

.Bib Record Check Cheat Sheet

Match Tags (for copy cataloging import)

Both 001 and 003 typically checked together. If you want the import record to match one in your system, they need to be the same in both records.

001 Control Number - Supposed to be unique number and many automation systems match on this number. Unfortunately, LC and OCLC can have different numbers here.

003 Control Number Identifier - Helps make the 001 tag unique by identifying the source of the 001 tag.

DLC = Library of Congress

URL for looking up source codes: <http://www.loc.gov/marc/organizations/>

010 Library of Congress Control Number (LCCN) - identifies a single, specific individual record in the LC database.

OCLC has entry of 2005-12345

LC has entry of 2005012345 (replaces dash with a zero)

Subfields are very important.

\$a - valid LCCN - computer will match

\$z - invalid LCCNwe

020 International Standard Book Number (ISBN) - Identifies individual edition of a publication. This field is repeatable, so a MARC record can have more than one ISBN.

Subfields are very important here as well.

\$a - unique valid ISBN - computer will match

\$z - invalid ISBN

008 Fixed Tag

Always contains 40 data positions (00-39). Entries are specific to the format/material being described.

Exact entry choices for all the MARC formats in this tag are in:

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

All eight MARC formats have the following 008 positions:

- **00-05 - Date entered on file**

The computer-generated, six-character numeric string that indicates the date the MARC record was created. The date is *yyymmdd*.

- **06 - Type of date/Publication status**

A one-character code that categorizes the type of dates given in positions 07-10 (Date 1) and positions 11-14 (Date 2).

For most records, the code is derived from information in field 260 (Publication, Distribution, etc. (Imprint)), field 362 (Dates of Serial Publication and/or Sequential Designation), or from note fields.

- b - No dates given; B.C. date involved. Each character position in fields 008/07-10 and 008/11-14 contains a blank (#).
- c - Serial - currently published
008/07-10 contains the beginning date of publication; 008/11-14 contains 9999.
- d - Serial - ceased publication
008/07-10 contains the beginning date of publication; 008/11-14 contains the ending date of publication.
- e - Detailed date
008/07-10 contain the year and 008/11-14 contain the month and day, recorded in the pattern *mmdd*.
- i - Inclusive dates of collection
- k - Range of years of bulk of collection
- m - Multiple dates
008/07-10 usually contain the beginning date and 008/11-14 the ending date.
- n - Dates unknown
Indicates that the dates appropriate for 008/07-10 and 008/11-14 are unknown (e.g., when no dates are given in field 260).
- p - Date of distribution/release/issue and production/recording session when different
- q - Questionable date
008/07-10 contain the earliest possible date; 008/11-14 contain the latest possible date.
- r - Reprint/reissue date and original date
008/07-10 contain the date of reproduction or reissue; 008/11-14 contains the date of the original, if known; 008/11-14 contain code u ("uuuu"), if unknown.
- s - Single known date/probable date
008/07-10 contain the date; 008/11-14 contain blanks (#####).
- t - Publication date and copyright date
- u - Serial status unknown
008/07-10 contain the beginning date of publication; 008/11-14 contain code u ("uuuu").
- | - No attempt to code

- **07-10 - (Date 1), and 11-14 (Date 2)**

The determination of dates for 008 positions 07-14 is made in conjunction with the choice of code for 008 position 06 (Type of date/publication status). Example = 2005.

When fill is used, all eight positions must contain the fill character.

Choices for the 07-10,11-14 positions:

- 1-9 - Date digit
- # - Date element is not applicable
- u - Date element is totally or partially unknown
- | - No attempt to code, fill

- **15-17 - Place of publication**

A two- or three-character MARC code that indicates the place of publication, production, or execution..

xxu = United States

xxk = United Kingdom

The source of the code is <http://www.loc.gov/marc/countries/>

This field is used for retrieval and duplicate detection in many systems rather than the publisher info in the 260 tag.

Three fill characters (|||) may be used in place of a valid code, but their use is discouraged. When fill is used in 008/15-17, all three positions must contain the fill character.

- **35-37 - Language**

A three-character MARC code that indicates the language of the item.

The source of the code is: <http://www.loc.gov/marc/languages/>

Choice of a MARC code is based on the predominant language of the item. Three fill characters (|||) may also be used if no attempt is made to code 008/35-37.

eng = English (modern)

vie = Vietnamese

- **38 - Modified record**

A one-character code that indicates whether any bib data is a modification of information that appeared on the item.

Codes are assigned a priority (recorded in the order of the following list) that determines which code is input when more than one code applies.

- # - Not modified
- s - Shortened
Some of the data has been omitted because the record would have exceeded the maximum length allowed by a particular system.
- d - Dashed-on information omitted
- x - Missing characters
Characters that could not be converted into machine-readable form due to character set limitations are missing from the record.
- | - No attempt to code

- **39 - Cataloging source**

A one-character code that indicates the creator of the original cataloging record.

- # - National bibliographic agency
- c - Cooperative cataloging program
The creator of the bibliographic data is a participant (other than a national bibliographic agency) in a cooperative cataloging program.
- d - Other
- u - Unknown
- | - No attempt to code

245 Title Indicators

First indicator (tracing):

= 1 - It will be indexed as an added entry title (1XX in record)

= 0 - It will not be indexed as an added entry because it is the main entry

Second indicator (filing)

= number of spaces to skip in alphabetization of title (to omit initial articles)

245 Subfields

\$b subfield - contains a subtitle. This field is indexed in title and keyword searches

\$b subfield also used for parallel title (title in another language with = sign in front).

No indicators in 245\$b, therefore it does not display in the OPAC. Add a variant title 246 tag with the parallel title and appropriate indicators for OPAC display.

246 Variant Title

This tag is used to contain other titles that could not be included in the 245 title, but could be searched by the user.

First indicator - 1=1 Display in OPAC and index

First indicator = 3 No display, but index

Second indicator = tells how 246 title will be displayed in the OPAC. Here are the phrase choices:

2 Distinctive title:

3 Other title:

4 Cover title:

5 Added title page title:

6 Caption title:

7 Running title:

8 Spine title: