

Seven Cataloging Steps Cheat Sheet

Step 1 - Format

Step 2 - Chief Source

MARC FORMAT	CHIEF SOURCE OF INFORMATION
Book	Title page, verso
Electronic resource	Resource itself, opt for most complete
Electronic Integrating resource (website)	Current iteration
Serial - print	First print edition (or first you have)
Serial - electronic	First electronic issue (or first you have)
Mixed	All items taken as a whole, most complete info
Map - print	Map itself
Map - globe	Globe container case or stand
Visual material - video	Item itself (title frames) then container and label
Visual material - 3 dim	Object itself over accompanying text material/container
Visual material - graphic	Item itself and labels that are permanently affixed
Music	Page that has the fullest information
Sound recording - disc	Disc and label
Sound recording - reel to reel	Reel and label
Sound recording - cassette	Cassette and label
Sound recording - cartridge	cartridge and label

Step 3 - Main Entry 1XX

Personal name - 100 \$a last name, first name (1st indicator 1 if surname, 2nd blank)

\$d dates associated with name

Corporate name - 110 \$a corporation name (1st indicator 2 if direct spelling, 2nd blank)

Conference name - 111 \$a conference name (1st indicator 2 if direct spelling, 2nd blank)

Uniform title - 130 \$a uniform title (1st indicator number of spaces to skip, 2nd blank)

Step 4 - Edition 250, Imprint 260, and Extent 300

Type of material - **book**
 edition 250 \$a other than first
 imprint 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (008 used instead)
 extent 300 \$a number of pages
 300 \$b whether illustrated
 300 \$c height in centimeters
 300 \$e accompanying material

Type of material - **electronic resource**

edition 250 \$a other than first
 imprint 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (008 used instead)
 (consider all remote accessed materials to be published)

extent 300 \$a number of physical units (if applies)
 300 \$b sound (sd.) or color (col.) if it applies
 300 \$c height or diameter in inches if it applies
 300 \$e accompanying material

Type of material - **serial**

edition 250 \$a only if out of the ordinary
 publisher 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (usually continuous with -)(008 used instead)
 extent (no 300), see below:
 310 \$a frequency
 362 \$a starting vol, issue that you have

Type of material - **map**

edition 250 \$a other than first
 imprint 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (008 used instead)
 extent 300 \$a number of pages
 300 \$b whether colored, material, mounting
 300 \$c height x width in centimeters (if applicable)
 300 \$e accompanying material

Type of material - **visual material - motion picture/video**

edition 250 \$a other than first
 imprint 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (008 used instead)
 extent 300 \$a number of physical units, playing time
 300 \$b sound (sd.), silent (si.) in color (col.)
 300 \$c width in inches
 300 \$e accompanying material

Type of material - **visual material - graphic**

edition 250 \$a other than first
 imprint 260 \$a place of pub (008 used instead)
 260 \$b publisher
 260 \$c date (008 used instead)(can use inclusive dates if collection)
 extent 300 \$a number of physical units
 300 \$b art original - medium
 art prints - process (ex. engraving)
 art reproductions - method of reproduction
 photographs - process
 technical drawings - method of reproduction (ex. blueprint)
 for all, give sound (sd.) or color (col.) if it applies
 300 \$c height x width in inches
 300 \$e accompanying material

Type of material - **visual material - three dimensional object**

edition 250	\$a other than first)(do not do for a naturally occurring object)
imprint 260	\$a place of manufacture or publisher (008 used instead)
260	\$b publisher or manufacturer
260	\$c date (008 used instead)
extent 300	\$a number of physical units
300	\$b sound (sd.) or color (col.) if it applies, material
300	\$c height width x depth in inches for videotape, mm for film
300	\$e accompanying material

Type of material - **music**

edition 250	\$a other than first
imprint 260	\$a place of pub (008 used instead)
260	\$b publisher
260	\$c date (008 used instead)
extent 300	\$a number of pages
300	\$b whether illustrated
300	\$c height in centimeters
300	\$e accompanying material

Type of material - **sound recording**

edition 250	\$a other than first
imprint 260	\$a place of pub (008 used instead)
260	\$b publisher and distributor (if applicable)
260	\$c date (008 used instead)
extent 300	\$a number of physical units, playing time
300	\$b analog or digital, playing speed
300	\$c disc diameter in inches, cartridge and cassette if different from standard
300	\$e accompanying material

Step 5 - Notes 5XX

500 General note (not indexed, for OPAC display only) (indicators undefined)

general note

502 Dissertation note (keyword indexed) (indicators undefined)

degree, institution, date of thesis

505 Contents note (keyword indexed)

(1st indicator for OPAC display of 'Contents:', 2nd often blank)

either table of contents or list of contents

508 Credits note (keyword indexed) (indicators undefined)

names of people who participated in a work

511 Performer note (keyword indexed)
(1st indicator 0 for no OPACV display constant, 1 for OPAC display 'Cast:')
performers players, narrators

520 Summary note (keyword indexed)
(1st indicator blank for 'Summary display, 2nd blank)
summary, review, abstract of the contents in sentence form

Step 6 - Subjects 6XX

600 -personal name \$a last, first (1st indicator 1 if surname, 2nd 0 or 4)
 \$d dates associated
 \$v form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

610 - corporate name \$a corporation name (1st indicator 2 if in correct order, 2nd 0 or 4)
 \$v form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

611 -meeting name \$a meeting name (1st indicator 2 if in correct order, 2nd 0 or 4)
 \$c location of meeting
 \$d date of meeting
 \$v form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

650 - general/topical \$a topical term (1st indicator blank, 2nd 0 or 4)
 \$y form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

651 - geographic \$a geographic name (1st indicator blank, 2nd 0 or 4)
 \$y form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

655 - Genre Form \$a genre form subject 1st indicator blank, 2nd indicator 7
 \$y form subdivision
 \$x general subdivision
 \$y chronological subdivision
 \$z geographic subdivision
 \$2 source of subject heading

Step 7 - Added Entries 7XX, 8XX

7XX700 - Personal name \$a last, first (1st indicator 1 if surname is first, 2nd blank
 \$d dates associated with name

710 - Corporate name \$a corporation (1st indicator 2 if in correct order, 2nd blank)

711 - Conference \$a conference name (1st indicator 2 if in correct order, 2nd blank)

730 - Uniform title \$a uniform title (1st indicator number of spaces to skip)

8XX

800 - Personal name \$a last, first (1st indicator 1 if surname is first, 2nd blank
 \$d dates associated with name

810 - Corporate name \$a corporation (1st indicator 2 if in correct order, 2nd blank)

811 - Conference \$a conference name (1st indicator 2 if in correct order, 2nd blank)

830 - Uniform title \$a uniform title (1st indicator blank, 2nd number of spaces to skip)