Cataloging Basics

How do you do this?

What will we cover?

- What is cataloging?

- Common cataloging terms

- Marc fields

What is Cataloging?

It's a bird? It's a plane?

So, What is Cataloging?

- "Enter (an item) in a catalog – Oxford dictionary

- "The **process of cataloging** involves three major activities, namely, Descriptive **Cataloging**, Subject **Cataloging**, and Authority Control. In libraries, metadata creation is often called cataloging. " – *Cataloging (2021)*

- Cataloging is describing an item by entering necessary information about that item into fields which will allow patrons and searchers to find the correct item.

Common Terms

What do they mean?

Common Cataloging Terms

- <u>Bibliographic Records (Bib Record)</u> -- Bibliographic records are the types of records that catalogers use to describe the material that they wish to catalog.

- <u>MARC</u> -- MARC stands for MAchine Readable Cataloging. This is the encoding standard that is used to catalog records. Fields in the records are typically called MARC fields

- <u>Monograph</u> -- a Book

- <u>Continuing resource</u> -- serials, journals, and magazines

- <u>Link/ Linking a record</u> -- add an item to a bibliographic record. To link a record is to input the barcode on the item to its respective record.

- <u>Brief Records</u> -- brief records are bib records that are very simplified. Most of these records are used as order records, ILL records, etc. These records should not have materials linked to them.

- <u>Fast Fields</u> -- fast fields are those in the 6xx that contain a |2 fast. These fields are generally deleted by members of the MLP consortia.

MARC Fields

There are SO many!!

Difference in Field Types

Fixed Fields

- Mostly Codes

- Mostly from a scroll down menu

- In OCLC Connexion you can click on these field and be taken to the OCLC field guide

0xx – 9xx Fields

- Are in line format

- Have indicator fields : two spaces before the field which can have numbers 1-9 or be left blank.

- Have subfields: |a, |b, |c for example.

- Check the guide for detailed info about indicator fields and subfields.

Let's Start at the Very Beginning…

Julie Andrews, Sound of Music, Argyle Enterprises and Twentieth Century Fox Film Corporation

Fixed Fields

The what fields?

Example of fixed fields for a book:

Books			Rec stat	c	Entered	19911231	Replaced	20110324120621.4
Type a	ELvl		Srce	Audn j	Ctrl		Lang	eng
BLvl m	Form		Conf 0	Biog	MRec		Ctry	nyu
	Cont		GPub	LitF 1	Indx 0			
Desc a	Ills a		Fest 0	DtSt s	Dates 1992			

Understanding Fixed Fields

- Type: This field is a character code that tells the format. Type and BLvl characterize what type of material is being cataloged. The codes for type are: books – a or t; continuing resources – a; Computer files -m ; maps- e, f; mixed materials – p; sound recordings – i or j ; scores – c or d; visual materials – g, k, o, or r

- BLvL : This field stands for bibliographic level. The type code must relate to the BLvl and OCLC will "flag" if the codes are incorrect or do not match. The codes for this are: a- Monographic component part; b- serial component part; c- collection; d- subunit; i- integrating resource: m- monograph/item; s-serial

- Desc: This field stands for description and will generally be an a or i. A means the record was done to AACR2 cataloging standards and i means they were done to RDA standards.

- Ills: This field stands for illustrations. Up to four of these codes can be used or this can be left blank. The codes in this section must match the illustrations listed in the 300 field. The codes for this are: a- illustrations; c – portraits; d- charts; e- plans; f – plates; g- music; h- facsimiles; i – coats of arms; j – genealogical tables; k – forms; l – samples; m – phonodisc, phonowire; o – photographs; p – illuminations

- Form: This field means the form of the item. The codes for Form are: a- microfilm; b-microfiche; c- micropaque; d- large print; f- braille; o- online; a- direct electronic; r- regular print reproduction; s- electronic

Understanding Fixed Fields… Cont.

- Conf: This field stands for conference publication and the codes can either be 0 for not a conference publication, or 1 if it is conference publication.

- GPub: This field stands for government publication. This code states whether something is published by a government body and at what level.

- Audn: This field stands for audience and is the audience level that the book/ material was created for. The codes for this are: a – preschool; b – primary; c – pre-adolescent; d – adolescent; e – adult; f – specialized; g – general; j – juvenile.

- Biog: This field stands for biography. This is for whether materials contain biographical material. The codes for this are: a- autobiography; b – individual biography; c – collective biography; d – contains biographical information

- LitF: This field is quite simply literary form. The codes for this are: 0 – not fiction; 1 – fiction; d- dramas; e – essays; f – novels; h – humor, satires, etc.; l – letters; j – short stories; m – mixed forms; p – poetry; s – speeches; u - unknown

- Indx: This field is whether the material contains an index. 0 if it does not have an index and a 1 if it does.

Understanding Fixed Fields.. continued

- <u>Lang:</u> This field stands for language code. This is the code for language of the item, the language that the item is written in. See reference in cataloging manual for link to complete list.

- <u>Ctry:</u> This field stands for country of publication. This is the state or country that the material is published in. It should match the information found in the 300 record. See reference in cataloging manual for link to complete list.

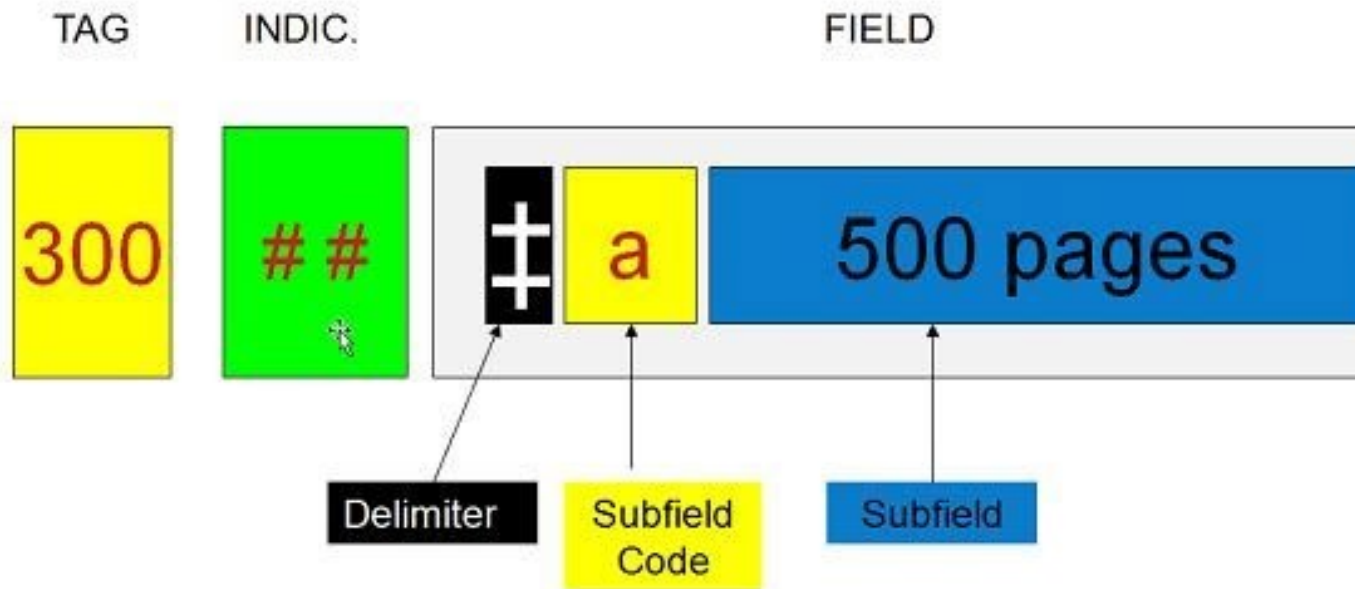**The final two fields are linked:**

- <u>DtSt:</u> This field stands for the type of date/publication status. There are various codes for single items or multipart items. Some of the common ones are: r – reprint/ original date; k – range of dates; s – single date; t – publication date and copyright date; m – initial/ terminal date; q – questionable date; n – unknown dates

- <u>Dates:</u> This field contains two blanks for date 1 and date 2. These blanks are used to list the dates of publication and must again match the 300 record. If a s (single date) is marked in DtSt, then a single date must be used. The second box is blank. If a serial began in 1995 and ended in 2000, then DtSt should be m. The first date box should be 1995, the beginning year, and the second box should be 2000, the ending year.

0xx Fields

ISBNS, Languages and Call numbers, oh my!

A MARC Anatomy Chart

TAG — 300
INDIC. — ##
FIELD — ‡a 500 pages

Delimiter
Subfield Code
Subfield

OCLC The world's libraries. Connected.

- Indicator fields can be numbers 0-9 or blanks

- There are no spaces between the delimiter, subfield code, and subfield

*originally created by OCLC, found at https://www.pinterest.com/pin/500884789782531849/ March 16, 2001

Special 0xx Fields

- Books/ Monographs
  - 020 : This field is for the ISBN or the International Standard Book Number. The first and second indicators are not used for this field.

- Continuing Resources/ Serials/ Journals/ Magazines
  - 022 : This field is for the ISSN or the International Standard Serial Number.

- Media/ electronic resources/ maps/ microforms/ audio recordings/ video recordings
  - 007: This field covers the physical description of the materials. This field is usually used for any material that is not a book. There are specific codes used for materials such as electronic resources, kits, maps, microform, motion pictures, sound recordings and video recordings. See reference/ helpful links for link to complete list.

0XX Field- Cataloging Source

Why is it important?

- 040: This field is specifically for catalogers. It tells who created the original record or modified it.

– It details what language the cataloging library is

– |b make sure it says "eng"

– Some "English" looking records can be done by French, Czech, Russian libraries

0xx Fields for All Resources

- 041 – This field is for the language code. If the material is in English and not a translation than this field is not used.

  Example : 041 __ |a chi |a eng |a fre |a ger |a spa |a rus |a jpn |a por

  - [If the material is in multiple languages, the codes for all the languages must be listed. This is a computer game that has language option in Chinese, English, French, German, Russian, Japanese and Portuguese]

  Example: 041 1_ fre |h eng

  - [This material was originally published in English and this is a translation in French]

- 043 - This field is for geographic area code. This field is more related to the subject of the piece and must match a subject in the 6xx fields
  Example: n-us---
  This is the code for the United States.
  Subject field: |aUnited States|xHistory|yCivil War, 1861-1865|xCampaigns.
  Example: n-us-ms
  This is a code for Mississippi
  Subject field: 651 _0 Mississippi|xSocial life and customs|vAnecdotes.

0xx Call Number Fields

- 050: Library of Congress Call Number

  Example: 050 _4 DD256.5. N48 1961

- 082: Dewey Decimal Call Number

  Example: 082 00 811/.54 20

- 086: Gov Doc Call Number

  Example: 086 0_ ID 1.18/3: L 22

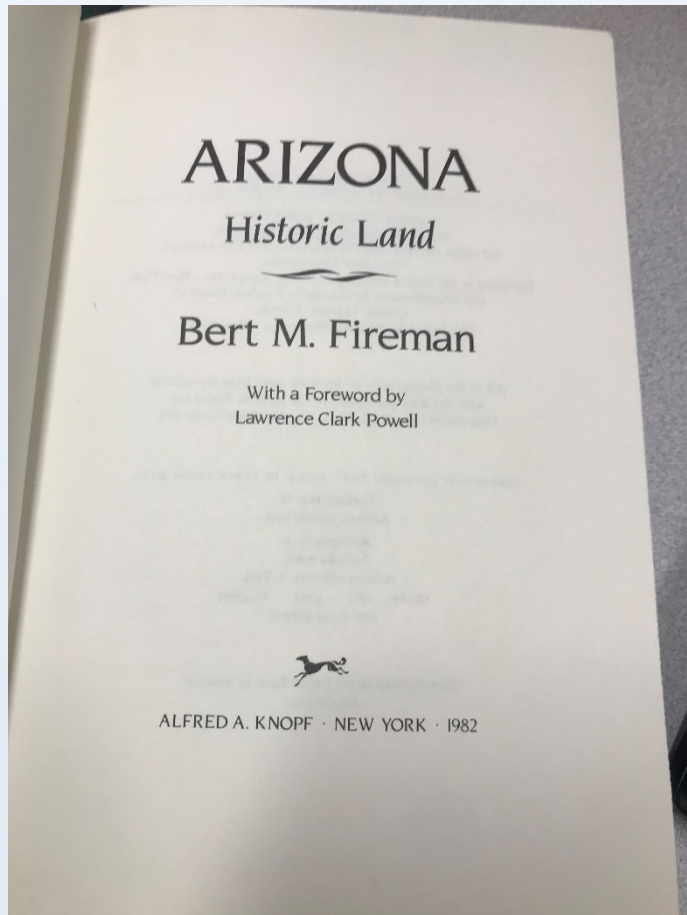- 092: Local Assigned Dewey Number

  Example: 092 __ 811.54 PAR

1xx and 2xx Fields

Who, What and Where?
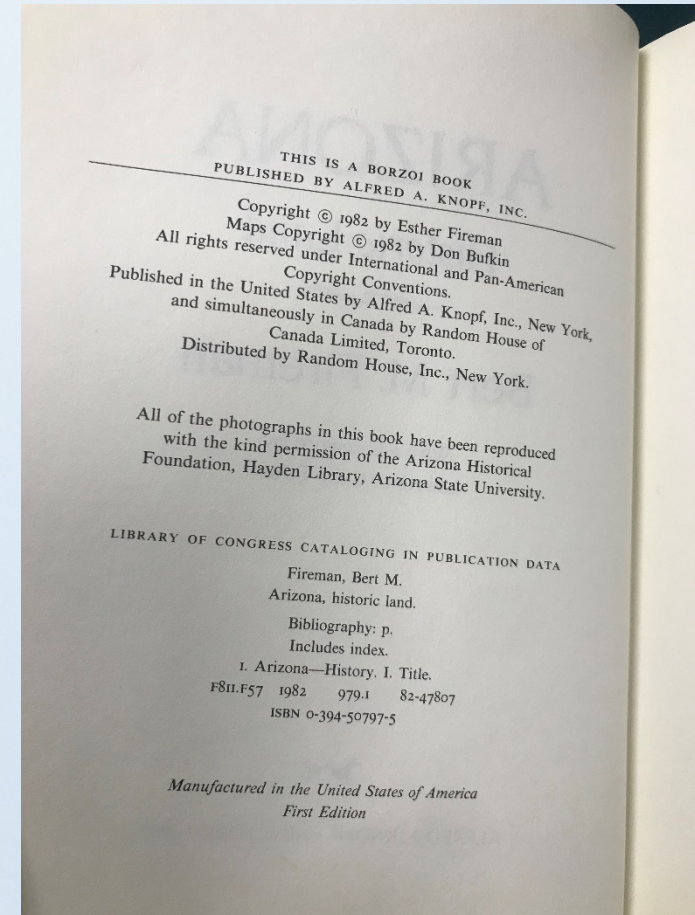
Where to Find the Information

Title Page

ARIZONA

Historic Land

Bert M. Fireman

With a Foreword by
Lawrence Clark Powell

ALFRED A. KNOPF · NEW YORK · 1982

Title Page Verso

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Distributed by Random House, Inc., New York.

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LIBRARY OF CONGRESS CATALOGING IN PUBLICATION DATA

Fireman, Bert M.
Arizona, historic land.
Bibliography: p.
Includes index.
1. Arizona—History. I. Title.
F811.F57   1982   979.1   82-47807
ISBN 0-394-50797-5

Manufactured in the United States of America
First Edition

1xx Fields – Creators of the Material

- 100 : This filed is used to identify the personal name. This field is used to record the author or main contributor of the piece. If the material has more than one author, the first is recorded here, and the others are recorded using the 700 field.

  Examples: 100 1_ |aLynch, James D.|q (James Daniel), |d 1836-1903.|e author.

  100 0_ |aJohn|bXXIII, |cPope,|d1881-1963.

- 110: This field is used to identify the cooperate name that created the material. If the material has more than one cooperation that contributed to the piece, the first is recorder here, the others are recorded using the 710 field

  Examples: 110 1_ United States. |bCongress.|bSenate.|bCommittee on Indian Affairs

  110 2_Millennium Challenge Corporation (U.S.)

Title Fields- 245 and 246

- 245: This field is for the title of the material. This field is mandatory for every record, no matter the type.

  Example: 100 1_ Peck, Graham A., |d1969-|eauthor.
  245 1_ |aMaking an antislavery nation :|bLincoln, Douglas, and the battle over freedom /|cGraham A. Peck

  Example: 245 0_4 |aThe Californian /|cintroduction by George P. Hammond.

  Example: 245 00 |aDoctor Who. |pVengeance on Varos|h[DVD] /|cwritten by Philip Martin; directed by Ron Jones ; produced by John Nathan-Turner

- 246: This field is for a varying form of title. The 246 is a very interesting field. Unlike most of the previous fields, there can be multiple 246 fields in a record.

  Example: 245 00 |aResearch centers & Institutes annual report.
  246 30 |aResearch centers and institutes annual report.

Former Title Field for Serials -247

- 247: This field is used for former titles of continuing resources. This helps researchers find all materials even if the name was changed.

Example:

245 00 |aProQuest criminal justice.
247 10 |a CJPI: |b Criminal justice periodical index.
247 10 |a Criminal justice periodicals |f <Feb. 15, 2013>

Publication Field-264

- 264: This field covers the production, publication, distribution, manufacture and copyright notice of a piece. This information is separated by different second indicator fields.

  – The second indicator of the field is used to describe the differences between all the information. 0- production; 1- publication; 2- distribution; 3- manufacture; 4- copyright date.

Example:

264 _1 |aNew York :|bPublicAffairs, |c[2019].

264 _4 |c©2019

Example:

264 _1 |a[publisher not identified] :|b[publisher not identified],|c[1984]

264 _3 |a[Winston-Salem, N.C.?] :|bPrinted for Stuart Wright,|c[1984].

264 _4 |c©1984

Miscellaneous 2xx Fields

- 250: Edition Statement

    Example: 250 __ |aAdvance Reading Copy

    Example: 250 __ |aSigned first edition

- 260: Old publication Statement
    – Change this to 264 whenever you see it

3xx Fields

Descriptions, Descriptions, Descriptions

300 Field

- This field is for the physical description and characteristics of the material

- The subfields for this field are: |a extent; |b other physical details; |c dimensions; |e accompanying material.

  - Also known as: |a pages |b illustrations |c how big

  - Code |b illustrations must match the Ill. Code in the fixed fields

    Examples:

    o 300 __ |avii, 170 pages :|billustrations ;|c21 cm.

    o 300 __ |a630 pages :|billustrations (part color) portraits, maps (part color) facsimiles ;|c29 cm

    o 300 __ |a1 volume :|billustrations ;|c28 x 42 cm

    o 300 __ |a viii, 525 pages :|bcolor illustrations, map ;|c28 cm +|e1 DVD-ROM (4 3/4 in.)

    o 300 __ |a 1 videodisc (136 minutes) :|bsound, color ;|c4 3/4 in

    o 300 __ |a1 online resource: |bdigital, sound, color

33X Fields- 336, 337, 338

- **336**: This field is the content that the material is made up of. This field ties into the fixed field Type. Though usually there is only one of this field, there can be duplicates.

- **337**: This field is for the type of media that makes up a material. This field can be echoed in the media subfield (|a) of the 007. There is usually only one of this field.

- **338**: This field is for the carrier type, or the medium of material. This field can be echoed in the carrier type subfield (|b) of the 007. There is usually only one of this field

Book Example:

336 text ǂb txt ǂ2 rdacontent
337 unmediated ǂb n ǂ2 rdamedia
338 volume ǂb nc ǂ2 rdacarrier

DVD Example:

336 two-dimensional moving image ǂb tdi ǂ2 rdacontent
337 video ǂb v ǂ2 rdamedia
338 videodisc ǂb vd ǂ2 rdacarrier

Media 3xx Fields

- 306: This field is for the duration of recordings, the playtime.

    Example: 300 __ |a1 audio disc (19 min, 45 sec) :|bdigital, CD audio ;|c4 3/4 in.
    306 __ |a 001945

    Example: 300 __ |a 11 audio discs (13 hr., 15 min.) :|bdigital ;|c4 3/4 in.
    306 __ |a 131500

- 344: This field describes sound characteristics of recordings

    Example: 344 __ |a digital |b optical |2 rda

    Example: 344 __ |a analog |c 33 1/3 rpm |d microgroove |g stereo |2 rda

Serial 3xx Fields

- 310: This field is for current publication frequency. It is used with continuing resource/serial materials.

    Example: 310 __ |a Weekly

- 321: This field contains the former publication frequency for continuing resources and serials

    Example: 310 __ |a Two numbers a year, |b<2006>-2013
    321 __ |a Frequency varies, |b1952-

- 362: This field covers the volume and date range for continuing resources and serials.

    Example: 362 1_ |a Began with: Vol. 1, no. 1 (fall 2011).

4xx Fields

ABC, 123

490 Field- Series Statement

- 490: This field is for the series statement. It can stand alone, but it normally ties into another series statement in either the 800, 810, 811, or 830 fields

    – Fields 400, 410, 411 and 440 are considered obsolete and should not be used.

    Examples:
    - 490 1_ |aNational Archives publication |v no. 71-11
      830 _0 |a National Archives publication (Washington, D.C.) ; |v no. 71-11.

    - 490 1_|aProceedings of the annual Conference on Reading held at the University of Chicago, 1953, |v a National. 15
      811 2_|aConference on Reading |c (University of Chicago.). |t Proceedings ; |v a National. 15.

    - 490 1_ |a The Cheetah girls ;|v#5
      800 1_|a Gregory, Deborah.|tCheetah girls ;|v#5.

5xx Fields

Notes, All the Notes

5xx Fields For All Materials

- 500: This field is used for general notes

  Examples:

  o 500 __ |a Comprised of papers delivered at a symposium sponsored by Harvard University's Houghton Library, the Lincoln Forum, the Lincoln Group of Boston, and the Massachusetts Abraham Lincoln Bicentennial Commission in April of 2009.

  o 500 __ |a "Bound in genuine leather" -- title page
     500 __ |a "From the edition first published in 1895 by W.H. Allen & Co., Limited, London" -- title page verso
     500 __ |a In slipcase.

  o 500 __ |a Includes index.

5xx Fields for All Materials- cont.

- 504: This field is for the bibliographic note

  Example: 504 __ |a Includes bibliographical references (pages 507-509) and index.

- 505: This field is for the contents of the material.

  Examples:

  o 505 00 |tIntroduction --|tThe Federalist --|tThe Federal Constitution

  o 505 0_ v. 1. Fantine -- v. 2. Cosette -- v. 3. Marius -- v. 4. The idyll of the rue Plumet and the epic of the rue Saint Denis -- v. 5. Jean Valjean

- 520: This field is for the summary of the materials

  Example:

  520 __ |a"The essays in this book focus on Lincoln's views on the rule of law and the Constitution and expose the difficulty and ambiguity associated with the protection of civil rights during the Civil War"--|cProvided by publisher

5xx Fields For Media

- 521: This field is for the target audience note.

    Example: 521 __|aESRB rating: Everyone

- 532: This field is for the accessibility note.

    Example: 532 1_ |aEnglish subtitles for the deaf and hard-of-hearing (SDH); English audio
    description track for people with visual disabilities

- 533: This field is for a reproduction note.

    Examples:

    o 533 __ |aMicrofiche.|b[Ann Arbor, Mich.]|cUniversity Microfilms International,|d197
       |esheets. 11 x 15 cm.

    o 533 __ |aElectronic reproduction.|bPalo Alto, Calif. :|cebrary,|d2013.|nAvailable via World
       Wide Web.|nAccess may be limited to ebrary affiliated libraries.

5xx Fields For Media- Cont.

- 538: This field is for the system details note.

  Examples:

  - 538 __ |aDVD, Dolby surround.

  - 538 __|aSystem requirements: 64-bit processor and operating system; Windows 10; i7 processor; 16 GB Ram; Nvidia GTX 1080i; DirectX version 12; 10 GB

- 546: This field is for the language note for the material.

  Example:
  041 1_ |aeng|jeng|jfre|jspa|heng
  546 __|aEnglish dialogue with optional English, French or Spanish subtitles.

- 588: This field is used for the note that is the source of the description

  Example:
  588 __ |aDescription based on 1998-1999; title from cover.
  588 __|aLatest issue consulted: 2003-2004.

5xx Local Fields – 590, 591, 592

- 590: This field is for a local note. Many institutions use this to note different information about their individual copies. This information should not be in OCLC, only in the institutions OPAC.

    Examples:

    - 590 __ |a MSU -- Moe Collection.

    - 590 __ |a MSU -- MSU copy is signed by Clint Hill and Lisa McCubbin.

- 591 and 592: These are local fields. While they can be used in different ways, for Mississippi State University, they are used to designate collections

    Examples:
    - 591 __ |a MSU -- The Louis B. Brock Collection (Mississippi State University. Libraries)
      710 2_ |a Louis B. Brock Collection (Mississippi State University. Libraries)|5MsSM

    - 592 __ |a MSU -- The Frank and Virginia Williams Collection of Lincolniana (Mississippi State University. Libraries)
      710 2_ |a Frank and Virginia Williams Collection of Lincolniana (Mississippi State University. Libraries)|5MsSM

6xx Fields

People, Places, and Things

Subject Headings- Names

- 600: This field is for a subject that is a personal name. In some cases, such as autobiographies, this field may match the 100s

    Examples:

    - 600 10 |a Potter, Harry|c(Fictitious character)

    - 600 10 |aLincoln, Abraham,|d1809-1865|xMonuments|zWisconsin|zRacine.

- 610: This field is for using a corporate name as a subject. Like the 600 echoes the 100, this field echoes the 110.

    Examples:

    - 610 20 |a San Francisco Committee of Vigilance of 1856.

    - 610 20 |a United States Air Force Academy.|bDepartment of English|vPeriodicals.

Subject Headings- 650 (Most Used)

- 650: This field is for subjects of topical terms. This field is one of the most used subject fields. The first indicator is for the level of subject.

    Examples:

    - 650 _0 |a Detective and mystery stories, English

    - 650 _0 |a American poetry|y21st century.

    - 600 10 |a Potter, Harry|c(Fictitious character)|vDrama.
      650 _0 |a Hogwarts School of Witchcraft and Wizardry (Imaginary organization)|vDrama.
      650 _0 |a Wizards|vDrama.
      650 _0 |a Fathers and sons|vDrama.
      650 _0 |a Good and evil|vDrama.

Subject Headings- Places

- 651: This field is used for subjects with a geographic name. Along with 650, this is also one of the most used subject headings.

  Examples:
  - 651 _0 |a United States|xHistory|yCivil War, 1861-1865|vChronology.
    651 _0 |a United States|xHistory|yCivil War, 1861-1865|vBiography

  - 651 _0 |aChickasaw County (Miss.)|xHistory.
    651 _0 |aMississippi|xHistory.

  - 651 _0 |a Russia|xCourt and courtiers.
    651 _0 |a Russia|xKings and rulers.
    651 _0 |a Crimea (Ukraine)|xHistory.

Subject Headings- Keywords?

- **655**: This field is for general genre terms. These terms are closer to keywords than subject terms. There is a list of 655 genre terms in the references section.

  Examples:

  - 655 _7 |aCookbooks.|2lcgft

  - 655 _7 |aCatalogs. |2 lcgft

  - 655 _7 |aShort stories. |2 lcgft

  DVD Example:

  655 _7 |a Fantasy films.|2lcgft

  655 _7 |a Action and adventure films.|2lcgft

  655 _7 |a Romance films.|2lcgft

  655 _7 |a Detective and mystery films.|2lcgft

  655 _7 |a Video recordings for the hearing impaired.|2lcgft

  655 _7 |a Feature films.|2lcgft

7xx Fields

1xx Fields- Round 2!

More Creators -700

- 700 : This field is for added entry of a person name. This field acts as a second 100 field. If there are multiple authors, or those that contribute to the material in other ways, such as illustrators, their names are recorded in this field.

    Examples:
    - o 100 1_ |a Stone, Oliver.

        245 1 4 |a The untold history of the United States / |c Oliver Stone and Peter Kuznick.

        700 1_ |a Kuznick, Peter J.
    - - [In this record, there are two authors. The first is listed in the 100 field, the second in the 700.]

    - o 245 0 0|a In short : |b a collection of brief creative nonfiction / |c edited by Judith Kitchen and Mary Paumier Jones.

        700 1 _ |a Kitchen, Judith, |e editor

        700 1_ |a Jones, Mary Paumier, |e editor
    - - [Editors are not authors. Many times, they are not listed in the 100 field, but in the 700]

More Creators -710

- 710 : This field is for added entry of a corporate name. This field acts as a second 110 field. If there are multiple corporations, or ones that act as the primary author, they are recorded here.

    Example:

    - 245 00 |aZoning ordinance : |b Sumrall, Mississippi / |c Mississippi Research and Development Center

        710 2_ |a Mississippi Research and Development Center.

    – Another use for the 710 is for collection name. Some institutions will put collection notes in the 590. However, some will also use the 710 or a combination of the 591 and 592 with 710.

    Example:

    - 710 2_ |aFrank and Virginia Williams Collection of Lincolniana (Mississippi State University. Libraries) |5 MsSM

Serial Special Fields- 780 and 785

- 780: This field is for preceding entry. This field is used to list the preceding titles for materials

    Example:
    245 00 |a Palmer Home magazine.
    780 00 |tSouthern charity ledger|w(OCoLC)35779855

- 785: This field is for succeeding entry.
    Example:
    245 00 |a Missouri life.
    785 00 |tMissouri magazine (Saint Louis, Mo.)|x1047-6830
    |w(DLC)sn89000241|w(OCoLC)20510570

8xx Fields

Series and the Internet

Series Fields- 800, 810, 811, 830

– These fields tie into the 490 field

- 800: This field is for series added entry personal name

- 810: This field is for series added entry corporate name

- 811: This field is for series added entry meeting name.

- 830: This field is for series added entry uniform title

Examples:
- o 490 1_ |aNational Archives publication |v no. 71-11
    830 _0 |a National Archives publication (Washington, D.C.) ; |v no. 71-11.

- o 490 1_|aProceedings of the annual Conference on Reading held at the University of Chicago,
    1953, |v a National. 15
    811 2_|aConference on Reading |c (University of Chicago.). |t Proceedings ; |v a National. 15.

- o 490 1_ |a The Cheetah girls ;|v#5
    800 1_|a Gregory, Deborah.|tCheetah girls ;|v#5.

8xx – Electronic URLs

- 856: This field is for electronic location and access.

    Example:

    - 856 40 |u http://www.nber.org/papers/w26332

    - 856 4_ |3 View cover art |u
      http://midwesttapes.com/images/movies/000/000/000/011/653/00000000011653622.jpg

    - 856 42 |3 Harry Potter series discussion guide from Scholastic |u
      https://vsstaticssl.lvl3.on24.com/event/14/82/07/4/rt/1/resources/Harry%20Potter%20Read
      ing%20Club%20Series%20Discussion%20Guide-473A.pdf

9xx Fields

Local Information

9xx Fields- Vender and OPAC Info

- 938: This field is used for vendor-specific ordering data

  Example:

  938 __ |aBaker & Taylor |b BKTY |c 22.99 |d 17.24 |i 0590353403 |n 0003094160 |s active

  - The final three fields are the 945, 949, and the 999 fields. These fields may not be in visible in OCLC but instead your institutions OPAC

Questions?

Congratulations You Made It!

References/Helpful Links

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