2. This group, called the Joint Steering Committee, saw at the time that AACR2 does not fit the modern computing environment very well, and does not take advantage of the internet & the ability to link data.

- "Back in 2010, Chris Oliver of the University of Ottawa, author of Introducing RDA: A Guide to the Basics (2010), explained that RDA demands precise data. Precise data equals machine readable data."

    https://cornerstone.lib.mnsu.edu/cgi/viewcontent.cgi?article=1000&context=olac-publications

- RDA (and before that AACR2) are rules about *how* to express a book (what **elements** of the material)

- MARC is the framework for cataloging that data (the **fields** for the elements)

What kind of "bibliographic and related information" do we want to represent and communicate? (For the RDA tells me so)

Author

Title

Publisher

Year

Page length

Height

Where are these elements found on the book?

Author – Title Page

Title – Title Page

Publisher – Publication(Verso) Page

Year – Publication (Verso) Page

Page length – Last Numerated Page

Height – Measure & Round Up – CM

Where do these go in a MARC Record?

Author – **100/110**

Title – **245**

Publisher - **264**

Year - **264**

Page length - **300**

Height - **300**

Field Formatting

Content Designators: [Numerical Tag] [Indicators] [Delimiter][Subfield]

- [Numerical Tag] : three-digit number for a field specifically for an element, some repeatable (noted R or NR in MARC21 handbook)

- [Indicators] : two spaces that follow the tag, two one-digit codes or "#" for null

- [Delimiter] : character **$, ≠, ‡, or _** to show a new element of information is coming

- [Subfield] : letters and numbers representing different information components (some may not be applicable), some repeatable (noted R or NR in MARC21 handbook)

Field Formatting Cont.

[Numerical Tag] [Indicators] & [Delimitator][Subfields]

- Indicators & Subfields: Change meaning depending on the numerical tag

- Indicators & Delimitators: Information for computer processing

- Subfields: Punctuation matters

- Expand abbreviations

- ~10% of tags are always used, ~90% are used occasionally or rarely

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

MARC FIELDS:

|			
020 ISBN	040 $d Institution code	100/110 Author	245 Title
264 Publishing/Copyright	300 Height, Page Number	336 Content Type	337 Media Type
338 Carrier Type	520 Summary	650 (X3) Subject Headings	700/710 Other Contributor

Subfield Codes

$a - International Standard Book Number (NR)

$c - Terms of availability (NR)

$q - Qualifying information (R)

$z - Canceled/invalid ISBN (R)

$6 - Linkage (NR)

$8 - Field link and sequence number (R)

ISBN - 020

- Repeatable
- Including both 10 digit and 13 digit ISBN - helps indexing
- Null indicators: ##
- $q(Paperback) / $q(Hardcover)

https://www.loc.gov/marc/bibliographic/bd020.html

020 ISBN
020 ISBN

. . a 9780062473356 q (hardback)
. . a 0062473352 q (hardback)

MICHAEL CRICHTON

DRAGON TEETH

Example
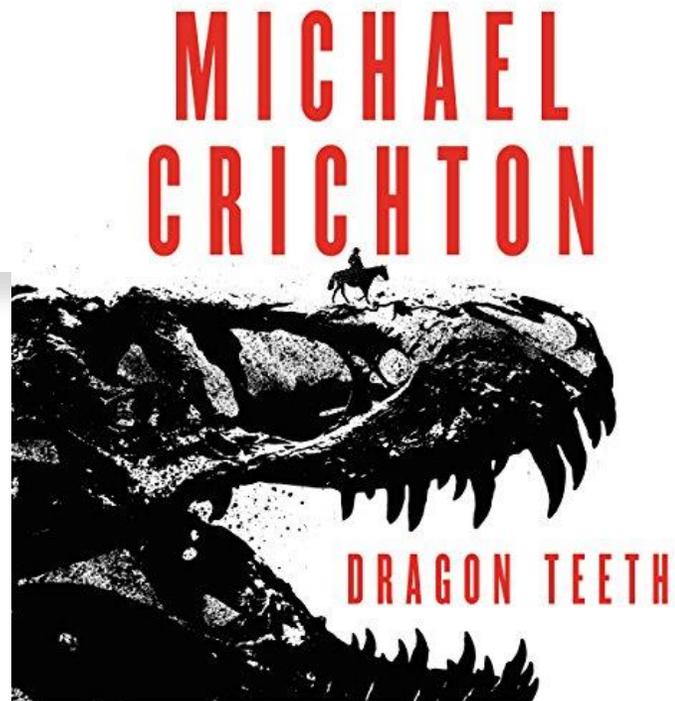
100 - Main Entry-Personal Name (NR)

MARC 21 Bibliographic - Full   **July 2022**

First Indicator
Type of personal name entry element
0 - Forename
1 - Surname
3 - Family name

Second Indicator
Undefined
- Undefined

Subfield Codes

$a - Personal name (NR)
$b - Numeration (NR)
$c - Titles and words associated with a name (R)
$d - Dates associated with a name (NR)
$e - Relator term (R)
$f - Date of a work (NR)
$g - Miscellaneous information (R)
$j - Attribution qualifier (R)
$k - Form subheading (R)
$l - Language of a work (NR)
$n - Number of part/section of a work (R)

$p - Name of part/section of a work (R)
$q - Fuller form of name (NR)
$t - Title of a work (NR)
$u - Affiliation (NR)
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source of heading or term (NR)
$4 - Relationship (R)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

110 - Main Entry-Corporate Name (NR)

MARC 21 Bibliographic - Full   **July 2022**

First Indicator
Type of corporate name entry element
0 - Inverted name
1 - Jurisdiction name
2 - Name in direct order

Second Indicator
Undefined
- Undefined

Subfield Codes

$a - Corporate name or jurisdiction name as entry element (NR)
$b - Subordinate unit (R)
$c - Location of meeting (R)
$d - Date of meeting or treaty signing (R)
$e - Relator term (R)
$f - Date of a work (NR)
$g - Miscellaneous information (R)
$k - Form subheading (R)
$l - Language of a work (NR)
$n - Number of part/section/meeting (R)

$p - Name of part/section of a work (R)
$t - Title of a work (NR)
$u - Affiliation (NR)
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source of heading or term (NR)
$4 - Relationship (R)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

Author – 100/110

- Library of Congress Name Authority

  https://www.loc.gov/marc/bibliographic/bd100.html

  https://www.loc.gov/marc/bibliographic/bd110.html

700 - Added Entry-Personal Name (R)

MARC 21 Bibliographic - Full   July 2022

First Indicator
Type of personal name entry element
0 - Forename
1 - Surname
3 - Family name

Second Indicator
Type of added entry
- No information provided
2 - Analytical entry

Subfield Codes

$a - Personal name (NR)
$b - Numeration (NR)
$c - Titles and other words associated with a name (R)
$d - Dates associated with a name (NR)
$e - Relator term (R)
$f - Date of a work (NR)
$g - Miscellaneous information (R)
$h - Medium (NR)
$i - Relationship information (R)
$j - Attribution qualifier (R)
$k - Form subheading (R)
$l - Language of a work (NR)
$m - Medium of performance for music (R)
$n - Number of part/section of a work (R)
$o - Arranged statement for music (NR)
$p - Name of part/section of a work (R)

$q - Fuller form of name (NR)
$r - Key for music (NR)
$s - Version (R)
$t - Title of a work (NR)
$u - Affiliation (NR)
$x - International Standard Serial Number (NR)
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source of heading or term (NR)
$3 - Materials specified (NR)
$4 - Relationship (R)
$5 - Institution to which field applies (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

710 - Added Entry-Corporate Name (R)

MARC 21 Bibliographic - Full   July 2022

First Indicator
Type of corporate name entry element
0 - Inverted name
1 - Jurisdiction name
2 - Name in direct order

Second Indicator
Type of added entry
- No information provided
2 - Analytical entry

Subfield Codes

$a - Corporate name or jurisdiction name as entry element (NR)
$b - Subordinate unit (R)
$c - Location of meeting (R)
$d - Date of meeting or treaty signing (R)
$e - Relator term (R)
$f - Date of a work (NR)
$g - Miscellaneous information (R)
$h - Medium (NR)
$i - Relationship information (R)
$k - Form subheading (R)
$l - Language of a work (NR)
$m - Medium of performance for music (R)
$n - Number of part/section/meeting (R)
$o - Arranged statement for music (NR)
$p - Name of part/section of a work (R)

$r - Key for music (NR)
$s - Version (R)
$t - Title of a work (NR)
$u - Affiliation (NR)
$x - International Standard Serial Number (NR)
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source of heading or term (NR)
$3 - Materials specified (NR)
$4 - Relationship (R)
$5 - Institution to which field applies (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

Author – 700/710

- Illustrators
- Co-authors
- Author of forward/introduction

https://www.loc.gov/marc/bibliographic/bd710.html

https://www.loc.gov/marc/bibliographic/bd700.html

Example

082 Dewey Call Nbr. 04 **a** 813.54 **z** 23
100 Author/Creator 1. **a** Crichton, Michael, **d** 1942-2008, **e** author.

LC control no.: n 50018616
LCCN Permalink: https://lccn.loc.gov/n50018616
Descriptive conventions: rda
LC classification: PS3553.R48
Personal name heading: Crichton, Michael, 1942-2008
Variant(s): Crichton, John Michael, 1942-2008
Kraĭton, Maĭkl, 1942-2008
K'ŭrait'ŭn, Maik'ŭl, 1942-2008

マイクル.クライトン, 1942-2008
Lange, John, 1942-2008
See also: Douglas, Michael
Hudson, Jeffrey, 1942-2008

https://authorities.loc.gov/webvoy.htm

MICHAEL CRICHTON

DRAGON TEETH
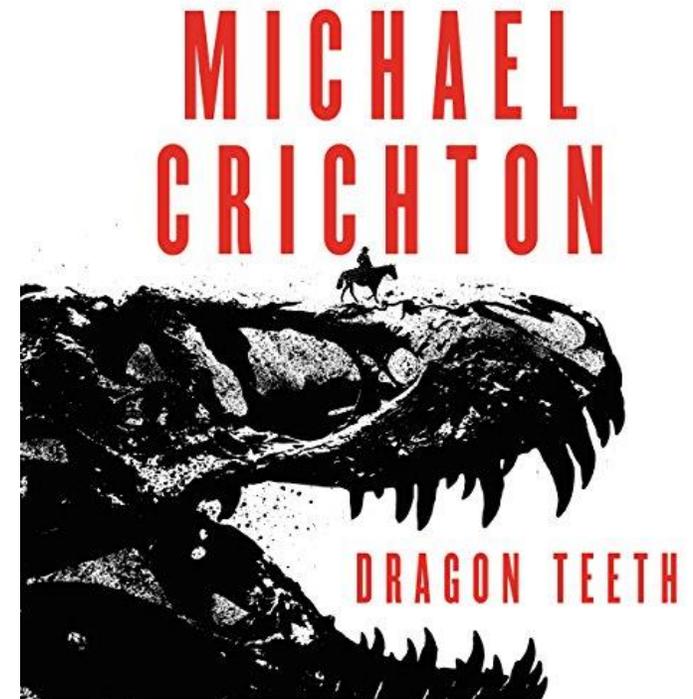
Title – 245

- Title Page
- Capitalization

245 - Title Statement (NR)

MARC 21 Bibliographic - Full   July 2022

First Indicator
Title added entry
0 - No added entry
1 - Added entry

Second Indicator
Nonfiling characters
0 - No nonfiling characters
1-9 - Number of nonfiling characters

Subfield Codes
$a - Title (NR)
$b - Remainder of title (NR)
$c - Statement of responsibility, etc. (NR)
$f - Inclusive dates (NR)
$g - Bulk dates (NR)
$h - Medium (NR)
$k - Form (R)

$n - Number of part/section of a work (R)
$p - Name of part/section of a work (R)
$s - Version (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

https://www.loc.gov/marc/bibliographic/bd245.html

Example

245 Title   10   a Dragon·teeth·:   b a·novel·/   c Michael·Crichton.
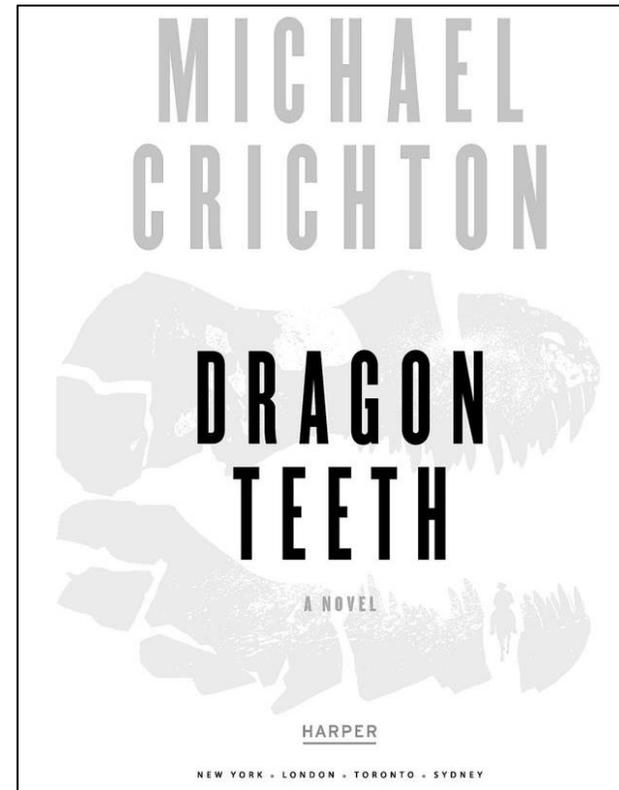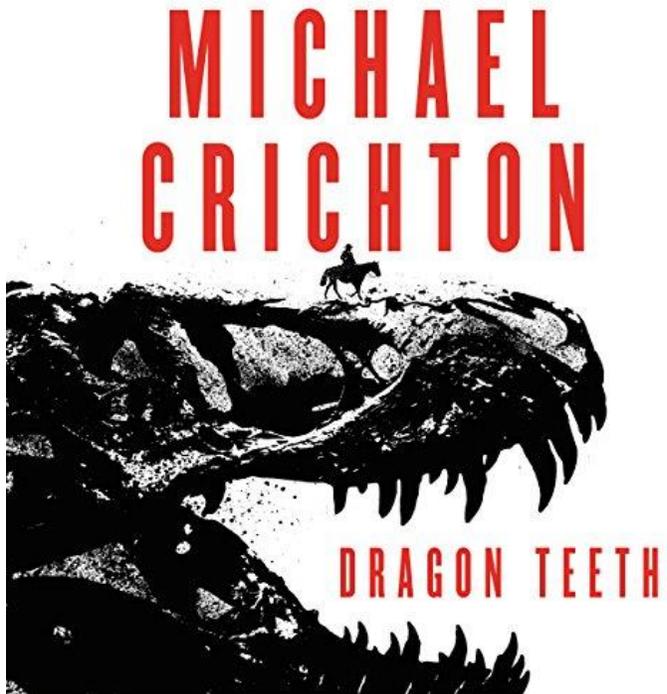
Publishing Information - 260 vs 264

- MARC Records with:
  - ➤ **260** (AACR2)
  - ➤ **264** (RDA)
  - ➤ **260** & **264** (Hybrid)

- Further Reading: https://www.loc.gov/catworkshop/RDA%20training%20materials/RDA-refresh/rdarefr-264.pdf

Publishing/ Copyright - 264

Punctuation

$a :

$b ,

264 - Production, Publication, Distribution, Manufacture, and Copyright Notice (R)

MARC 21 Bibliographic - Full   **July 2022**

First Indicator
Sequence of statements
- Not applicable/No information provided/Earliest
2 - Intervening
3 - Current/Latest

Second Indicator
Function of entity
0 - Production
1 - Publication
2 - Distribution
3 - Manufacture
4 - Copyright notice date

Subfield Codes

$a - Place of production, publication, distribution, manufacture (R)

$b - Name of producer, publisher, distributor, manufacturer (R)

$c - Date of production, publication, distribution, manufacture, or copyright notice (R)

$3 - Materials specified (NR)

$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

FIELD DEFINITION AND SCOPE

Statement relating to the publication, printing, distribution, issue, release, or production of a work.

Information in field 264 is similar to information in field 260 (Publication, Distribution, etc. (Imprint)).

Example

264 Publ. Notice .1 **a** New York, NY : **b** Harper, an imprint of HarperCollins Publishers, **c** [2017]

264 #1$aBoston : $b[publisher not identified], $c2010.

264 #4$c©2002

264 #4$c℗1983

264 #4$ccopyright 2005

MICHAEL CRICHTON

DRAGON TEETH
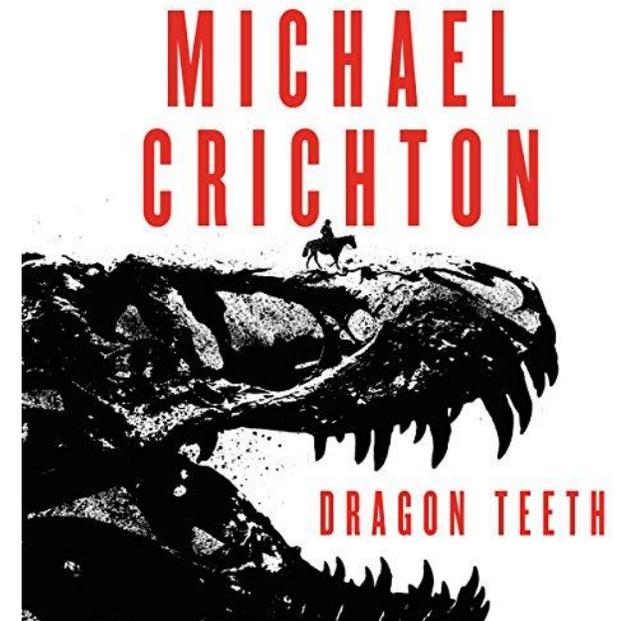
Physical Description - **300**

- $a Pagination
  - roman numeral (if applicable), last page number
  - ; if no $b or : if $b is present

- $b Illustrations, etc
  - :

- $c Height
  - Round-up Centimeters

https://www.loc.gov/marc/bibliographic/bd300.html

300 - Physical Description (R)

MARC 21 Bibliographic - Full   **July 2022**

First Indicator
Undefined
- Undefined

Second Indicator
Undefined
- Undefined

Subfield Codes

$a - Extent (R)
$b - Other physical details (NR)
$c - Dimensions (R)
$e - Accompanying material (NR)
$f - Type of unit (R)

$g - Size of unit (R)
$3 - Materials specified (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

Example

300 Description .. a 295·pages; c 24·cm

300 ##$avolumes :$billustrations (some color) ;$c25 cm
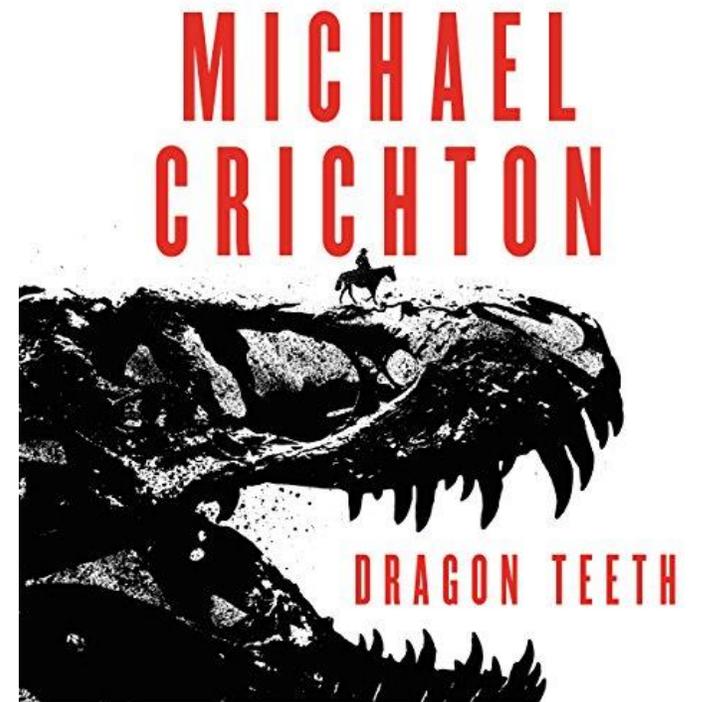
Physical Description – 336, 337, 338

- **336 – Content Type**

- **337 - Media Type**

- **338 – Carrier Type**

- Indicators are ## (null)

Subfield Codes

$a - type term (R)
$b - type code (R)
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source (NR)

$3 - Materials specified (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

https://www.loc.gov/marc/bibliographic/bd336.html

https://www.loc.gov/marc/bibliographic/bd337.html

https://www.loc.gov/marc/bibliographic/bd338.html

Content Type - 336

LoC: "form of communication through which a work is expressed"

Most frequently used:

text	two-dimensional moving image	spoken word

https://www.loc.gov/standards/valuelist/rdacontent.html

Media Type - 337

LoC: "general type of intermediation device required to view, play, run, etc., the content of a resource."

Most frequently used:

| unmediated | video | audio |

Carrier Type - 338

LoC: "format of the storage medium and housing of a carrier in combination with the media type."

Most frequently used:

| volume	videodisc	audio disc

https://www.loc.gov/standards/valuelist/rdacarrier.html

Example – Physical book

336	Content Type	. .	a text	b txt	2 rdacontent
337	Media Type	. .	a unmediated	b n	2 rdamedia
338	Carrier Type	. .	a volume	b nc	2 rdacarrier

MICHAEL CRICHTON

DRAGON TEETH
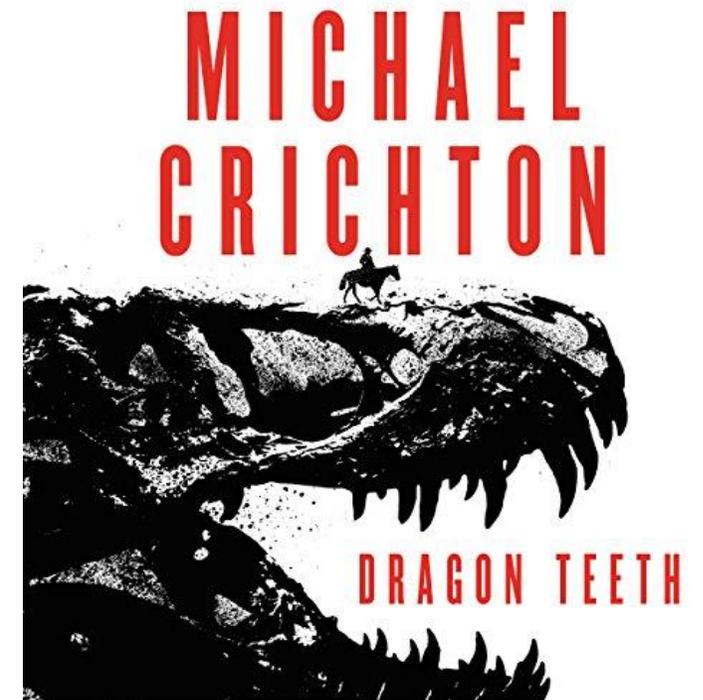
Summary - 520

"The level of detail appropriate in a summary may vary depending on the audience for a particular product."

520 - Summary, Etc. (R)

MARC 21 Bibliographic - Full

First Indicator
Display constant controller
- Summary
0 - Subject
1 - Review
2 - Scope and content
3 - Abstract
4 - Content advice
8 - No display constant generated

Second Indicator
Undefined
- Undefined

Subfield Codes
$a - Summary, etc. (NR)
$b - Expansion of summary note (NR)
$c - Assigning source (NR)
$u - Uniform Resource Identifier (R)
$2 - Source (NR)

$3 - Materials specified (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

Example

d includes bibliographical references (pages 299-299).

a In this recently discovered Crichton novel, the year is 1876. Among the warring Indian tribes and lawless gold-rush towns of America's western territories, two paleontologists pillage the Wild West. They're hunting for dinosaur fossils, while surveilling, deceiving, and sabotaging each other in a rivalry that will come to be known as the Bone Wars. Into this treacherous territory plunges the arrogant and entitled Yale student William Johnson. Determined to survive a summer in the West to win a bet, William has joined world-renowned paleontologist Othniel Charles Marsh on his latest expedition. But Marsh becomes convinced that William is spying for his nemesis, Edward Drinker Cope, so he abandons him in Cheyenne, Wyoming, a locus of crime and vice.

MICHAEL CRICHTON
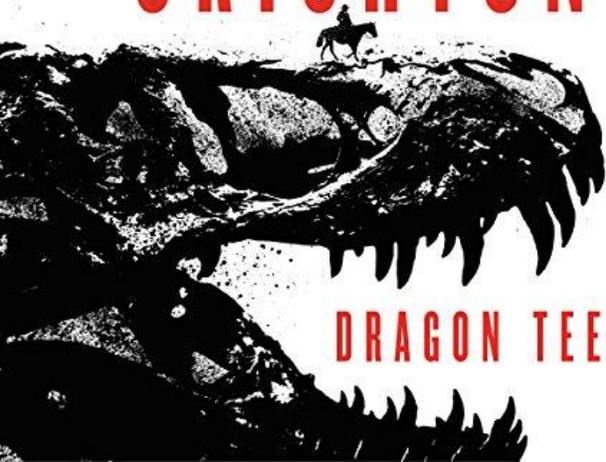
DRAGON TEETH

Subject Access Fields – **650**

"6XX fields contain subject access entries and terms. Most of these fields contain subject added entries or access terms based on the lists and authority files identified in the second indicator"

Ideally 3

https://www.loc.gov/marc/bibliographic/bd6xx.html

650 - Subject Added Entry-Topical Term (R)

MARC 21 Bibliographic - Full   July 2022

First Indicator
Level of subject
\# - No information provided
0 - No level specified
1 - Primary
2 - Secondary

Second Indicator
Thesaurus
0 - Library of Congress Subject Headings
1 - LC subject headings for children's literature
2 - Medical Subject Headings
3 - National Agricultural Library subject authority file
4 - Source not specified
5 - Canadian Subject Headings
6 - Répertoire de vedettes-matière
7 - Source specified in subfield $2

Subfield Codes

Main term portion
$a - Topical term or geographic name entry element (NR)
$b - Topical term following geographic name entry element (NR)
$c - Location of event (NR)
$d - Active dates (NR)
$e - Relator term (R)
$g - Miscellaneous information (R)
$4 - Relationship (R)

Control subfields
$0 - Authority record control number or standard number (R)
$1 - Real World Object URI (R)
$2 - Source of heading or term (NR)
$3 - Materials specified (NR)
$6 - Linkage (NR)
$7 - Data provenance (R)
$8 - Field link and sequence number (R)

Subject subdivision portion
$v - Form subdivision (R)
$x - General subdivision (R)
$y - Chronological subdivision (R)
$z - Geographic subdivision (R)

Example

650	Subj Topical	. 0	a	Paleontologists v Fiction.
650	Subj Topical	. 0	a	Archaeological expeditions v Fiction.
650	Subj Topical	. 0	a	Dinosaurs v Fiction.
650	Subj Topical	. 0	a	Fossils v Fiction.
650	Subj Topical	. 0	a	Frontier and pioneer life v Fiction.

MICHAEL
CRICHTON

DRAGON TEETH
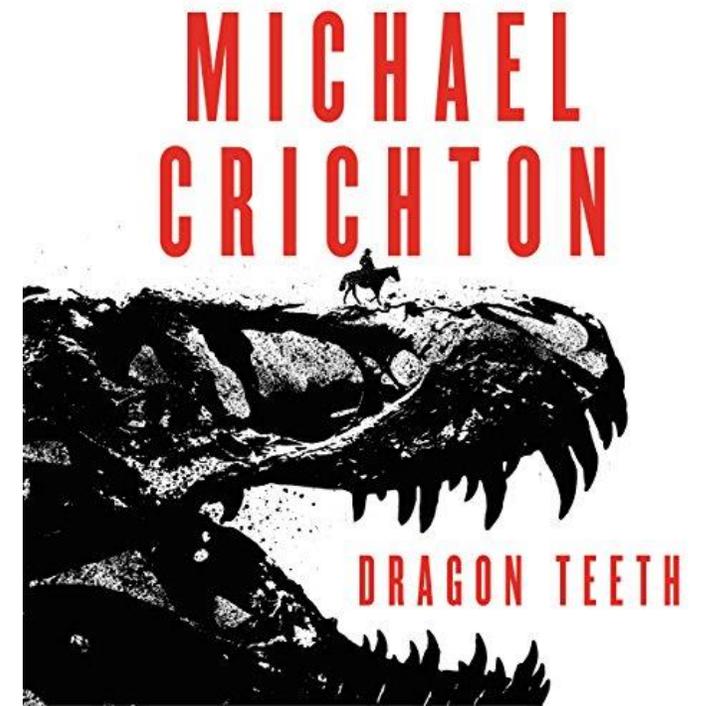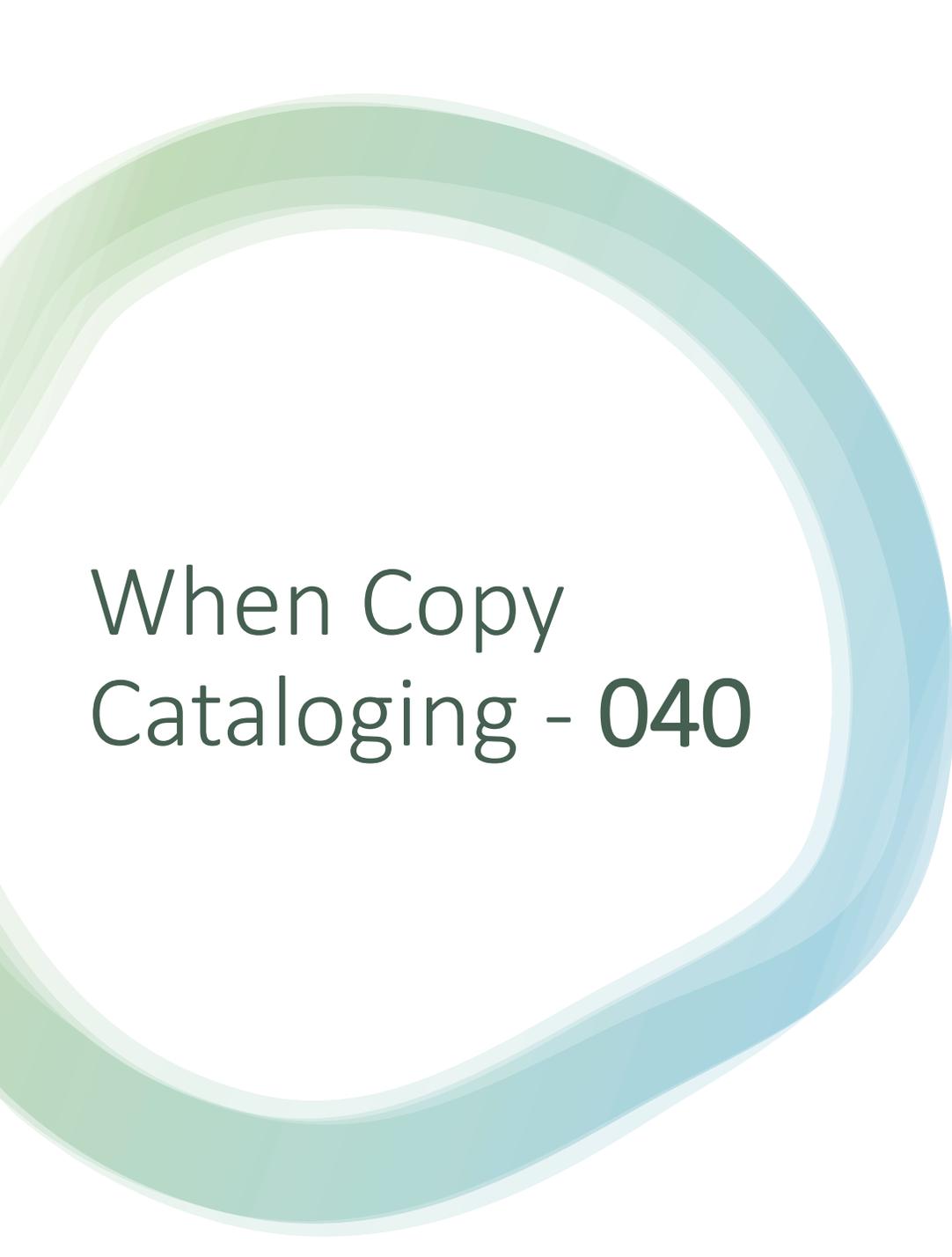
When Copy Cataloging - **040**

040 ## ≠aVSL ≠beng ≠cVSL ≠erda ≠d[institution code/ consortium code]

*If you edit the record!:

Repeat ≠d and enter your institution code or your consortium code

https://www.oclc.org/en/contacts/libraries.html

LDR	Leader		·····cam·············
UDB		c	0
001	Control Nbr.		129
003	Control Nbr. ID		OCoLC
005	Latest Trans.		20170811112411.0
008	Fixed Field		170222s2017····nyub·····b····000·1·eng·d
020	ISBN	. .	a 9780062473356 q (hardback)
020	ISBN	. .	a 0062473352 q (hardback)
020	ISBN	. .	z 9780008173067
020	ISBN	. .	z 0008173060
035	Sys Control Nbr	. .	a (OCoLC)973413865
040	Cataloging Srce	. .	a FN4 b eng e rda c FN4 d YDX d AZZPT d OCLCF d TXHAM d LIV d TnLvILS
049		. .	a IG$A
050	LC Call Nbr.	. 4	a PS3553.R48 b D73·2017
082	Dewey Call Nbr.	0 4	a 813/.54 2 23
100	Author/Creator	1 .	a Crichton,·Michael, d 1942-2008, e author.
245	Title	1 0	a Dragon·teeth· : b a·novel·/ c Michael·Crichton.
250	Edition	. .	a First·edition.
264	Publ. Notice	. 1	a New·York,·NY· : b Harper,·an·imprint·of·HarperCollinsPublishers, c [2017]
300	Description	. .	a 295·pages· ; c 24·cm
336	Content Type	. .	a text b txt 2 rdacontent
337	Media Type	. .	a unmediated b n 2 rdamedia
338	Carrier Type	. .	a volume b nc 2 rdacarrier
500	General Note	. .	a Color·map·on·lining·papers.
504	Bibliography	. .	a Includes·bibliographical·references·(pages·293-295).
520	Summary	. .	a In·this·recently·discovered·Crichton·novel,·the·year·is·1876.·Among·the·warring·Indian·tribes·and·lawless·gold-rush·towns·of·America's·western·territories,·two·paleontologists·pillage·the·Wild·West.·They're·hunting·for·dinosaur·fossils,·while·surveilling,·deceiving,·and·sabotaging·each·other·in·a·rivalry·that·will·come·to·be·known·as·the·Bone·Wars.·Into·this·treacherous·territory·plunges·the·arrogant·and·entitled·Yale·student·William·Johnson.··Determined·to·survive·a·summer·in·the·West·to·win·a·bet,·William·has·joined·world-renowned·paleontologist·Othniel·Charles·Marsh·on·his·latest·expedition.·But·Marsh·becomes·convinced·that·William·is·spying·for·his·nemesis,·Edward·Drinker·Cope,·so·he·abandons·him·in·Cheyenne,·Wyoming,·a·locus·of·crime·and·vice.
600	Subj Pers Name	1 0	a Marsh,·Othniel·Charles, d 1831-1899 v Fiction.
600	Subj Pers Name	1 0	a Cope,·E.·D. q (Edward·Drinker), d 1840-1897 v Fiction.
650	Subj Topical	. 0	a Paleontologists v Fiction.
650	Subj Topical	. 0	a Archaeological·expeditions v Fiction.
650	Subj Topical	. 0	a Dinosaurs v Fiction.
650	Subj Topical	. 0	a Fossils v Fiction.
650	Subj Topical	. 0	a Frontier·and·pioneer·life v Fiction.
651	Subj Geog.	. 0	a Cheyenne·(Wyo.) x Social·life·and·customs y 19th·century v Fiction.
655	Genre/Form	. 7	a Biographical·fiction. 2 lcgft
655	Genre/Form	. 7	a Historical·fiction. 2 lcgft
655	Genre/Form	. 7	a Western·fiction. 2 lcgft
655	Genre/Form	. 7	a Action·and·adventure·fiction. 2 lcgft

MICHAEL CRICHTON

DRAGON TEETH
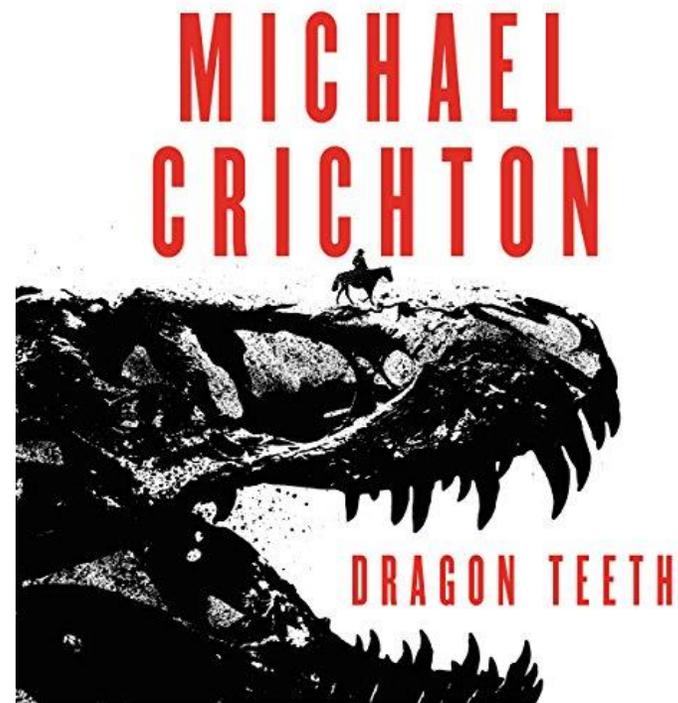
Copy Cataloging

- ➢ Decipher best option:

  What fields are present?

  Is this the correct edition?

  ~ Publication date

  ~ Pagination

  Are there fixable errors?

- ✓ Flowchart

- ➢ Know your ILS

  ~ Upload

Copy Cataloging Cont.

Item in Hand, Check Catalog → **Use Z39.50 (ILS) Search**

Check LoC Catalog:
https://catalog.loc.gov/
→
Check Clover:
https://vtlib.agshareit.com/home?cid=vtlib&lid=vtlib

https://www.youtube.com/watch?v=K61BgNZ6b6s

Check CatExpress:
https://www.worldcat.org/
https://libraries.vermont.gov/services/tsu/cataloging/catexpress
→
Download & Upload into ILS
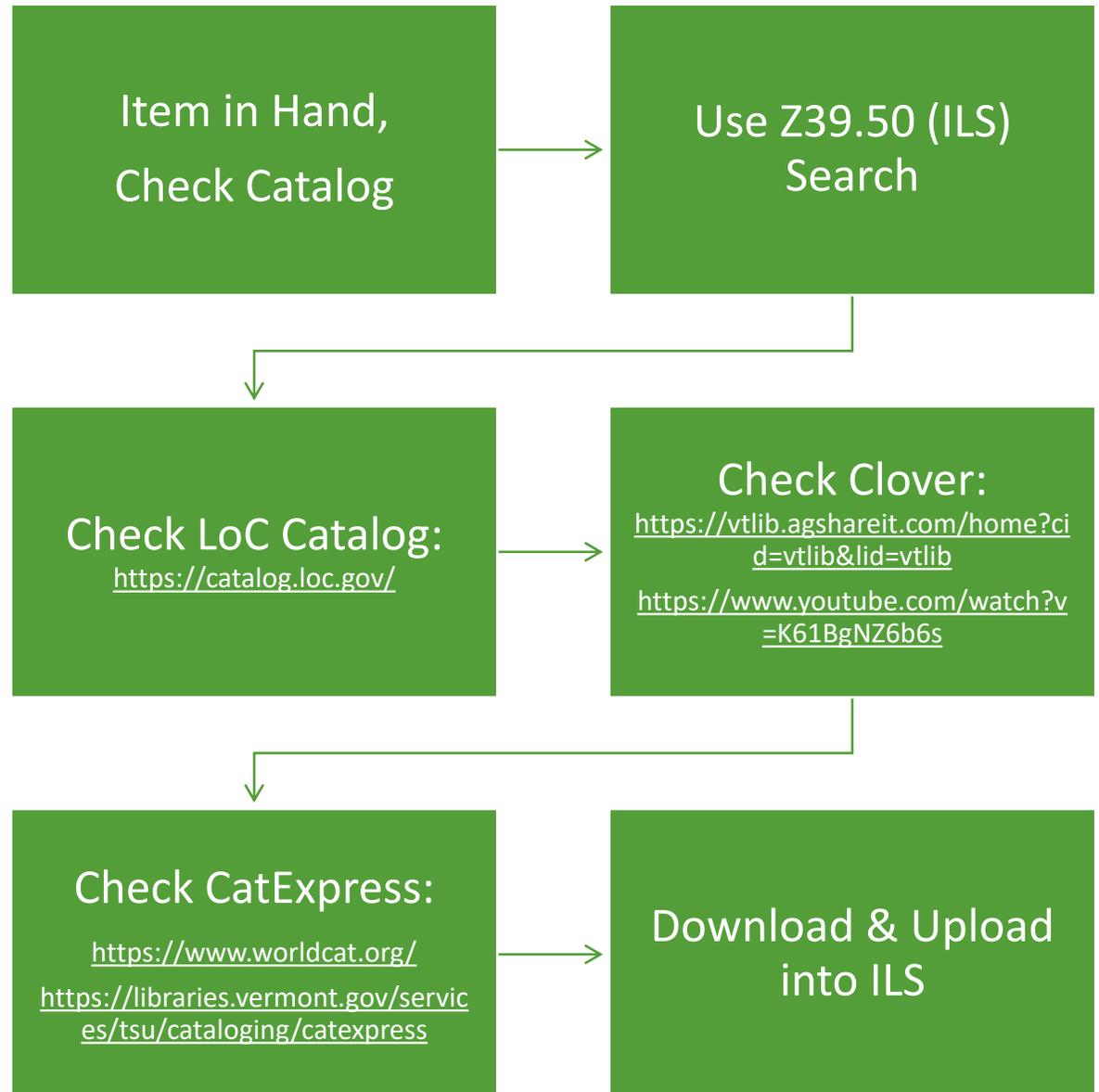
Upcoming!

Wednesday, Feb 8th from 10-11:30 am - Advanced Cataloging Session: Come learn about the fields of a MARC record that the intro class did not get into.

Wednesday, Feb 15th from 10-11:30 am – Subject Headings Session: Come learn about and discuss current events & best practices when it comes to Subject Headings in the library catalog.

Wednesday, Feb 22nd from 10-11:30 am - Cataloging Non-Tradition Materials Session: Library of Things are growing at many libraries but with that comes the question, 'how do I catalog this?' Bring examples from your library and we'll discuss best practices.

VT Cataloging Roundtable: Last Tuesday of every month, 10 – 11:30am

Meet with catalogers to share questions, concerns, and cataloging conundrums. We can discuss relevant local topics and cataloging-ship wide issues. We may use a different ILS, but we can still share what's happening in the VT cataloging community! Send any and all ideas you have for agenda items to Lauren.Kelley@Vermont.gov

THANK YOU!

REACH OUT:
LAUREN.KELLEY@VERMONT.GOV

SURVEY