

# Cataloging Standards

## Introduction

Information retrieval and access is a vital part of every library. In order to provide the level of access that all library patrons expect, library materials and information need to be housed in an organized fashion, and all items need to be searchable using an online or physical card catalog. To accomplish this organization, every item needs to be cataloged properly using cataloging rules, an appropriate classification system, and standardized subject headings. Additionally, items need to be co-located with other items of similar topic, genre, or authorship.

These cataloging standards have been developed to assist system staff in properly cataloging library materials and information for member libraries and the system headquarters.

## Cataloging Tools (Used by NWKLS)

DDC 23 (Dewey Decimal Classification)

Sears (Subject Headings)

AACR II (Anglo American Cataloging Rules)

RDA (Resource Description & Access)

MARC 21 (Machine-Readable Cataloging)

OCLC

Auto-Graphics Verso

Auto-Graphics SHAREit

## Cataloging

Standard fields to be used in a MARC 21 record:

- LDR Leader
- 003 Control Number
- 008 Fixed Field
- 020 ISBN
- 100 Author/Co-Author and Illustrator
- 245 Title
- 250 Edition
- 260 Publisher
- 300 Item Description
- 650 Subject

Optional fields:

- 022 ISSN
- 082 Dewey Decimal Classification
- 110 Corporation Name
- 490 Series Title
- 500 General Notes
- 521 Target Audience
- 538 System Details Note
- 700
- 800

## Standard Fields to be used in a MARC 21 Record

### 020 - International Standard Book Number (Repeatable)

International Standard Book Number (ISBN) assigned to a monographic publication by designated agencies in each country participating in the program. The field may include terms of availability and canceled or invalid ISBNs, such as ISBNs with invalid check digits or that are not applicable to the item being cataloged. It may be repeated for multiple numbers associated with the item (e.g., ISBNs for the hard bound and paperback manifestations; ISBNs for a set as a whole and for the individual parts in the set).

#### Indicators

First - Undefined

# - Undefined

Second - Undefined

# - Undefined

#### Subfield Codes

\$a - International Standard Book Number (Non Repeatable)

Valid ISBN. ISBN and the embedded hyphens may be generated for display.

\$c - Terms of availability (Non Repeatable)

Price or a brief statement of availability and any parenthetical qualifying information about availability.

\$z - Canceled/invalid ISBN (Repeatable)

Canceled or invalid ISBN. ISBN (invalid) and the embedded hyphens may be generated for display.

#### Examples

020 ## a 0491001304

020 ## a 0914378260 (pbk.: v. 1) : c \$5.00

020 ## a 0394502884 (Random House) : c \$12.50

020 ## a 0460044524 : c Rental material

### 100 - Main Entry-Personal Name (Non Repeatable)

Personal name used as a main entry in a bibliographic record.

#### Indicators

First - Type of personal name entry element

0 - Forename

Forename or a name consisting of words, initials, letters, etc., that are formatted in direct order.

1 - Surname

Single or multiple surname formatted in inverted order or a single name without forenames that is known to be a surname.

3 - Family name

Name represents a family, clan, dynasty, house, or other such group and may be formatted in direct or inverted order.

Second - Undefined

# - Undefined

### Subfield Codes

\$a - Personal name (Non Repeatable)

Surname and/or forename; letters, initials, abbreviations, phrases, or numbers used in place of a name; or a family name.

\$b - Numeration (Non Repeatable)

Roman numeral or a roman numeral and a subsequent part of a forename when the first indicator value is 0.

\$c - Titles and words associated with a name (Repeatable)

\$d - Dates associated with a name (Non Repeatable)

Dates of birth, death, or flourishing, or any other date associated with a name.

\$q - Fuller form of name (Non Repeatable)

More complete form of the name contained in subfield \$a.

### Examples

100 3# a Farquhar family.

100 1# a Morgan, John Pierpont, d 1837-1913, e collector.

100 0# a John, c the Baptist, Saint.

100 0# a John b II Comnenus, c Emperor of the East, d 1088-1143.

100 0# a Author of The diary of a physician, d 1807-1877.

100 0# a H. D. q (Hilda Doolittle), d 1886-1961.

100 1# a Gresham, G. A. q (Geoffrey Austin)

### 245 - Title Statement (Non Repeatable)

Title and statement of responsibility area of the bibliographic description of a work.

### Indicators

First - Title added entry

0 - No added entry

No title added entry is made, either because no title added entry is desired or because the title added entry is not traced the same as the title in field 245.

1 - Added entry

Desired title added entry is the same as the title in field 245.

Second - Nonfiling characters (Characters to be ignored)

0 - No nonfiling characters

1-9 - Number of nonfiling characters

### Subfield Codes

\$a - Title (Non Repeatable)

\$b - Remainder of title (Non Repeatable)

\$c - Statement of responsibility, etc. (Non Repeatable)

\$h - Medium (Non Repeatable)

### Examples

245 10 a Statistics : b facts or fiction.

245 10 a --as others see us.

245 04 a The Year book of medicine.

245 18 a The ... annual report to the Governor.

245 15 a The "winter mind" : b William Bronk and American letters / c Burt Kimmelman.  
245 00 a Oklahoma h [sound recording] ; b Carousel ; South Pacific ...

## 250 - Edition Statement (Repeatable)

Information relating to the edition of a work as determined by applicable cataloging rules.

### Indicators

First - Undefined  
# - Undefined  
Second - Undefined  
# - Undefined

### Subfield Codes

\$a - Edition statement (Non Repeatable)  
\$b - Remainder of edition statement (Non Repeatable)  
Usually, a statement of personal or corporate responsibility and/or a parallel edition statement.

### Examples

250 ## a 2nd ed.  
250 ## a Special education ed.  
250 ## a Rev. as of Jan. 1, 1958.  
250 ## a Third edition.  
250 ## a 4th ed. / b revised by J.G. Le Mesurier and E. McIntosh, Repr. with corrections.

## 260 - Publication, Distribution, etc. (Imprint) (Repeatable)

Information relating to the publication, printing, distribution, issue, release, or production of a work.

### Indicators

First - Sequence of publishing statements  
# - Not applicable/No information provided/Earliest available publisher  
2 - Intervening publisher  
3 - Current/latest publisher  
Second - Undefined  
# - Undefined

### Subfield Codes

\$a - Place of publication, distribution, etc. (Repeatable)  
May contain the abbreviation [S.l.] when the place is unknown.  
\$b - Name of publisher, distributor, etc. (Repeatable)  
May contain the abbreviation [s.n.] when the name is unknown.  
\$c - Date of publication, distribution, etc. (Repeatable)  
May contain multiple dates (e.g., dates of publication and copyright).

### Examples

260 ## a Paris : b Gauthier-Villars ; a Chicago : b University of Chicago Press, c 1955.  
260 ## a New York, N.Y. : b Elsevier, c 1984.  
260 ## a [S.l.] : b Insight Press, c 1981.

### **300 - Physical Description (Repeatable)**

Physical description of the described item, including its extent, dimensions, and such other physical details as a description of any accompanying materials and unit type and size.

#### **Indicators**

First - Undefined

# - Undefined

Second - Undefined

# - Undefined

#### **Subfield Codes**

\$a - Extent (Repeatable)

Number of physical pages, volumes, cassettes, total playing time, etc., of each type of unit.

\$b - Other physical details (Non Repeatable)

Physical characteristics such as illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, motion picture presentation format, etc.

\$c - Dimensions (Repeatable)

Expressed in centimeters, millimeters, or inches; may include a parenthetical qualifier giving the format of the item (e.g., *fol.*), (*8vo*)).

\$e - Accompanying material (Non Repeatable)

May include a parenthetical physical description of the accompanying material.

\$f - Type of unit (Repeatable)

Terms such as *page*, *volumes*, *boxes*, *cu. ft.*, *linear ft.*, etc. that are used to identify the configuration of material and how it is stored.

\$g - Size of unit (Repeatable)

Size of a type of unit given in the preceding subfield \$f. Repeatable when additional forms of extent data are given.

#### **Examples**

300 ## a 149 p. ; c 23 cm

300 ## a 1 score (16 p.) ; c 29 cm

300 ## a 11 v. : b ill. ; c 24 cm

300 ## a 1 sound disc (20 min.) : b analog, 33 1/3 rpm, stereo. ; c 12 in.

### **650 - Subject Added Entry-Topical Term (Repeatable)**

Subject added entry in which the entry element is a topical term.

#### **Indicators**

First - Level of subject

# - No information provided

0 - No level specified

1 - Primary

2 - Secondary

Second - Thesaurus

0 - Library of Congress Subject Headings

1 - LC subject headings for children's literature

2 - Medical Subject Headings

- 3 - National Agricultural Library subject authority file
- 4 - Source not specified
- 5 - Canadian Subject Headings
- 6 - Répertoire de vedettes-matière
- 7 - Source specified in subfield \$2

### Subfield Codes

- \$a - Topical term or geographic name entry element (Non Repeatable)
- \$b - Topical term following geographic name entry element (Non Repeatable)
- \$c - Location of event (Non Repeatable)
- \$d - Active dates (Non Repeatable)
  - Time period during which an event occurred.
- \$e - Relator term (Repeatable)
  - Specifies the relationship between the topical heading and the described materials, e.g., depicted.
- \$g - Miscellaneous information (Repeatable)
- \$v - Form subdivision (Repeatable)
- \$x - General subdivision (Repeatable)
- \$y - Chronological subdivision (Repeatable)
- \$z - Geographic subdivision (Repeatable)

### Examples

- 650 #0 a Architecture, Modern y 19th century.
- 650 00 a Flour industry v Periodicals.
- 650 17 a Career Exploration.
- 650 #0 a Dentistry v Juvenile films.
- 650 #0 a Seabiscuit (Race horse), e depicted.
- 650 #0 a Real property z Mississippi z Tippah County v Maps.

### Optional Fields

#### 022 - International Standard Serial Number (Repeatable)

International Standard Serial Number (ISSN), a unique identification number assigned to a continuing resource, and/or any incorrect or canceled ISSN.

#### Indicators

- First - Level of international interest
  - # - No level specified
  - 0 - Continuing resource of international interest
  - 1 - Continuing resource not of international interest
- Second - Undefined
  - # - Undefined

#### Subfield Codes

- \$a - International Standard Serial Number (Non Repeatable)
  - Valid ISSN for the continuing resource. ISSN may be generated for display.

## Examples

022 ## a 0376-4583

### 110 - Main Entry-Corporate Name (Non Repeatable)

Corporate name used as a main entry in a bibliographic record.

#### Indicators

First - Type of corporate name entry element

0 - Inverted name

Corporate name begins with a personal name in inverted order.

1 - Jurisdiction name

Name of a jurisdiction that is also an ecclesiastical entity or is a jurisdiction name under which a corporate name or a title of a work is entered.

2 - Name in direct order

Second - Undefined

# - Undefined

#### Subfield Codes

\$a - Corporate name or jurisdiction name as entry element (Non Repeatable)

Name of a corporate body or the first entity when subordinate units are present; a jurisdiction name under which a corporate body, city section, or a title of a work is entered; or a jurisdiction name that is also an ecclesiastical entity.

\$b - Subordinate unit (Repeatable)

Name of a subordinate corporate unit, a name of a city section, or a name of a meeting entered under a corporate or jurisdiction name.

\$c - Location of meeting (Repeatable)

Place name or a name of an institution where a meeting was held.

\$d - Date of meeting or treaty signing (Repeatable)

Date a meeting was held or, in a name/title field, the date a treaty was signed.

## Examples

110 1# a United States. b Court of Appeals (2nd Circuit)

110 2# a Catholic Church. B Concilium Plenarium Americae Latinae d (1899 :\$cRome, Italy)

### 490 - Series Statement (Repeatable)

Series statement for a series title.

#### Indicators

First - Series tracing policy

0 - Series not traced

1 - Series traced

Second - Undefined

# - Undefined

#### Subfield Codes

\$a - Series statement (Repeatable)

Series title that may also contain a statement of responsibility or other title information.

\$v - Volume/sequential designation (Repeatable)

#### Examples

490 0# a Pelican books

490 1# a Uniform crime reports

490 1# a Department of the Army pamphlet ; v 27-50

#### 500 - General Note (Repeatable)

General information for which a specialized 5XX note field has not been defined.

#### Indicators

First - Undefined

# - Undefined

Second - Undefined

# - Undefined

#### Subfield Codes

\$a - General note (Non Repeatable)

#### Examples

500 ## a Recast in bronze from artist's plaster original of 1903.

500 ## a Caption title.

#### 521 - Target Audience Note (Repeatable)

Information that identifies the specific audience or intellectual level for which the content of the described item is considered appropriate.

#### Indicators

First - Display constant controller

# - Audience

0 - Reading grade level

1 - Interest age level

2 - Interest grade level

3 - Special audience characteristics

4 - Motivation/interest level

8 - No display constant generated

Second - Undefined

# - Undefined

#### Subfield Codes

\$a - Target audience note (Repeatable)

\$b - Source (Non Repeatable)

Name or abbreviation of the agency or entity that determined the target audience of the item.

#### Examples

521 0# a 3.1.

521 8# a MPAA rating: R.



### **538 – System Details Note (Repeatable)**

Technical information about an item, such as the presence or absence of certain kinds of codes; or the physical characteristics of a computer file, such as recording densities, parity, blocking factors, mode of access, software programming language, computer requirements, peripheral requirements, trade name or recording systems, number of lines of resolution, and modulation frequency. For sound and video recordings, information about the trade name or recording system(s) (e.g., VHS), modulation frequency and number of lines of resolution may be included.

Links to technical details relating to digital resources may also be recorded.

#### **Indicators**

First - Undefined

# - Undefined

Second - Undefined

# - Undefined

#### **Subfield Codes**

\$a - System details note (Non Repeatable)

\$i - Display text (Non Repeatable)

\$u - Uniform Resource Identifier (Repeatable)

#### **Examples**

538 ## a VHS.