



EVERGREEN
INDIANA™
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Evergreen Indiana Cataloging Roundtable: MARC—an Intensive Look at the Fixed Fields

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MARC – an Overview

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MARC – Fixed Fields

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



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.



MARC – Fixed Fields

- Unlike some integrated systems [ILS], Evergreen has both a fixed field grid and an 008 field.
- In other systems, catalogers have to add the information for the required elements to the 008 tag in their proper locations within the tag since there is no fixed field grid.
- In Evergreen, when information is changed in the fixed field grid, those changes are also reflected in the 008 field.



MARC – Fixed Fields

- If you use a bibliographic record in Evergreen which does **not** have an 008 field, any changes made to the fixed field grid will not be saved to the record. Often other changes made to the bib record might not be saved as well.



MARC – Fixed Fields

- To add an 008 you can:
 - Overlay the record using Z39.50 to import a record with an 008 which can then be edited.
 - Insert a blank 008 by pressing Ctrl + F8 while inside the MARC Edit view of the record.
 - Insert an 008 in the Flat-text editor.



MARC – Fixed Fields

- The fixed field elements included in a record depend on the type of material being cataloged. Not all the fixed fields which are used in a book record are found in a record for a video recording or musical CD.
- Although the fixed fields for each format are somewhat different, the fixed fields are *fixed* at a maximum of 40 characters in length for all.



MARC – Fixed Fields

Information on the data which is included in the fixed fields of each bibliographic format can be found at the following URL:

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



MARC – Fixed Fields

Fixed fields for books:

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



MARC – Fixed Fields

- The first element of the fixed fields is TYPE. This element reflects the type of material being cataloged. In books, this will always be “a” for printed materials.
- In using the cataloging templates in EI, this element is already filled in for you so rather than change the TYPE in the record, use a different template to work from.



MARC – Fixed Fields

- The second element in the fixed field is Elvl [Encoding Level]. The contents of this field depend on the level of cataloging reflected in the bib record.
- The OCLC MARC Bibliographic Formats and Standards has the definition of each Encoding Level.
- In Evergreen Indiana, the cataloging templates are set up to reflect K-level cataloging.



MARC – Fixed Fields

- The third element of the fixed fields is Srce [Source]. The contents of this field reflect the type of library which is cataloging and entering the MARC record into the system.
- In Evergreen Indiana, input a “d” into the source element when you create an original record.



MARC – Fixed Fields

- The fourth element is Audn [Audience]. This element is extremely important for search filters. You should always fill in the audience field when you are editing the record. For more information on how to use this element in EI, please see the Procedures Guide.



MARC – Fixed Fields

- The fifth element is Ctrl [Control]. This element is used primarily for archival purposes. It will more than likely be left blank for the materials we catalog in the public library environment. You may see this element filled in Indiana State Library records.



MARC – Fixed Fields

- The sixth element is Lang [Language]. This element should reflect the predominant language of the material being cataloged.
- If the item is multilingual or a translation, enter the first code in Lang. Additional language codes (as well as the first code) for the item are entered in field 041 [Language Code].



MARC – Fixed Fields

- Since this code is also used in the search filters, it needs to be properly filled out. You can right click on the entry space for Lang in the grid or visit the following URL for a listing of all available language codes:

<http://calculate.alptown.com/>



MARC – Fixed Fields

- The seventh element is BLvl [Bib Level]. For the most part, this element will be “m” for monograph, but you may also see “s” on serial records.



MARC – Fixed Fields

- The eighth element is Form. For the most part, this element will be blank. However, if you have a large print book, the element must contain a “d”. Braille materials should have an “f” in this element.



MARC – Fixed Fields

- The ninth element is Conf [Conference]. This field will either be “0” for no conference or “1” for a conference. In order to be encoded “1”, the book has to be the proceedings of a conference or meeting or an official document produced as the result of a conference or meeting.



MARC – Fixed Fields

- The tenth element is Biog [Biography]. This element will be blank unless you are cataloging materials which contain some type of biographical information. The Bibliographic Formats and Standards provides detailed information as to what constitutes a work containing biographical information.



MARC – Fixed Fields

- The eleventh element is Mrec [Modified Record]. This is a little used element, which for the most part will remain blank. Guidelines for its use can be found in the Bibliographic Formats and Standards.



MARC – Fixed Fields

- The twelfth element is Ctry [Country]. This element reflects where the material was published and should be the code for the place of publication found in the ‡a (subfield a) of the 260 field. The codes for this element can be found at:

<http://calculate.alptown.com/>



MARC – Fixed Fields

- The thirteenth element is Cont [Contents]. This element has spaces for four separate codes. They should be encoded in alphabetical order. The cataloger should select the four most important codes if there are more than four codes which are relevant for the work in hand.



MARC – Fixed Fields

- The fourteenth element is Gpub [Government Publications]. This code establishes the jurisdictional level of the issuing body. If the material is not published by a governmental agency, this code should be left blank.



MARC – Fixed Fields

- The fifteenth element is LitF [Literary Form]. Originally this element had only “0” for non-fiction and a “1” for fiction. However, the element was later redefined to include several other codes. Most of the time, you will see either the “0” or “1”, but the other codes may be used by the cataloger to be more specific.



MARC – Fixed Fields

- The sixteenth element is Indx [Index]. This code is either “0” for no index or “1” indicating the item does have an index. There should also be a note in the body of the record indicating whether the material has an index.



MARC – Fixed Fields

- The seventeenth element is Desc [Descriptive Cataloging Form]. This is the code for the cataloging rules being used to catalog the material.
 - AACR2 records should be encoded as “a”.
 - RDA records should be encoded as “i”.



MARC – Fixed Fields

- The eighteenth element is Ills [Illustrations]. This element can have up to four code, input in alphabetical order. The codes should reflect the information found in ‡b of the 300 field. The codes in the Ills element in the fixed field will not appear in the same order as the listing in the 300 ‡b.



MARC – Fixed Fields

- The nineteenth element is Fest [Festschrift]. This is a little used code which will primarily be encoded “0” for not a Festschrift. A “1” is used for Festschriften. A Festschrift is a book or other material published in honor of an individual, usually upon one’s retirement, a significant birthday or anniversary of employment, etc. It usually includes works by that individual’s colleagues or contemporaries.



MARC – Fixed Fields

- The twentieth element is DtSt [Date/Publication Status]. The most common code is “s” for a single date. When you need to include more than one date, the code will depend on the relationship between the two dates. For currently published serials, the code should always be “c”. For more information, see OCLC Bibliographic Formats and Standards.



MARC – Fixed Fields

- The final two elements are the date fields. There should always be a date in the first of the two fields. If the cataloger has supplied a second date in the body of the record, usually in the \ddagger c of the 260 or 264 field(s), that date should be entered in the second of the two date fields.



MARC – Fixed Fields

- Many of the elements we have reviewed for books will also be applied to other types of formats. However, each of the other formats has its own set of elements in the fixed fields as well.



MARC – Fixed Fields

Fixed fields for DVDs [and Blu-rays and VHS]:

MARC Record

Fixed Fields -- Record type: VIS

Type	g	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	i					DtSt	s	Date1		Date2	
TMat	v	Time		Tech	l						

LDR			00818cgm a2200385Ki 4500
005			20081217023715.0
007			vd cvaizq
008			060124s n f vleng d



MARC – Fixed Fields

- Once again, the first element of the fixed fields is TYPE. This element will always be “g” for DVDs, Blu-rays, and videocassettes. When using the EI templates, this field is prefilled.
- The coding of TYPE together with Form and elements of the 007 are used to determine the icon that is displayed on the record in the OPAC.



MARC – Fixed Fields

- In the bottom line of the fixed fields for DVDs, Blu-rays, and VHS, the element TMAT [Type of Material] will always be “v” for videorecordings.



MARC – Fixed Fields

- The next element is Time. This element reflects the running time of the presented videorecording. Do not include the running time for special features which are listed on the containers. The same time should be reflected in the 300 †a.



MARC – Fixed Fields

- The last element is Tech [Technique]. This refers to the technique used to create the motion picture. The two most commonly used codes are “l” for live action and “a” for animation.



MARC – Fixed Fields

Fixed fields for audiobooks:

MARC Record

Fixed Fields -- Record type: REC

Type	i	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	i					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

LDR		00684cim a2200301Ki 4500
005		20081217021957.0
007		sd fsngnn----u
008		060124s nnnn f n eng d



MARC – Fixed Fields

Fixed fields for music CDs:

MARC Record

Fixed Fields -- Record type: REC

Type	j	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	i					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt		FMus	n	AccM		Comp	

LDR		00692cjm a2200313Ki 4500
005		20081217022450.0
007		sd fsngnn----u
008		060124s nn n eng d



MARC – Fixed Fields

- The code for TYPE for audiobooks should be “i”. Musical recordings on CD should use “j”. Both codes are prefilled in the EI cataloging templates.
- The fixed fields available for both audiobooks and musical CDs are the same. Other than the TYPE field, only the last two field are used differently between the two types of materials.



MARC – Fixed Fields

- These three elements are the same for both audiobooks and music CDs:
 - TrAr [Transposition and Arrangement]
 - Part
 - FMus [Format of Music]
- They are all coded with “n” to indicate the material is not a score.



MARC – Fixed Fields

- AccM [Accompanying Matter] is encoded for the specific item you are cataloging. This element refers to the contents of program notes and other accompanying material which comes with the audiobook or musical DC.
- Up to six codes may be recorded in alphabetical order. If more than six are included with the item, use only the most important six.



MARC – Fixed Fields

- LTxt [Literary Text for Sound Recordings] is coded to reflect the content of an audiobook. The codes are similar, but not identical, to the codes found on printed books' LitF.
- For musical CDs, the LTxt element is left blank since the work is a musical sound recording.



MARC – Fixed Fields

- The Comp [Form of Composition] is coded to reflect the content or type of music found on the recording on a musical CD.
- For audiobooks, the Comp element should always be encoded “nn”, for not applicable.



MARC – Fixed Fields

- The Comp element is very important for musical CDs. Assign codes when they apply to the item as a whole. If more than one code is appropriate, use the code “mu” [Multiple forms], with the appropriate specific codes given optionally in field 047 [Form of Musical Composition Code]. This code will more than likely be reflected in the subject headings assigned as well.



MARC – Fixed Fields

Fixed fields for Playaways:

MARC Record

Fixed Fields -- Record type: REC

Type	i	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	q					MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

LDR		00620cim	a2200205Ka	4500							
005		20081217022827.0									
007		cz	nza								
007		sz	zunznnnzneu								
008		060124s		nnnn	q	f	n eng	d			



MARC – Fixed Fields

- The only element in the fixed field for Playaways that is different from books on cassette or books on CD is that of Form.
- Since Playaways are electronic resources cataloged on a sound recording format, the Form element must be encoded with “s” for electronic. Playaways should NOT be cataloged with a computer file format.



MARC – Fixed Fields Resources

- Information on the data which is included in the fixed fields of each bibliographic format can be found at the following URL:
<http://www.oclc.org/bibformats/en/fixedfield.html>
- For more information on the codes which can be used in the Language and Country elements in the fixed fields, please consult the Cataloging Calculator at this URL:

<http://calculate.alptown.com/>

