



EVERGREEN
INDIANA[™]
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Evergreen Indiana Cataloging Roundtable:
MARC--an Overview

MARC—an Overview

- Instructors:

Greenwood: Janet Buckley, Greenwood Sarah Childs, Hussey-Mayfield, Zionsville

Kendallville: Judy Hill, Plainfield

Cindy Wilson, Butler

MARC—an Overview

I. What does MARC mean?

MAchine-Readable Cataloging Record.

MARC—an Overview

- What is a MARC record?

It is a cataloging record containing bibliographic information read by a machine, specifically a computer.

MARC—an Overview

- “Machine readable” means that the computer can read and interpret information found in the cataloging record.
- The computer can then take the information and turn it into usable information which people can look at and use in a meaningful way.

MARC—an Overview

- “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.

MARC—an Overview

Description: The description of an item is based on the Anglo-American Cataloging Rules, 2nd edition, 2002 revision (AACR2).

It includes the title, statement of responsibility, edition, material specific details, publication information, physical description, series, notes and standard numbers.

MARC—an Overview

Main Entry and Added Entries: AACR2 also contains rules for determining the “access points” to the record and the form these access points should take.

MARC—an Overview

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.

MARC—an Overview

In Evergreen Indiana, the required subject headings are the Library of Congress ones. Each catalog record should ideally require one or two valid LC subject headings.

However, if there are other subject headings in the MARC record, we asked that EI catalogers leave them in the records for future use as some libraries may use them.

MARC—an Overview

Call Number: A call number is usually assigned to materials so they can be easily found in the library. Call numbers may be based on the Dewey Decimal System, the Library of Congress Classification System, or an in-house system.

There is no official classification system for the EI Consortium.

MARC—an Overview

- Why is a MARC Record Necessary?
- The information from a library card cannot simply be typed into a computer. The computer needs a means of interpreting the information it is given. The MARC record gives the computer a guide to its data.

MARC—an Overview

The guides to the information in the MARC record are called fields. Each Field is introduced by a Tag which indicates what type of information is found in that field.

We will get into fields and tags a bit more in a few minutes.

MARC—an Overview

Why do we need to have one standard for encoding bibliographic information?

Just imagine the cataloging world if each library organized its online system with no standards. Each cataloger would input information according to their own specifications and desires. None of the online records would match each other and we could not share cataloging.

MARC—an Overview

The international standard for inputting bibliographic records is now MARC 21. The Library of Congress serves as the official depository of United States publications and creates the bibliographic records for those publications. When LC began to use computers to catalog the materials they received, the librarians at LC devised the original MARC standards in order to put the information online.



MARC—an Overview

MARC cataloging standards were first developed at the Library of Congress by Henriette Avram and her staff in the 1960's.

As an aside, one of those staff members was Barbara Markuson, the first Executive Director of INCOLSA and the person responsible for bringing OCLC to Indiana.

MARC—an Overview

Using MARC records enables libraries to make use of commercially available library automation systems and to use commercially produced bibliographic records from vendors such as the Library of Congress, OCLC, Baker & Taylor, Ingram, and others who have catalogers inputting records into automatic systems.

MARC—an Overview

MARC 21 is the standard for MARC records today. It is also the standard we use for the Evergreen Indiana Consortium. The MARC 21 bibliographic format is maintained by the Library of Congress and can be purchased in book form or is free over the internet.

Here is the link to the Library of Congress's site:

<http://www.loc.gov/marc/bibliographic/>



MARC—an Overview

Another free site for MARC 21 format standards is OCLC. You do not have to be an OCLC member to use this site. The link to their site is the following:

<http://www.oclc.org/bibformats/en/>

Both URL's are also listed in your Evergreen Indiana Procedures Guide.



MARC—an Overview

I. MARC terms and their definitions.

Each bibliographic records is divided logically into **fields**. There are fields for the author, the title information, the edition information and so on. Each of these fields can be further subdivided in to subfields. The name of each field can get rather lengthy, so we give them **tags**.

MARC—an Overview

Tags are simply 3 digit numbers which we use to identify the various fields within a MARC record. Here is a list of such tags:

010 Library of Congress Card Number

020 International Standard Book Number (ISBN)

100 Personal name main entry.

245 Title information (including title proper, subtitle and statement of responsibility).

250 Edition statement.

260 Publication information.



MARC—an Overview

300 Physical description (or collation)

490 Series as found on the item being cataloged.

500 General notes (Please note that there are various types of notes. Some should be placed in a generic 500 note, others have separate tags for the note fields. All should be arranged according to AACR2 standards and not by numeric tags).

650 Subject headings.

700 Personal names added entry.

MARC—an Overview

When using the Evergreen Indiana templates, please keep in mind that the notes are in numerical number and not in correct AACR2 order. This is due to the fact that the computer will arrange notes numerically if there is no information in the tags. Judy Hill is responsible for the templates and has worked with both Mike Peters at the ISL and the staff at Equinox to create our templates. All are aware of the situation.



MARC—an Overview

Some fields are further defined by indicators.

Each field's tag is followed by two spaces which are where the indicators are located. The indicators are separately defined for each tag. What this means is just this: The indicator values for a 100 field will not be the same for the 245 field or the 5XX fields. Indicator values may range from 0 to 9 depending on how they are defined for a specific field.

MARC—an Overview

Here is an example of a 245 field:

245 14 ‡a The emperor's new clothes / ‡c
adapted from Hans Christian Andersen and
illustrated by Janet Stevens.

In this example the 1st indicator means that there should be a separate entry in the catalog for the title. The 2nd indicator tells the computer to disregard the first word “The” for filing the title under Emperor’s.

MARC—an Overview

Here is another example of how to use indicators:

490 1_ Dear dumb diary

In this case the 1st indicator tells the computer that the series will be traced. There should be a 8XX field in the record for how the series is traced in our OPAC.

The other option would be 1st indicator 0 which means the series is not traced at all.

MARC—an Overview

Most fields contain several related pieces of information. Each type of data within a field is called a subfield. Each subfield is preceded by a subfield code which tells the computer what type of information is contained.

Fields 001-009 have no subfields.



MARC—an Overview

Subfield codes are one lowercase letter (or occasionally a number) preceded by a delimiter. A delimiter is a character used to separate subfields. In Evergreen, the delimiter is a dagger (‡) and will show up in blue in the MARC view and the MARC editor.

MARC—an Overview

For each field in the MARC 21 bibliographic format, the MARC documentation lists and describes the valid subfield codes.

Again you can find these codes using the URL's we have previously given you in this presentation.

MARC—an Overview

Here is an example of how to use subfields:

300 __ ‡a 675 p. : ‡b ill. ; ‡c 24 cm.

Please note that the punctuation in this and all of our other examples is AACR2 required ISBD (**International Standard Bibliographic Description**) punctuation. Please consult your AACR2 manuals for more info.

MARC—an Overview

Tags, indicators, and subfields are the keys to the MARC 21 notation system. They are used for entering the information required by the AACR2 cataloging rules into MAchine-Readable Cataloging form.

MARC—an Overview

General rules for MARC records:

Tags are divided by the hundreds. The basic tags divisions of the MARC 21 are the following:

0xx Control information, numbers, codes.

1xx Main entry.

2xx Title, edition, imprint information.

3xx Physical description.

490 Series information as found on item.

MARC—an Overview

5xx Notes.

6xx Subject added entries.

7xx Added entries other than subject or series.

8xx Series added entries.

9xx Locally defined fields. (The only 9xx fields which should be in Evergreen Indiana records are the 994 and the 901)

MARC—an Overview

X9Xs in each of these groups -- 09X, 59X, etc. -- are also reserved for local use, except 490.)

However, by Evergreen Indiana Cataloging standards, 590 and 690 fields may not be used. Information stored in the 590 fields should be moved to copy notes. 690 fields are not allowed and subject headings should be translated into valid LCSH headings.

MARC—an Overview

Access points: Main entries, subject headings and other added entries are very important parts of the MARC records. These are the ways that people will look up bibliographic records in an OPAC unless they are searching by keyword. In the traditional card catalog, each of these access points was represented by a separate card filed in the card catalog.

MARC—an Overview

Most access points are in the following fields:

1xx Main entry.

6xx Subject added entries.

7xx Added entries other than subject or series.

8xx Series added entries.

All of the fields are under authority control.

MARC—an Overview

What is authority control?

Authority Control is following a recognized or established form for the entry. Usually the cataloger selects a subject or name heading from a list of approved headings.

MARC—an Overview

For example:

If a cataloger sometimes uses "Getty Museum" and other times uses "J. Paul Getty Museum" as headings in a catalog, the library user will have a difficult time finding all the books on that subject.

MARC—an Overview

If a cataloger follows the Library of Congress's list of established forms for names, he or she will use the heading "J. Paul Getty Museum."

If a cataloger is always consistent, the patrons will always be able to find the heading and the cataloger will not have to try to remember what was used before.

MARC—an Overview

The best source for authority records is the Library of Congress Authority files.

Here is the link for the Library of Congress Authority files:

<http://authorities.loc.gov>.

MARC—an Overview

Up to this point in the presentation we have been talking about the variable fields.

There is a second part of the MARC record—the Fixed Fields, also called the 008 field in some systems.

In Evergreen, we have both the fixed fields and the 008 field.



MARC—an Overview

Unless you are an expert in counting characters in a field, in Evergreen it is much easier to edit the fixed fields than the 008 tag. However, editing the 008 tag as such is perfectly acceptable.

MARC—an Overview

The 008 field is called fixed due to the fact that it is always 40 characters in length. The information entered in these fields is assigned certain codes depending on which MARC format being used. Hence the name Fixed Field.

Some of the codes are uniform across the formats, while other are unique to a specific format.

MARC—an Overview

For example, the codes for the country of publication are always the same as are the codes for publication dates.

However, the code for literary format is only in the MARC format for books. The code for whether a movie is live-action or animated is only found in the MARC format for videos.

MARC—an Overview

Since each format has its unique codes, we are not going to go into much depth today on fixed fields. You can find more information on the various fixed field codes at the URL's previously given in this presentation.

MARC—an Overview

How can you learn more about MARC formats?

Use the two URL's we have previously listed.

Here they are again:

Library of Congress: <http://www.loc.gov/marc/>

OCLC: <http://www.oclc.org/bibformats/en/>

MARC—an Overview

Take classes offered by INCOLSA. They are reintroducing their MARC workshops this fall. To find out more information, go to the INCOLSA website at <http://www.incolsa.net/>

Click on the calendar and look at the list of classes scheduled. You may register for any class listed by clicking on the class.

MARC—an Overview

Make sure you have the books listed in your Evergreen Indiana Cataloging Procedures Guide. You can order the MARC 21 Bibliographic Standards from the Library of Congress. You can order AACR2 from the American Library Association.

Use your Evergreen Indiana Cataloging Listserv to ask questions. One of the Cataloging Committee members or other EI colleagues will be happy to answer those questions and will work with you.



Evergreen Indiana

Janet Buckley, Greenwood Public Library

jbuckley@greenwoodlibrary.us

Sarah Childs, Hussey Mayfield Memorial Public Library

sarahc@zionsville.lib.in.us

Judy Hill, Plainfield-Guilford Township Public Library

jhill@plainfieldlibrary.net

Cindy Wilson, Butler Public Library

cindy@butlerpubliclibrary.net

