

MARC Cataloging for ER, CD and DVD Cheat Sheet

Format	Chief Source
MARC FORMAT	CHIEF SOURCE OF INFORMATION
ER - web site	Resource itself, opt for most complete
ER - integrating resource	Current iteration
ER - computer file on diskette.CDROM/DVD	Resource itself, opt for most complete
Serial - electronic	First electronic issue (or first you have)
Visual material - DVD	Item itself (title frames) then container and label
Sound recording - CD	Disc and label

Leader Code

MARC FORMAT	LEADER CODE (Most Common 6,7 Position))
ER - web site	m or a, i
ER - integrating resource	m or a, i
ER - computer file on diskette.CDROM/DVD	mm
Serial - electronic	as
Visual material - DVD	gm
Sound recording - CD	jm

Electronic Resources Leader 6th position

- a - language material
- m - computer software (programs, games, fonts)
Numeric data (data in a database (census) not a flat spreadsheet)
Computer multimedia (two or more media, more than just group of text pages)
Online systems (variety of databases, bulletin boards, much user interaction)

Electronic Resources Leader 7th position

- m - Monograph (finite)
- s - Serial (continuing)
- i - Integrating resource (continuing)

Fixed 006 Tag for Electronic Resources

Used when the Leader/06 is other than "m" to hard code the record for electronic aspect.
Required in OCLC, optional in MARC21.

006/00 - Always "m" for computer file/electronic resource

006/09 - Type of Computer File choices:

- a - Numeric data
- b - Computer program
- c - Representational

- d - Document**
- e - Bibliographic data
- f - Font
- g - Game
- h - Sound
- i - Interactive multimedia
- j - Online system or service
- m - Combination
- u - Unknown
- z - Other
- | - No attempt to code

The most common 006 field in a MARC 21 record looks like this:

006 m d

Fixed 007 tag for Electronic Resources

Fourteen positions, first six positions mandatory for electronic resources.

007/00-Category of material (always c for computer file/electronic resource) (OCLC \$a)

007/01-Specific material designation choices (OCLC \$b):

- a - Tape cartridge
- b - Chip cartridge
- c - Computer optical disc cartridge
- f - Tape cassette
- h - Tape reel
- j - Magnetic disc
- m - Magneto-optical disc
- o - Optical disc
- r - Remote

007/02-Blank

007/03-Color choices (OCLC \$d):

- a-One color (other than black)
- b-Pure black-and-white
- c-Multicolored (most fit here)
- g-Gray scale (B/W photographs)
- m-Mixed (some B/W, some color, some gray scale)
- n-Not applicable (non-visual like audio file)

007/04-Dimension choices (OCLC \$e):

- a- 3 1/2 in
- e- 12 in.
- g- 4 3/4 in. or 12 cm.

imprint	260	\$a place of pub
	260	\$b publisher
	260	\$c date
extent	300	\$a number of video discs, playing time
	300	\$b sound (sd.), silent (si.) in color (col.)
	300	\$c width in inches
	300	\$e accompanying material

Type of material - **CD sound recording**

edition	250	\$a from chief source
imprint	260	\$a place of pub
	260	\$b publisher and distributor (if applicable)
	260	\$c date
extent	300	\$a number of sound discs, playing time
	300	\$b digital, playing speed
	300	\$c disc diameter in inches
	300	\$e accompanying material

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Notes - Electronic Resource

538 - Mode of Access - Mandatory for Internet resources.

538 \$a Mode of access: World Wide Web.

538 \$a Mode of access: E-mail.

538 - System Requirements - Used mostly for tangible diskettes/CDROMs. Internet resources only when special software or hardware is necessary to access the resource above and beyond a computer with a Web browser

538 \$a System requirements: Adobe Acrobat Reader.

516 - Type of Computer File or Data - Used in conjunction with 006/09 for type of computer file

516 \$a Text (electronic journal).

516 \$a Numeric (summary statistics).

500 - Combined Source of Title Proper and Item Described - Mandatory for Internet resources

500 \$a Title from home page (viewed on Sept. 1, 2001).

500 \$a Title from HTML header (viewed on April 15, 2000).

Notes - Music CD

500 Compact disc

511 Performer note (keyword indexed) performers players, narrators

505 Contents note

Notes - DVD

511 Performer note (keyword indexed) performers players, narrators

520 Abstract/Summary

521 Audience Rating

546 Language/Close Captioning

Special Tags

856 tag - URL

first indicator

0 email -

1 FTP -

2 telnet

3 dial-up

4 HTTP

7 gopher (method of access in \$2)

second indicator

(blank) no information provided

0 resource itself

1 version of the resource

2 related resource

Some 856 subfields:

- **\$a - Host name**
The fully qualified domain (host name) of the electronic location. It contains a network address which is repeated if there is more than one address for the same host.
- **\$b - Access number**
The access number associated with a host. It can contain the Internet Protocol (IP) numeric address if the item is an Internet resource, or a telephone number if dial-up access is provided through a telephone line.
- **\$c - Compression information**
Information about the compression of a file, in particular, whether a specific program is required to decompress the file.
- **\$h - Processor of request**
The username, or processor of the request; generally the data which precedes the "@" in the host address.
- **\$i - Instruction**
An instruction needed for the remote host to process a request.
- **\$k - Password**
- **\$l - Logon**
- **\$m - Contact for access assistance**
- **\$n - Name of location of host**
The full name of the location of the host in subfield \$a, including its geographical location.
- **\$o - Operating system**
- **\$q - Electronic format type**
An identification of the electronic format type, which is the data representation of the resource, such as text/HTML, ASCII, Postscript file, executable application, or JPEG image.
- **\$u - Uniform Resource Identifier (R)**
The URI, which provides standard syntax for locating an object using existing Internet protocols. Field 856 is structured to allow for the creation of a URL from the concatenation of other separate 856 subfields. Subfield \$u may be used instead of those separate subfields or in addition to them.
- **\$v - Hours access method available**
- **\$z - Public note (R)**
- **\$2 - Access method (NR)**
The access method when the first indicator position contains value 7.