



EVERGREEN
INDIANA™
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Evergreen Indiana Cataloging Roundtable: MARC—for Newbies

Shelley Lesandrini, Westfield Washington Township Public Library

What is MARC?

- A MARC record is a Machine-Readable Cataloging record.

The screenshot shows a web-based interface for managing library records. At the top, there's a navigation bar with options like 'File', 'Edit', 'Search', 'Circulation', 'Cataloging', 'Acquisitions', and 'Booking'. Below this, a breadcrumb trail indicates the current record: '1 Bib Record: BK0016000833'. The main content area is titled 'Record Summary (Add Volumes) (View MARC)'. It displays key information about the record: Title: Finders keepers, Author: King, Stephen, Bib Call #: PS, Edition: Pub Date: 2015, TCN: BK0016000833, Database ID: 20387774, Record Owner: jcipl-gwalker, Last Edited By: pbplcc-cwhitton, Last Edited On: 2015-06-05 4:5 PM. Below this, there are navigation buttons for 'Record 3 of 4' (Start, Previous, Next, End) and a 'Search Results' button. An 'Options' section includes checkboxes for 'Stack subfields', 'Flat-Text Editor', and 'Fast Item Add', along with 'Validate', 'Save Record', and 'Help' buttons. A 'Call Number' and 'Item Barcode' input field is also present. The 'MARC Record' section is divided into 'Fixed Fields -- Record type: REC' and 'Bibliographic source'. The fixed fields table lists various MARC fields and their values, such as 'LDR' (00546i1m a2200181Ki 4500), '001' (20387774), '003' (EG-IN), '005' (20150605200529.0), '007' (sd fungnmmmed), '008' (150403s2015 nyunnnne f n eng), '020' (+a 9781442384347), '050' (+a PS), '082 0 4' (+a 813/.54 +2 23), '100 1' (+a King, Stephen, +d 1947-), '245 1 0' (+a Finders keepers / +c Stephen King.), '264 1' (+a New York : +b Simon & Schuster, +c 2015), '264 4' (+c @2015), '300' (+a 12 audio discs (13 hrs., 30 min.) : +b digital ; +c 12 cm.), '336' (+a spoken word +b spw +2 rdacontent), '337' (+a audio +b s +2 rdamedia), '338' (+a audio disc +b sd +2 rdacarrier), '511 0' (+a Narrated by Will Patton.), '500' (+a Unabridged.), '500' (+a Compact discs.), '520' (+a Iconic author John Rothstein created a famous character, Jimmy Gold, but he hasn't published a book for decades. Morris Bellamy is livid, not just because Rothstein has stopped providing books, but because the nonconformist Jimmy Gold has sold out for a career in advertising. Morris kills Rothstein and empties his safe of cash, yes, but the real treasure is a trove of notebooks containing at least one more Gold novel. Morris hides the money and the notebooks, and then he is locked away.), '650 0' (+a Authors +x Crimes against +v Fiction.), '650 0' (+a Fans (Persons) +v Fiction.), '650 0' (+a Psychopaths +v Fiction.), '650 0' (+a Recluses +v Fiction.), and '655 7' (+a Suspense fiction +2 leaf).

WHAT THE CATALOG CARD TELLS US

CATALOG CARDS
ARE ARRANGED ALPHABETICALLY
BY FIRST LINE

AUTHOR
DATE OF BIRTH
CALL NUMBER
FULL TITLE
PLACE OF PUBLICATION
PUBLISHER
DATE OF PUBLICATION
NUMBER OF PAGES
CONTAINS PERMITS/PIECE
PLATES PORTRAITS
HEIGHT
SUBJECT HEADINGS

QA 94
E147
Hall, Donald John, 1901.
Sensational Furore, by D. J. Hall, with twenty-one illustrations. London, Methuen & Co., Ltd. (1924).
1. 221 p. (incl. plates) paper. 22cm.
1. Methuen—London. 2. Methuen—No. 10 & Co., London.
Litho. in color. 1924. 24-000
J. 21.22

AUTHOR CARD

SUBJECT CARD

Sensational Furore
QA 94
E147
Hall, Donald John, 1901.
Sensational Furore, by D. J. Hall, with twenty-one illustrations. London, Methuen & Co., Ltd. (1924).
1. 221 p. (incl. plates) paper. 22cm.
1. Methuen—London. 2. Methuen—No. 10 & Co., London.
Litho. in color. 1924. 24-000
J. 21.22

TITLE CARD

Sensational - Descriptions and details.
QA 94
E147
Hall, Donald John, 1901.
Sensational Furore, by D. J. Hall, with twenty-one illustrations. London, Methuen & Co., Ltd. (1924).
1. 221 p. (incl. plates) paper. 22cm.
1. Methuen—London. 2. Methuen—No. 10 & Co., London.
Litho. in color. 1924. 24-000
J. 21.22

SUBJECT CARD

Sensational - Social life and manners.
QA 94
E147
Hall, Donald John, 1901.
Sensational Furore, by D. J. Hall, with twenty-one illustrations. London, Methuen & Co., Ltd. (1924).
1. 221 p. (incl. plates) paper. 22cm.
1. Methuen—London. 2. Methuen—No. 10 & Co., London.
Litho. in color. 1924. 24-000
J. 21.22

SUBJECT CARD



BOOKS ARE ARRANGED
FROM LEFT TO RIGHT
NUMERICALLY BY CALL NUMBER

**PEABODY
VISUAL AIDS**
PUBLISHED BY
FOLLETT BOOK COMPANY CHICAGO

Prepared under the direction of Miss Ruby Ethel Goodell for the Peabody Library School Course in Teaching the Use of the Library.

Committee: Juanita McMillan, chairman; Esther J. Sheets; Marjorie Arnette; Lorelene Binkley; William Eury

Cat in a nutshell



- “Cataloging Record” means a bibliographic record, or the information found on the traditional catalog card.
- This information includes the following (not necessarily in the correct order on the record):
 - A. A description of the item.
 - B. Main entry and added entries.
 - C. Subject headings.
 - D. The classification or call number.

Basic MARC Terms: Fields, Tags and Indicators

Field: This is the term used to describe the various sections of cataloging information. Following cataloging rules, each area of information from the complete cataloging record is given a *field* in MARC. These fields make up the MARC record.

1XX fields (main entries)

4XX fields (series statements)

6XX fields (subject headings)

7XX fields (added entries other than subject or series)

8XX fields (series added entries)

Tag: This is the three-digit number assigned to each field in the MARC record. There are many tags that can be used, and often the tag indicates specific information about the field. For example, a topical subject heading has a different tag (650) than a geographic subject heading (651). The tag for the Title Statement field in our example is 245.

245 14\$aThe school library media manager /\$cBlanche Woolls.

Indicators: There are two spaces that follow each field in a MARC record. These are one-digit codes (numbers 0-9) that are listed right after the tag number. The first *indicator* is used to give the computer processing instructions. In the 245 field, a '0' indicates that no title added entry is needed, but a '1' indicates that there should be a title added entry. (why?)

The second *indicator* gives information about the contents of the field. In the 245 field, this number is used to indicate how many non-filing characters are at the beginning of the title (initial articles such as A, An, or The, that are ignored in alphabetical filing). Each field has its own indicators, and the same numbers will indicate different things, depending on what the requirements of each specific field are.

From the MARC example, here is the 245 field shown again. In this field, there are two indicators after the field tag.

100 1_ \$aWoolls, Blanche.

245 14 \$aThe school library media manager / \$cBlanche Woolls.

The first indicator, '1', shows that a title added entry is needed for this record. (why?) The second indicator, '4', shows the number of nonfiling characters present in this title entry. This means that there are 4 spaces at the beginning of the title that should be skipped when the computer alphabetizes, or files, this record in a list. This tells the computer to ignore the word 'The' and the space following 'the' at the beginning of the title when listing it alphabetically.

Subfields: Most of the fields in a MARC record contain several pieces of information. Each of these pieces is important, and often in a library catalog these pieces of information need to be searchable. Each of these pieces is called a *Subfield* and there are various ways to set these apart and to let the computer know where specific pieces of information can be found. Some of the possible *subfields* in the 245 field mentioned are title, subtitle, statement of responsibility.

245 14\$aThe school library media manager /\$cBlanche Woolls.

In this example of the 245 field, there are two subfields: the title *The school library media manager*, and the author "Blanche Woolls". The subfield code 'a' indicates the title, and the subfield code 'c' indicates the statement of responsibility

Subfield Codes: This is an alphabetical indicator that specifies the type of information in each Subfield shown in a MARC record. Depending on the style of the MARC display, the *Subfield Code* will be listed immediately after each delimiter or the *Subfield Codes* will be grouped together after the five digits of the tag and indicators. *Subfield Codes* are similar to Indicators, because the same letter may mean different things in different fields. It is very important in MARC records that the *Subfield Codes* are correctly specified. (how do I create delimiters & then where do I find these codes?)

- To create a delimiter in EI, press control & d at the same time, in the place you want your delimiter.
- <https://www.oclc.org/bibformats/en.html>

Subfields (R=Repeatable NR=Nonrepeatable)	Input Standards
\$a Title (NR)	Non-archival material: Mandatory/Mandatory Archival material: Required if applicable/Required if applicable
\$b Remainder of title (NR)	Required if applicable/Required if applicable
\$c Statement of responsibility, etc. (NR)	Required if applicable/Required if applicable
\$f Inclusive dates (NR)	Required if applicable/Required if applicable
\$g Bulk dates (NR)	Required if applicable/Required if applicable
\$h Medium (NR)	Required if applicable/Required if applicable
\$k Form (R)	Required if applicable/Required if applicable
\$n Number of part/section of a work (R)	Required if applicable/Required if applicable
\$p Name of part/section of a work (R)	Required if applicable/Required if applicable
\$s Version (NR)	Required if applicable/Required if applicable

Questions?

Description of the item

- 260 or 264 (publication)
- 3xx (physical description)
- 5xx (other notes)



These tags describe the item in hand, so the next cataloger can determine if their item is the same or different.

260 /264

(publisher's information)

260 is AACR2 rules and 264 is RDA. But they tell us the same things, just using slightly different structures.

260 __ \$aNew York : \$bDutton, \$c2015. (AACR2)

260 __ \$a[S.I.] : \$b[s.n.] : \$c2015. (AACR2)

264 _1 \$a[New York] : \$bDutton, \$c[2015] (RDA)

264 _1 \$a[Place of publication not identified] : \$b[Publisher not identified], \$c[2015] (RDA)

* Notice the punctuation! Similar yet different... (why?)

300 fields + Fixed fields

- *Subfields used most often:*

\$a -- Extent (number of pages)

\$b -- Other physical details (usually illustration information)

\$c -- Dimensions (cm.)

\$e -- Accompanying material (for example, "teacher's guide" or "manual")

300__\$a300 p. : \$bcol. Ill. ;\$c24 cm. (AACR2)

300__\$a300 pages : \$bcolor illustrations ;\$c24 cm (RDA)



Whoa, wait a minute...

how do I know if it's AACR2 or RDA?

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srce	d	Audn	c	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont		GPub		LitF	1	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Date1	2010	Date2	

a = AACR2

i = RDA

<https://www.oclc.org/bibformats/en/fixedfield.html>

While we're talking about the FF

MARC—Fixed Fields

- I. The 008 field is referred to as Fixed-Length Data Elements, or Fixed Field Codes.
- II. Its 40 characters contain important information, but in an abbreviated form.

If you don't have an 008, you can't edit the FF.
Where can I get one if there isn't one in the bib record?



MARC—Fixed Fields

- In the Evergreen software, the fixed field information is used with the search filters in the main Search Input Screen.
- In fact, Evergreen is one of the few systems which actually utilizes the fixed fields in this manner.

100 1_\$aWoolls, Blanche.

245 14\$aThe school library media manager /\$cBlanche Woolls.

264 _ 1\$a[New York] :\$bDutton,\$c[2015]

300 __\$a300 pages : \$bcolor illustrations ;\$c24 cm

1 Z39.50 2 K_Book_RDA +

Options
 Stack subfields Flat-Text Editor Fast Item Add
Call Number Item Barcode

MARC Record
Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn	Ctrl	Lang	eng
BLvl	m	Form		Conf	0	Biog	MRec	Ctry	
		Cont		GPub		LitF	Indx		
Desc	i	Ills		Fest	0	DtSt	s	Date1	Date2

```
LDR | | | 00534cam a2200253Ki 4500
008 | | | 070101s | | | | | 00 | | eng d
040 | | | $b eng $e rda
010 | | | $a
020 | | | $a
082 0 4 | $a
100 1 | | | $a
245 | | | $a $b $c
264 | 1 | $a $b $c
300 | | | $a pages $b $c
336 | | | $a text +2 rdacontent
337 | | | $a unmediated +2 rdamedia
338 | | | $a volume +2 rdacarrier
500 | | | $a
504 | | | $a
520 | | | $a
599 | | | $a Place to put information about the Record (ON-ORDER, TEMPORARY RECORD)
650 | | | $a
650 | | | $a
700 1 | | | $a
```

Let's go create this record in EI

490/8xx (Series)

490 Series statement

Indicator 1: Specifies whether series is traced

0 -- Series not traced ([how do I know this?](#))

1 -- Series traced (8XX is in record)

Indicator 2 undefined.

Subfields used most often: \$a -- Series statement \$v -- Volume number

800 Series added entry -- Personal name

830 Series added entry -- Uniform title (no author)

490 1_\$a[Lucky Santangelo series ;\$v9]

800 1_\$aCollins, Jackie.\$tLucky Santangelo series ;\$v09.

490 0_\$aLibrary and information science text series

5xx Introduction

- 500 General Note
- 501 "With" Note
- 502 Dissertation
- 504 Bibliography, Etc.
- 505 Formatted Contents
- 506 Restrictions on Access
- 507 Note for Graphic Material
- 508 Creation/Production Credits
- 510 Citation/References
- 511 Participant/Performer
- 513 Type of Report/Period Covered
- 514 Data Quality
- 515 Numbering Peculiarities
- 516 Type of Computer File/Data
- 518 Date/Time and Place of Event
- 520 Summary, Etc
- 521 Target Audience
- 522 Geographic Coverage
- 524 Preferred Citation
- 525 Supplement
- 526 Study Program Information
- 530 Additional Physical Form Available
- 533 Reproduction
- 534 Original Version

5xx Notes



Contents Fixed field 0xx 1xx 2xx 3xx 4xx 5xx 6xx 7xx 8xx 9xx

5xx Fields

5xx Introduction

5xx fields Use [field 500](#) for general notes. Use the other 5xx fields for specialized notes. Use a separate 5xx field for each note. Use specialized notes if additional data or a distinctive word or phrase introducing the note provides access to the record.

According to AACR2 rule 21.29F, notes may be required to justify added entries. If you are inputting I-level records, enter all applicable notes according to AACR2, chapters 1–12, rules x.7. If you are inputting K-level records, most notes are optional. If you are inputting core-level records, include those notes that support identification of the item.

Printing profile Your printing profile determines printing selection for 5xx fields. The print program selects printing notes according to three categories:

- Contents notes ([field 505](#))
- Local notes (59x fields)
- General notes (the other 5xx fields)

Your printing profile determines which categories of notes are to print on selected types of cards (e.g., shelflist cards). For example, one institution may have all notes printed on all cards. Another institution may have 59x notes print only on shelflist cards and general notes (the other 5xx fields) print on all cards.

Printing notes The following 5xx fields print as notes:

500	504	507	511	518	522	530	536	546	555	563	586
501	505	508	513	520	525	533	538	547	556	580	590
502	506	510	515	521	526	534	545	550	551	581	599

Note examples 500 Some volumes in revised editions.

Prints as:

Some volumes in revised editions.

501 With a separate map on same sheet: Queen Maud Range.

Prints as:

6XX

Subject Headings
(or subject added entries) *



- There are various thesauri, such as the Library of Congress Subject Headings, Children's Annotated List of Subject Headings, Sears List of Subject Headings, Medical Subject Headings (MeSH), and Bilindex (Spanish subject headings) which contain lists of valid headings used to describe the subject of the materials being cataloged.

*controlled vocabulary

6xx examples

600 Subject added entry -- Personal name *

600 10 \$a Shakespeare, William, \$d 1564-1616

650 Subject added entry -- Topical term *

650 _0 \$a School libraries\$zUnited States\$xAdministration.

651 Subject added entry -- Geographic name *

651 _0 \$a United States \$x History \$v Chronology.

Subfields used most often:

- \$a -- Topical term
- \$v -- Form subdivision (R)
- \$x -- General subdivision (R)
- \$y -- Chronological subdivision (R)
- \$z -- Geographic subdivision (R)

*controlled vocabulary <http://authorities.loc.gov/>

7xx fields

7xx fields



Use fields 700–730 to provide additional access to a bibliographic record from names and/or titles having various relationships to the item you are cataloging. Added entries are made for persons, corporate bodies and meetings having some form of responsibility for the creation of the work. This includes intellectual and publishing responsibilities.

100 1_ \$aWoolls, Blanche.

245 14\$aThe school library manager /\$cBlanche Woolls, Ann C. Weeks, and Sharon Coatney.

700 1_ \$aWeeks, Ann Carlson.

700 1_ \$aCoatney, Sharon.

Options

 Stack subfields Flat-Text Editor Fast Item Add

 Call Number Item Barcode

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	Srcce	Audn	Ctrl	Lang	eng				
BLvl	m	Form	Conf	0	Biog	MRec	cau				
		Cont	b	GPub	LitF	0	Indx	1			
Desc	i	Ills	a	Fest	0	DtSt	s	Date1	2014	Date2	

LDR		01980cam a2200433 i 4500
001		17912615
005		20150106093450.0
008		131021s2014 caua e b 001 0 eng
010		+a 2013030592
020		+a 9781610691321 (hc.)
020		+a 9781610691338 (pbk.)
040		+a DLC +b eng +c DLC +e rda +d DLC
042		+a pcc
043		+a n-us---
050	0 0	+a Z675.S3 +b W8735 2014
082	0 0	+a 025.1/978 +2 23
084		+a LANA025000 +a LANA025050 +2 bisacsh
100	1	+a Woolls, Blanche.
240	1 0	+a School library media manager
245	1 4	+a The school library manager / +c Blanche Woolls, Ann C. Weeks, and Sharon Coatney.
250		+a Fifth edition.
264	1	+a Santa Barbara, California : +b Libraries Unlimited, +c [2014]
300		+a xv, 277 pages : +b illustrations ; +c 26 cm.
336		+a text +2 rdacontent
337		+a unmediated +2 rdamedia
338		+a volume +2 rdacarrier
490	0	+a Library and information science text series
504		+a Includes bibliographical references and index.
650	0	+a School libraries +z United States +x Administration.
650	0	+a Media programs (Education) +z United States +x Administration.
650	7	+a LANGUAGE ARTS & DISCIPLINES / Library & Information Science / General. +2 bisacsh
650	7	+a LANGUAGE ARTS & DISCIPLINES / Library & Information Science / School Media. +2 bisacsh
700	1	+a Weeks, Ann Carlson.
700	1	+a Coatney, Sharon.
775	0 8	+i Revision of: +a Woolls, Blanche. +t The school library media manager +b 4th ed. +d Westport, Conn. : Libraries Unlimited, 2008 +k Library and information science

citations

- <http://www.loc.gov/marc/umb>
- <https://www.oclc.org/bibformats/en.html>
- [http://www.lib.usm.edu/legacy/techserv/marc21 tutorial ie/marcintrolE.htm](http://www.lib.usm.edu/legacy/techserv/marc21_tutorial_ie/marcintrolE.htm)
- <http://www.in.gov/library/evergreen.htm>

Help

Questions about cataloging in Evergreen can be posted to the ListServ:

evergreen_indiana-catalog@lists.in.gov

Shelley Lesandrini, Westfield Washington Township
Public Library (317-896-9391 ext.118)

slesandrini@wwpl.lib.in.us

You can always call or email any EI cataloging committee member!

