

District Library Cataloging Standards and Practices

Boulder Valley School District

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INTRODUCTION

INTENDED USE OF THIS DOCUMENT

The purpose of this document is to make transparent the Cataloging Department's standards and procedures and to document local cataloging decisions and practices. This document is not intended to replace the AACR2 or RDA content standards, the MARC bibliographic format standard, or any other national/international cataloging standards; rather, it is intended to guide how those standards are applied in BVSD's K-12 environment.

CATALOGING SERVICES

The Cataloging Department supports teacher librarians, other school library staff, students, and the BVSD community by providing the following services:

- Creating and providing bibliographic (MARC) catalog records for a wide range of materials, including audiovisual, multimedia, and foreign language items.
- Supporting the Insignia integrated library system.
- Consulting with teacher librarians to maximize the effectiveness of their local catalog data.
- Aligning BVSD cataloging practices with national and international standards, including the AACR2 and RDA content standards and the MARC bibliographic format standard.
- Documenting local cataloging practices.
- Staying current with developments in cataloging and metadata services and with broader trends in the library profession.

CATALOGING WORKFLOW

Beginning August 1, 2014, libraries can add (but not edit) new MARC records using [ISBN Cataloging](#). This replaces the former process in which libraries entered all new titles that needed MARC records in the [MARC Record Request Spreadsheet](#).

ROLES & RESPONSIBILITIES FOR CATALOGING WORKFLOW

LIBRARY STAFF MEMBERS

...include teacher librarians, library paraprofessionals, and other staff members that manage the school library.

Library Staff Members are responsible for:

- Maintaining local copy data, which includes:
 - adding local copies to existing MARC records;
 - adding and/or editing data in the Copy Information tab (call number, price, location, item circulation type, local notes);
 - performing inventory at least once every two years, or as needed;
 - deleting weeded or withdrawn copies

- Adding new MARC records to the ILS using the [ISBN Cataloging](#) feature. If ISBN Cataloging is not available for the item in hand, Library Staff Members can enter MARC record requests in the [MARC Record Requests spreadsheet](#).
- End-processing, including printing and affixing barcodes and spine labels, covering books, and affixing security strips.
 - Note that end-processing is a service that can be purchased from vendors. Some vendors may offer end-processing services for free.
- Directing vendors to the Technical Services Librarian for any questions about barcodes and district cataloging standards.

CATALOGING STAFF MEMBERS

...include the Technical Services Librarian and the Cataloging Assistant.

Cataloging Staff Members are responsible for:

- Editing new MARC records, created by Library Staff Members using the [ISBN Cataloging](#) feature, so that they comply with district and national standards.
- Creating new MARC records from the [MARC Record Requests spreadsheet](#)—either through copy cataloging or original cataloging—that comply with district and national standards.
- Requesting additional information from Library Staff Member if a partial record cannot be created for an item.
- Notifying Library Staff Member when their MARC record request has been fulfilled.

TECHNICAL SERVICES LIBRARIAN

...is responsible for:

- Overseeing the cataloging efforts of the Cataloging Assistant.
- Importing vendor MARC records.
- Communicating changes in district cataloging standards and barcodes to major BVSD vendors.
- Maintaining documentation of the cataloging workflow.
- Liaising with the ILS vendor to communicate software outages and request improvements.

PROCESS FOR NON-VENDOR RECORDS

1. Library Staff Member searches the ILS for the item in hand. If a MARC record exists, then Library Staff Member adds a local copy and prints barcodes and spine labels.
 - a. [Instructions for adding copies for books](#) and book-like materials
 - b. [Instructions for adding copies for equipment and periodicals](#)
2. If no MARC record exists in the ILS, then the Library Staff Member adds a new MARC record using the [ISBN Cataloging](#) feature. Note that this feature only allows Library Staff Members to add records, not edit them. Only Cataloging Staff Members can edit existing MARC records.
 - a. After adding a new MARC record, the Library Staff member adds a local copy and prints barcodes and spine labels (see 1).
3. If the ISBN Cataloging feature cannot be used to add a new MARC record, then then the Library Staff Member enters a request in the [MARC Record Requests spreadsheet](#).

4. Cataloging Staff Member adds the MARC record to the ILS either through copy cataloging or original cataloging.
 - a. In cases where not enough information exists to create at least a partial record, Cataloging Staff Member may request to see the physical material.
5. Cataloging Staff Member notifies Library Staff Member that the MARC record is complete.
6. Library Staff Member adds a local copy, then prints barcodes and spine labels.
 - a. [Instructions for adding copies for books](#) and book-like materials
 - b. [Instructions for adding copies for equipment and periodicals](#)

PROCESS FOR VENDOR RECORDS

In spring 2012, all major vendors used by BVSD were notified of the new barcode ranges that were implemented during the transition to the Insignia ILS. All vendors should email records directly to the Technical Services Librarian, amy.bland@bvsd.org.

1. Vendor emails MARC records to the Technical Services Librarian. Vendor mails physical materials directly to the library.
2. Technical Services Librarian edits the file to ensure that it complies with district cataloging standards, and verifies that the correct barcode range has been used.
3. Technical Services Librarian imports the file into the ILS and corrects any errors in material type and collection type.
4. Technical Services Librarian notifies Library Staff Member that the upload is complete.
5. Library Staff Member is highly encouraged to verify that vendor barcodes scan correctly *before* shelving new books.

FIRST-IN FIRST-OUT POLICY

Cataloging Staff Members process MARC record requests in the order they are received. For any special cataloging circumstances that may arise, please contact a Cataloging Staff Member.

A Note on Call Numbers

Cataloging Staff Members make every attempt to assign accurate and appropriate call numbers that serve the majority of libraries in the district. However, if a Library Staff Member wants a different local call number than what was assigned by a Cataloging Staff Member, they are able to do so in the Copy Information tab of the Find/Add Item module.

CATALOGING STANDARDS AND PRACTICES

BIBLIOGRAPHIC RECORDS

A bibliographic record is a type of MARC record that represents a library material.

In a union catalog, the model is to create **one good bibliographic record** for each distinct edition of a material and to attach a local holding for each copy. We do not create a duplicate bibliographic record

for each copy. Creating duplicate bibliographic records clutters the database, leads to inconsistency among records, and makes searching the catalog confusing.

MATERIAL TYPES

Material Types refer to the physical carrier, or format, of the material. Sometimes the Material Type and the Collection Type must both be considered when determining the call number prefix, as is the case with Online Resources and Books. The Material Types and their associated call numbers are as follows:

Material Type	Associated Call Number Prefix(es)
Book	B, BIL, E, ER, FIC, PROF, REF, SC, SPAN
Audio recording (Unknown type)	Varies by format
AV Cart	Local decision
AV Equipment, General	Local decision
Big Book	BIGBK
Book with Cassette	BKCASS
Book with CD	BKCD
Braille	BRAILLE
Cable	Local decision
Calculator	Local decision
Camcorder	Local decision
Cassette	CASS
Cassette Player	Local decision
CD	CD
CD Player	Local decision
CD-ROM	CD-ROM
Clickers	Local decision
Digital Camera	Local decision
Document Camera	Local decision
DVD	DVD
DVD Player	Local decision
eReader	NOOK, KINDLE
Filmstrip	FS
Flashcards	Local decision
Game	GAME
Globe	GLOBE
iPad	IPAD
iPod	IPOD
Kit	KIT
Laptop	Local decision
Laser Disc	LASER
Map	MAP
Microform	MICRO
Model	MODEL
Netbook	Local decision
Online Resource	ABK, EBK

Periodical	MAG, PER
Playaway	PLAWAY
Projector	Local decision
Record	REC
Remote Control	Local decision
Slide	SL
Study Print / Poster	SP
Transparency	Local decision
TV	TV
VHS	VIDEO
VHS Player	Local decision

COLLECTION TYPES

Collection Types are groups of materials that share the same theme, genre, or subject content. In special cases, Collection Types can also refer to materials that are housed together in a separate physical location regardless of subject, such as an audiobook collection.

Each bibliographic record can only be assigned one Collection Type, but given that each library is organized differently it is nearly impossible to assign a Collection Type that will be relevant in every library. When assigning Collection Types, the Cataloging Staff Members consider:

1. The theme, genre, and subject content of the material;
2. The Collection Type of similar materials;
3. How the material is collected in the majority of libraries in the district.

EXPLANATION OF SPECIFIC COLLECTION TYPES

Fiction

Description:

Fiction materials are distinguished from picture books by their smaller physical dimensions, larger ratio of text to illustrations, and chapters. Fiction materials can have illustrations, such as Captain Underpants and Diary of a Wimpy Kid, but the illustrations are supplemental to the text.

Treatment:

Fiction materials use the call number prefix FIC cuttered by the first three letters of the author's last name. In addition to the basic record, the Cataloging Department will include a summary note (520 field) and genre headings (655 field), when applicable. A list of genre headings from the Library of Congress and the Guidelines on Subject Access to Individual Works of Fiction, Drama, etc. can be found at <http://www.hahnlibrary.net/libraries/formgenre.html>

Reference

Description:

Reference items are usually non-circulating materials such as dictionaries, maps, atlases, and encyclopedias.

Treatment:

Reference items use the call number prefix REF followed by the classification number and cutter. Teacher librarians can adjust the circulation status of reference materials to suit the needs of their users.

Biography

Description:

Biographies are the non-fictional account of one person's life. Autobiographies are included in this Collection Type. Biographies of animals (e.g., Marley & me) are not included in this Collection Type; instead, they are classed with animals.

Treatment:

Biographies use the call number prefix B followed by the subject's full last name in capital letters. For example: B OBAMA. Collective biographies are classed in 920, not with individual biographies.

Note on 920s:

Sometimes there is grey area about what constitutes a collective biography versus a work about a historical event or time period. In general, if the narrative of the work primarily focuses on the lives of the subjects and less on the events, it is classed in 920. When in doubt about whether a material should be classed with the historical event or with the collective biographies, prefer the historical event.

Everyone / Picture Books

Description:

Everyone / Picture Books are typically fiction picture books. Unlike [Fiction materials](#), they have a larger ratio of pictures to text. They are usually larger in size than Fiction materials; most are 25 cm. and taller. The reading level is not part of the criteria in determining whether a book is Everyone / Picture or Fiction, as most picture books are meant to be read by a wide audience. In the past, Everyone /Picture Books were called Easy books, but in fact these books are meant for all ages.

Treatment:

Everyone / Picture Books use the call number prefix E cuttered by the first three letters of the author's last name. Non-fiction picture books do not use the call number prefix E, and are given appropriate Dewey Decimal classification. Beginning July, 2009, Everyone / Picture Books were separated from Early Readers, which are discussed next. If in doubt about whether a material should be Early Reader or Everyone / Picture, we will prefer Everyone / Picture.

Early Readers

Description:

Early Readers are fiction materials that are primarily meant to support literacy and to be read by beginning readers. Examples include (but are not limited to):

- Learn to Read series
- Step into Reading series
- Beginner Books
- Mercy Watson
- Elephant and Piggie
- Henry and Mudge
- Frog and Toad
- Fly Guy

Books that are meant to be read by an adult on one page and a child on the facing page are classified with Everyone materials, as they are not meant to be read entirely by the beginning reader.

Early Readers used to be part of the Everyone Collection Type, but based on feedback from teacher librarians, they now have a separate material type and call number prefix. Also due to teacher librarian feedback, non-fiction readers are classed with an appropriate Dewey Decimal number rather than with fiction Early Readers.

Treatment:

Early Readers use the call number prefix ER. Assign the genre heading *Readers (Primary)* to all fiction and non-fiction early reading materials in order to bring them together in the online catalog, regardless of their physical location.

If in doubt about whether a material should be Early Reader or Everyone, prefer Everyone. If in doubt about whether a material should be Early Reader or Fiction, prefer Fiction.

Big Books

Description:

Big Books are very large editions of picture books, usually over 70 cm. tall. They are decreasing in popularity across the district, but some libraries still collect them.

Treatment:

Big Books use the call number prefix BIGBK followed by a classification number and cutter. This is a Collection Type that is defined by its physical location within the library rather than by its subject or genre.

Story Collections

Description:

Story collections are collections of short stories by different authors. One exception is collections of fairy tales or folk tales, which are classed in 398.2. Collections of scary stories and ghost stories are classed in Story Collections.

Treatment:

Story Collections use the call number prefix SC cuttered by the first three letters of the book title. Collections of short stories by the same author are classed with Fiction under the author's last name.

Professional

Description:

Professional materials are meant for the support and development of teachers and other school staff, and are not meant for student use. Typically, these materials deal with teaching and learning.

Treatment:

Professional materials use the call number prefix PROF, followed by the classification number and cutter.

Spanish

Description:

Spanish includes all materials, fiction and nonfiction, that are either entirely in Spanish or contain parallel English and Spanish text. Materials mostly in English with some Spanish text are not considered Spanish materials.

Treatment:

The Spanish material/copy type has two call number prefixes: SPAN for items entirely in Spanish, and BIL for items with parallel English and Spanish text. This structure is meant to accommodate two kinds of collections: the large Spanish collection that needs to differentiate between items entirely in Spanish and items with translations, and the small Spanish collection that only needs one material/copy type for all Spanish materials. Libraries with smaller collections may consider inter-shelving the SPAN and BIL prefixes.

Spanish materials use the call number prefix (SPAN or BIL) followed by the classification number and cutter.

Note:

Non-Spanish foreign language materials will be treated similarly, with call number prefixes assigned as needed. The only other languages that are consistently used are:

- French = FR
- German = GER

Audiobooks

Description:

Audiobooks come in a variety of physical formats, the most common being CD, cassette, and digital file for streaming or download. Some libraries also collect Playaways. Books accompanied by CDs or cassettes are considered Audiobooks.

Treatment:

The call number prefix for Audiobooks is determined by the [Material Type](#). For example, CD FIC ASH or BKCASS 301 SCH.

Videorecordings

Description:

Videorecordings describe any projected medium, most commonly DVDs and VHS tapes. Some schools also collect laser discs and reel-to-reel films.

Treatment:

The call number prefix for Videorecordings is determined by the [Material Type](#). For example, DVD FIC ASH or VIDEO 301 SCH.

eBooks

Description:

eBooks are any books that are designed to be read digitally, either on a computer or downloaded to an eReader. The specific medium is defined in the [Material Type](#).

Treatment:

eBooks use the call number prefix EBK, followed by the classification number and cutter.

AV Equipment

Description:

AV Equipment is checked out through the library in many schools. Common types of equipment include DVD players, projectors, and laptops.

Treatment:

The Cataloging Department has created one master bibliographic record to represent each type of AV Equipment (for example, Laptops). Libraries add a new copy to this master record for each unit of equipment. Assign a call number that adequately identifies the equipment. For example: PROJECTOR 1, LAPTOP 3, etc. The serial number can also be added to the copy record, if desired. More information about how to catalog equipment is on the [Insignia Training site](#).

Periodicals

Description:

Periodicals are publications that have open-ended and regularly recurring publication cycles. Periodicals collected by school libraries include newspapers, magazines, and scholarly journals. Monographic series, such as encyclopedias, are not considered periodicals because they have a finite number of volumes.

Treatment:

LOCAL DECISIONS REGARDING CLASSIFICATION NUMBERS

BVSD follows the Dewey Decimal Classification system (DDC). The cataloging staff makes every effort to keep call numbers shorter than 3 numbers past the decimal. However, brevity must be balanced with accuracy, and occasionally a longer number is necessary to accurately describe the item.

Here are some additional decisions regarding call numbers:

- Use the 084 field to assign the item-level call number. The copy-level call number can be modified by the Library Staff Member at the copy record level.
- When classifying materials about specific countries or locations, prefer the History DDC number to Geography/Travel.
- For Native Americans, use Dewey preference for 971-979 with use of subdivision 00497 from table under 930-990.
- Use 031.02 for almanacs and collections of miscellanea (Guinness Book of World Records, Ripley's, Time Almanac, etc.). Change 031 to 031.02 when appropriate.
- Use the Dewey option to class Ancient China with other Chinese History at 951 instead of 931.
- Classify bullying as a social problem at 302.3. Classify bullying in schools at 371.58.
- Other local decisions regarding classification will be documented as necessary.

LOCAL DECISIONS REGARDING CUTTERS

Cutters are the character strings following the classification number. They allow Library Staff Members to arrange items on the shelf in an understandable and predictable way. Technically, the cutters described here are not true cutters because they are not unique to each item, but they still perform the function of shelf arrangement.

For most materials, the cutter is the first three letters of the author's last name. Use all capital letters. Omit spaces, hyphens, and other punctuation when creating a cutter. If it is not appropriate to use the author's last name, or if no author is given, use the first three letters of the title (after the initial article).

If the item is part of a monographic series without a unique title for each volume, then follow the cutter with the abbreviation of the volume number.

Example: Call number with volume

The manga series Fruits Basket does not have a unique title for each volume. The call number for the 15th volume is:



MARC FIELDS AND SUBFIELDS

This section details some of the specific MARC fields and their implementation in the district environment. For comprehensive, field-by-field information, see [OCLC Bibliographic Formats and Standards](#) and the Library of Congress's [MARC Standards documentation](#).

BIBFRAME

Note that U.S. libraries are currently undergoing a transition away from MARC towards the [Bibliographic Framework \(BIBFRAME\)](#). As of July 2014, the BIBFRAME initiative is still in the testing phase and has not yet been implemented by any major libraries.

ISBN AND OTHER STANDARD IDENTIFIERS, 02X FIELDS

The ISBN goes in the 020, a repeatable field. Record all ISBNs necessary to identify the item, including ISBNs from the back cover if they are different from the ISBN on the title page verso. Remove all spaces and hyphens from the ISBN.

Other standard identifiers you may encounter include:

- 022 ISSN, the standard identifier for magazines
- 028 Publisher number, which appears on most DVDs and VHS tapes
- 024 UPC number

PUBLICATION, DISTRIBUTION, ETC., 26X FIELDS

MARC records following the AACR2 standard encode publication data in the 260 field. MARC records following the RDA standard encode publication data in the 264 field. While these two fields are very similar, the 264 field contains more granular information about manufacture and copyright. At this time, Insignia will only display the 260 field in the OPAC. If an incoming record contains a 264 field, copy it to the 260 but keep the original 264 in the record.

CONTENT TYPE, MEDIA TYPE, AND CARRIER TYPE, 33X FIELDS

RDA replaces the General Material Designation (245 subfield h) with three separate fields: Content Type (336), Media Type (337), and Carrier Type (338). At this time, the Insignia ILS is optimized to display the General Material Designation (GMD). For new records, use both the GMD and the new 33X fields. Do not add new 33X fields to old records.

SERIES, 4XX FIELDS

Consult the [Library of Congress Authorities database](#) before assigning a series title. The full title as it appears on the item goes in the 490 field. The authorized version of the title goes in the 8XX field. In older records, you may see the series title only in the 440 field.

NOTE FIELDS, 5XX FIELDS

General Notes, 500

The 500 is a catch-all field for descriptive information that doesn't fit elsewhere in the record. This field is keyword searchable.

Example: Commonly used 500 notes

500 ## \$aIncludes index.

500 ## \$aTranslation of: Good night moon.

500 ## \$aTitle from cover.

Contents Note, 505

Add a 505 field if the table of contents contains text that might be useful for keyword searching. There are two types of Contents Notes: enhanced (first indicator 1) and unenhanced (first indicator 0). Insignia displays only the unenhanced 505. Convert all enhanced 505 fields to unenhanced by deleting all subfields in the 505 except subfield \$a. Separate the chapter titles with *space, two dashes, space*. Capitalize the first word of each chapter.

Example: 505 field

505 0# \$aThe basics -- Find your fuel -- Vitamins and minerals -- Weight management -- Eating disorders.

Summary Note, 520

The 520 field is useful to include in almost every record. If you supply a summary note from an outside source, you must surround the note in quotes and cite the source. This field is keyword searchable. Use sentence case.

Example: 520 summary note taken from Amazon.com

520 ## \$a"Mace Windu races against time and across a dangerous landscape to prevent his one-time friend, Prince Yojan, from causing disaster."--Amazon.com.

Target Audience Note, 521

The 521 can serve several purposes depending on which first indicator is used. The 521 is most commonly used to indicate reading level, age level, grade level, and MPAA rating. Some reading program information is also included in this field, including Lexile, DRA2, and Guided Reading. Prefer records with the most reading level information. Construct these note fields as follows.

Example: 521 field

Reading Level 5.5

521 0# \$a5.5.

Intended for ages 7-10

521 1# \$a007-010.

Appropriate for grades 7 and up

521 2# \$a7 & up.

Rated PG-13

521 8# \$aMPAA rating: PG-13.

Lexile level 840

521 8# \$a840\$bLexile

Guided Reading level P

521 8# \$aP\$bGuided Reading

Reading Program Note, 526

Several reading programs are entered in 526, including Accelerated Reader and Reading Counts. Prefer records with the most reading program information.

Example: 526 field

Reading Counts!

526 0# \$aReading Counts!\$b840\$c7.6\$d13\$zQ00442

Accelerated Reader

521 0# \$aAccelerated Reader AR\$bUG\$c606\$d11.0\$z17803

Other Common Note Fields

504 Bibliography note

511 Performer note

538 System details note (for electronic resources)

546 Language note

ADDED AUTHOR & TITLE ENTRIES, 7XX FIELDS

Use subfield \$e instead of \$4 for relator terms in the 700 field.

Example: 700 field with relator term

700 1# Smith, John,\$eill.

ADDED SERIES ENTRIES, 800/830 FIELDS

The 800/830 fields are for authorized series titles. Most name/title forms go in the 800 field; title-only forms go in the 830 field. Consult the [Library of Congress Authorities Database](#) for the authorized form of each series title. The 800/830 is often used in conjunction with the 490 field.

856 FIELD

The 856 field is used solely for eBook and eAudiobook URLs. Delete all 856 fields that contain URLs for publisher descriptions.

SUBJECT HEADINGS, 6XX FIELDS

- Except for specific documented exceptions, use only authorized Library of Congress Subject Headings (LCSH). Verify all subject headings in the Library of Congress Authorities database, found at <http://authorities.loc.gov/>
- Remove all \$v*Juvenile literature* subheadings.
- Replace all \$v*Juvenile fiction* subheadings with \$v*Fiction*.
- Do not intentionally limit subject headings to 3. The Rule of 3 was intended to conserve space on a catalog card. In a digital environment, you may use as many as is appropriate to describe the work.
- Do not delete any subject or genre heading unless it is incorrect or a duplicate (which happens occasionally with Children and Adult subject headings).
- Add genre headings whenever possible. Genre headings go in the 655 field. A comprehensive list of genre headings can be found at <http://www.hahnlibrary.net/libraries/formgenre.html>
- Add the genre headings 655 #0 \$a*Spanish language materials* and 655 #0 \$a*Materiales en español* to all Spanish language records.
- Add the genre headings 655 #0 \$a*Spanish language materials*\$xBilingual and 655 #0 \$a*Materiales en español*\$vBilingüe to all bilingual Spanish-English language records.
- Local subject headings have a 2nd indicator 7 and end with \$2local. Permissible local subject headings include:
 - 650 #7 \$aLGBT.\$2local

- 650 #7 \$aHilo.\$2local (for high interest, low vocabulary)
- 655 #7 \$aManga.\$2local
- Remember that our subject headings are for K-12 students, not graduate school students. Try to avoid lengthy subject headings with multiple subdivisions if a shorter subject heading will suffice.
 - Remove geographical subdivisions from all subject headings unless they are integral to the meaning of the heading.
 - Use both specific and general subject headings if you feel that is how a student would search for the item.
- All form subheadings go in subfield \$v. This includes \$vFiction, \$vBiography, and \$vPictorial works. Subfield \$x is reserved for topical subheadings, such as \$xHistory. The correct subfield designator can be verified in the Free-Floating Subdivisions Guide.
 - Change all \$xFiction to \$vFiction in older and incoming records.

COPY RECORDS

Information on the copy record is controlled at the local level. Cataloging Staff Members may enter data in this record when they catalog a new material, but Library Staff Members have the option to edit it.

COPY CALL NUMBER

A call number will be automatically generated from the 084 field of the bibliographic record. However, if the 084 field is blank, then assign an appropriate call number. The copy call number can be adjusted at the library level.

LOCATION & CIRCULATION TYPE

Select an appropriate location and circulation type.

PRICE

The price is automatically generated if that master call number contains a price. If not, enter a price for the local copy, if known.

LOCAL NOTES

The library may add local notes that will only be associated with their copy of a material. The local notes field is searchable and displayed in the OPAC. Note that this field must be [enabled in Insignia](#) before it will appear in the copy record.

STANDARD MARC FIELDS BY COLLECTION TYPE

The guides on the following pages list the basic descriptive fields and some of the coded fields for common library materials. Many other fields besides these exist and may be appropriate in certain cases. For a complete guide to MARC coding, including those elements not included in these guides, see [OCLC Bibliographic Formats and Standards](#) or [Library of Congress MARC Standards](#). For a detailed guide to content, including punctuation, see AACR2 or RDA.

FICTION AND NON-FICTION BOOKS

The chief source of information for books is the title page. Other parts of the books, including the cover and spine, are considered secondary sources.

Field	Field Description	Field Value
020*	ISBN	Give 10- and 13-digit ISBNs, excluding hyphens and other punctuation. Include the ISBN from the cover if it differs from the ISBN on the title page verso. This is a repeating field.
040	Cataloging agency	Do not add if not already present, but do not delete if present.
041	Language code	Use for translated or multilingual items. Do not use for materials entirely in English.
082	Dewey Decimal classification number	This is just for the classification number. The entire call number, including call number prefix and cutter, goes in 084
084*	Item-level call number	This is the call number assigned by Cataloging Staff. This number can be modified at the local copy level.
100*	Main Entry—Personal Name	Give the author's name. Verify against the LC authority file.
240	Uniform title	A title specifically formulated to bring together variants of the same work. The uniform title is rarely required for most of our records.
245*	Title and statement of responsibility	Give the entire title and author/contributor information exactly as it appears on the title page.
246	Varying form of the title	Generally used for parallel titles, alternate forms of the title, and portions of the title. If an item contains more than one work (such as Story Collections), each work's title goes in the 7XX, not in the 246, and can also be given in a 505 contents note.
250	Edition statement	Give edition statements that are explicitly stated on the item. Exception: if the record contains combined editions, such as Scholastic and HarperCollins, then remove the edition statement.
260*	Publication information	Give the place of publication, publisher, and date of publication. See AACR2 (or RDA)

		and MARC documentation for issues of multiple dates associated with the item. In general, give the publication date first, followed by the copyright date.
264	Production, Publication, Distribution, Manufacture, and Copyright Notice (RDA)	Copy the information in this field to the 260, but keep the original field intact.
300*	Physical description	Give the extent of the item (i.e., number of pages), any physical characteristic (such as illustrations and maps), and the dimensions of the item (in centimeters).
336	Content Type (RDA)	Consult the list of terms and codes for RDA Content Types . Enter the content type term in subfield a, the MARC code for the term in subfield b, and the text “rdacontent” in subfield 2.
337	Media Type (RDA)	Consult the list of terms and codes for RDA Media Types . Enter the media type term in subfield a, the MARC code for the term in subfield b, and the text “rdamedia” in subfield 2.
338	Carrier Type (RDA)	Consult the list of terms and codes for RDA Carrier Types . Enter the carrier type term in subfield a, the MARC code for the term in subfield b, and the text “rdacarrier” in subfield 2.
440	Series statement	Verify against the LC authority file; include the volume number in \$v if applicable. *Note that the 440 field is now considered obsolete by national cataloging agencies and the 490/8XX fields are used instead. However, Insignia recognizes both the 440 and 490 as valid.
500	General note	Give information useful for describing the item that does not fit in any other field.
504	Bibliographic references note	Use this field if the item contains bibliographic references.
505	Contents note	Give the table of contents if it contains useful information for identification and description.
520	Summary note	Give a descriptive, 1-2 sentence summary of the item when applicable.
521	Audience note	Use for reading level, age range, MPAA rating, Lexile, Guided Reading, and DRA2.
526	Reading program note	Use for Accelerated Reader and Reading Counts.

546	Language note	Give any languages other than English that are used in the item.
600	Person as subject	Names should be in the same format as the 100 field. Verify against the LC authority file.
610	Corporate body as subject	Verify against the LC authority file.
650	Topic as subject (aka Subject headings)	Verify against the LC authority file.
651	Geographic place as subject	Verify against the LC authority file.
655	Form or genre heading	Add a form/genre heading, when applicable, from the LCSH Form and Genre Headings list .
700	Person added entry	List other contributors, such as illustrators, co-authors, and translators. Names should be in the same format as the 100 field. Verify against the LC authority file.
710	Corporate body as added entry	Verify against LC authority file.
740	Title as added entry	Use for analytical titles only (i.e. individual works contained within or referenced by the larger work); titles which represent the whole work go in the 246 field.
800/830	Series added entry	Verify against the LC authority file.
856*	URL	Use this field only for eBooks and eAudiobooks. Delete all other 856 fields.

*Designates a field that, if the information is available, is required for a basic record.

VIDEO RECORDINGS

In addition to the fields listed in the guide for [Books](#), Video Recordings require special fields and elements. (Note: This guide lists certain fixed fields, indicators, and subfields, as these elements are integral to cataloging video recordings.)

The primary source of information for video recordings is the recording itself; the case and disc are secondary sources.

Field	Field Description	Field Value
Leader/06	Type of material	g (projected medium)
007	Physical description fixed field	\$a = v (videorecording); \$b = d (videodisc). Assign remaining codes using the information from a MARC coding guide.
008/018-020	Time	Give the running time in a 3-digit format. Ex., 38 minutes = 038.
008/33	Type of visual material	v = videorecording
008/34	Technique	l = live action, a = animation, c = animation and live action
020	ISBN	Give both the 10- and 13-digit ISBNs, if known. This is a repeating field.
024 1#	Other standard identifier	Give the UPC number if the ISBN or Publisher number are not available.
028 42	Publisher no.	This is the publisher's catalog number, usually found on the spine or the disc.
245\$h	General material designation	Give the GMD [DVD] or [VHS] in square brackets after the main title entry and before \$b.
300\$a	Extent of the item	Give total playtime in parentheses after the extent of the item. Ex.: 1 DVD (38 min.) The playtime should match the coded time in the 008/018-020.
300\$b	Other physical details	Give sound and color characteristics, usually "sd., col." or "sd., b&w"
300\$c	Physical dimensions	Give the size of the disc, 4 ¾ in, or the width of the video tape, 1/2 in.
508	Creation/Production credits	Use for people not given in 245\$c. This usually includes composers, producers, etc. Anyone listed here should also have a personal name added entry in the 7XX.
511	Participant/Performer note	Use for narrators, lead actors, etc. Anyone listed here should also have a personal name added entry in the 7XX.
521 8#	Target audience note	MPAA Rating (if given).

538	System details note	Give the format of the carrier (DVD or VHS), and any information about DVD region, wide- or full-screen aspect, and Dolby Digital sound.
540	Terms governing use and reproduction note	Give any text from the item pertaining to copyright and public performance rights.
546	Language note	Provide information about closed captioning, subtitles, or other languages.
650	Topic as subject (a.k.a. Subject heading)	Assign subject headings as usual. Do not add subdivisions for the form of the item.
655	Form/genre heading	DVD-Video disc*
655	Form/genre heading (cont.)	Video recordings for the hearing impaired*
655	Form/genre heading (cont.)	Video recordings*

*Additionally, add other form/genre headings from the [LCSH Form and Genre Headings list](#).

Collection Type = Videorecordings

GRAPHIC NOVELS

In addition to the fields listed in the guide for [Books](#), Graphic Novels (including Manga) require special fields and elements. Additional documentation about cataloging Graphic Novels, see the following document from the Lewis & Clark Library System: http://www.lcls.org/wp-content/uploads/2009/06/pdf/Graphic_novels.pdf.

Field	Field Description	Field Value
245	Title and statement of responsibility	Give the title exactly as it appears on the title page. If no title page is present, take the title from a secondary source, such as the cover or spine. If there are no individual titles in the series, include the volume number in subfield <i>_n</i> of the title statement; in these cases, the volume number also follows the call number in the holdings record. See Local Decisions Regarding Cutters for more information.
300\$b	Other physical details	AACR2: "chiefly ill." or "chiefly col. ill." RDA: "chiefly illustrations" or "chiefly color illustrations".
440	Series title	Series titles are very important for identifying graphic novels. Verify series titles against the LC authority file. Include volume numbers in subfield \$v.
500	General note	If the Manga is meant to be read backwards (i.e, right to left), include the note "Book reads from right to left."
650\$v	Form subdivision	Use the free-floating form subdivision \$v <i>Comic books, strips, etc.</i> for all fiction and nonfiction topical headings. Delete any further subdivisions beyond \$v <i>Comic books, strips, etc.</i>
655	Form/genre heading	Include the genre heading <i>Graphic novels</i> for all fiction and non-fiction graphic novels. Include the local genre heading <i>Manga.\$2local</i> for all Manga. Several other appropriate genre headings for graphic novels are available from the LCSH Form and Genre Headings list .

Collection Type = Graphic Novels

EARLY READERS

In addition to the fields listed in the guide for [Books](#), Early Readers require additional fields.

Field	Field Description	Field Value
008/22	Target audience	a = preschool children; b = elementary school children
440	Series	Series titles are very important for identifying many Early Readers. Verify series titles against the LC authority file. Include named subseries in subfield \$p and volume numbers in subfield \$v.
655	Form/genre heading	Include the form heading "Readers (Primary)" for all fiction and nonfiction Early Readers.

Collection Type = Early Readers (fiction only)

Collection Type = Dewey range (nonfiction only)

SPANISH

In addition to the fields listed in the guide for [Books](#), Spanish materials require special fields and elements. This guide addresses materials entirely in Spanish as well as bilingual materials. Materials in other foreign languages are treated in a similar fashion to Spanish materials.

Field	Field Description	Field Value
008/35-37	Language code (fixed field)	spa = Spanish. Use for materials entirely in Spanish as well as bilingual materials.
041	Language code	Use the 041 field for materials that are or include translations. For materials entirely in Spanish that are translated from English, use \$aspa\$heng. For bilingual materials that are translated from English, use \$aspa\$aeng\$heng. Subfield \$a indicates the language of the item in hand, while subfield \$h indicates the original language.
240	Uniform title	Give the title in its original language, omitting initial articles. Follow the title with a period, subfield \$l, and the text "Spanish". Ex. <i>Secret garden.\$lSpanish</i>
245	Title and statement of responsibility	Give the title, author, and other contributors exactly as written on the title page. If the title includes a translation, the parallel title can either be given in subfield \$b following the equals sign, or the entire title and statement of responsibility may appear twice (in the two languages), separated by an equal sign. Which format you use depends on how the title and statement appear on the title page.
246	Varying form of the title	If a parallel title is given, include it in the 246 field. This ensures that it will be searchable via the title search function.

500	General note	For translated materials, include the note: "Translation of: [Original title, taken from the 240]."
520	Summary note	Give the summary in English and in Spanish, using a separate 520 for each language.
546	Language note	For materials entirely in Spanish, include the note: "Text in Spanish." For bilingual materials, include the note: "Parallel text in English and Spanish."
6XX	Subject added entries	Give all subjects in English and Spanish. For English subjects, verify against the LC authority file. For Spanish subjects, verify against the database found at http://lcsb-es.org . Prefer the headings from the Queens Borough Public Library, followed by the Bilindex. All verified Spanish headings should include the second indicator 7 and the subfield \$2 giving the source of the heading. Queens Borough Public Library = qlsp; Bilindex = bidex.
655	Form/genre heading	Include the form headings <i>Spanish language materials</i> and <i>Materiales en español</i> for all Spanish language materials. For bilingual materials, add to these headings the form subdivisions <i>\$xBilingual</i> and <i>\$xBilingüe</i> , respectively.

ABBREVIATIONS

- ❖ AACR2: Anglo-American Cataloging Rules, 2nd ed.
- ❖ BIBFRAME: The bibliographic framework and exchange format that will eventually replace MARC
- ❖ DDC: Dewey Decimal Classification.
- ❖ ILS: Integrated library system, the software that manages cataloging, circulation, reporting, and patrons.
- ❖ GSAFD: Guide to Subject Access for Fiction, Drama, etc.
- ❖ LC: Library of Congress
- ❖ LCSH: Library of Congress Subject Headings
- ❖ MARC: **MA**chine **R**eadable **C**ataloging, the current bibliographic framework and exchange format used by most libraries.
- ❖ RDA: Resource Description and Access, the content standard that will eventually replace AACR2.