010 Field:
The first field we are going to cover is the Library of Congress Control Number (LCCN). This is the number the Library of Congress assigns to a particular catalog record.

You may see two different styles of LCCNs. The LCCN for some items is written as two digits, then a dash, then more digits. These first two digits are the last digits of the year that the number was assigned.

If you are transcribing the LCCN from CIP information or another source (which will happen infrequently; if a book has an LCCN, the Library of Congress should have a record you can copy catalog), you may see a slightly different form. You should supply a zero where the dash is, or more than one, until your number has 8 total digits.

Notice that both indicators for this field are undefined.

On newer items, the LCCN will look different. After the year 2000 it was necessary to distinguish numbers assigned in different centuries, so all four digits of the year are included now.
You do not have to supply any extra zeros with these numbers. The 010 field for the example above would look like this:

```
010  _  $a 2004016088
```

**020 Field:**

Another number that will need to be included for books is the ISBN (International Standard Book Number). This number is supposed to be unique to an item but sometimes publishers use the same one for different editions of the same work.

The ISBN will appear on the title page verso. A book can have more than one ISBN. If a book has more than one ISBN, put each one in a separate 020 field. Often, each format will have an ISBN assigned to it. That is, there will be an ISBN for the e-book, one for a hardback and a third for the paperback. The indicators for this field are undefined.

```
020  _  $a 0520043278
020  _  $a 0520044096 (pbk.)
```

**028 Field:**

The 028 field is the publisher number field. For this field, the first indicator shows what type of number it is. The second indicator tells your system if it should be displayed or not. The values for the indicators are as follows:

- **First - type of publisher number**
  - 0 = issue number
  - 2 = plate number
3 = other music number
4 = videorecording number
5 = other publisher number

Second - note/added entry controller
0 = no note, no added entry
1 = note, added entry
2 = note, no added entry
3 = no note, added entry

An audiobook is an item that might have a publisher number.

In this case the 028 field would look like this: 028 02 $a C1634 $b Recorded Books

041 Field:
The 041 field is for a code that indicates the language of the item. It is used when the fixed field is insufficient to convey this information. It can also be used to indicate if the item is a translation and if it includes sign language. The most common subfields are a and h. Subfield a is used to indicate what language is used in the item. Subfield h indicates the original language if the item is a translation. The LC MARC website includes a list of language codes to use at http://www.loc.gov/marc/languages.

043 Field:
The 043 field is used to indicate the geographic area associated with an item's subject. This code is based on any geographic name that is used in the item's subject headings, rather than its place of publication. As with the 041 field, the information on the MARC site provides a link to the code list, which is found at http://www.loc.gov/marc/geoareas.

The 043 field does not have defined indicators.
Additionally, all the codes for places within the United States start with n-us-. The n is for North America, and the us is for the United States. In this case, the code for Idaho is n-us-id.

This item mentions Idaho in the subject headings.

The 043 field would look like this:

043 _ _ $a n-us-id

050 and 082 Fields:
These are the fields where you record your call number. We are going to discuss the fields for both Library of Congress Classification numbers and Dewey Decimal Classification numbers.

Library of Congress Classification:
A LC Classification number goes in a 050 field. Here are the potential values for this field’s indicators:

First - existence in LC collection
- blank = no information provided
- 0 = item is in LC
- 1 = item is not in LC

Second - source of call number
- blank = no information provided
- 0 = assigned by LC
- 4 = assigned by agency other than LC

The LC call number for both examples are included in their CIP information.
The BP133 is the class number, and the K37 is the Cutter number, based on the author’s last name.

The LC call number for this item looks a little different from the last one. It has two Cutter numbers. The first one is actually part of the class number – the S4 is for Sacajawea’s name. The M36 is the Cutter for the author’s last name.
You may also see Library of Congress Classification numbers in the 090 field. This field is for locally assigned LC-type call numbers. You will find these in records that were not created by the Library of Congress.

**Dewey Decimal Classification:**
The Dewey Decimal Classification call number belongs in the 082 field. The second indicator shows whether or not the number was assigned by the Library of Congress.

Here are the potential values for the indicators in the 082 field:

First - type of Dewey Decimal edition used to assign the number
- blank = no information recorded
- 0 = full edition
- 1 = abridged edition
- 7 = other edition specified in $2

Second - source of classification number – who assigned the number
- blank = no information provided
- 0 = assigned by LC
- 4 = assigned by agency other than LC

If you see a Dewey number in CIP information or a catalog record that is segmented, this just gives you options for how long the number is. If you are going to truncate the number, you should do so at one of these segmentation marks.

082 00 $a 297/.1225/21

Some CIP records indicate which edition of Dewey the number comes from. In this example, the cataloger used edition 21. This information can go in subfield 2.

Similar to the 090 field for LC Classification numbers, the 092 field is for locally assigned Dewey classification numbers. You will see these numbers in records not created by the Library of Congress.
099 Field:

The 099 field is for locally assigned, free-text call numbers. These are numbers that are not in the format of either LC or Dewey. For example, in some libraries, the call numbers for DVDs are just “DVD” followed by a number. Numbers like this would go in a 099 field. These numbers are not retained when you upload a record to OCLC, but they will be used in your local system.

Fixed Fields:

Our next topic of discussion is the 008, or the fixed-length data elements, or fixed fields. We touched on this briefly in week 1. The purpose of the 008 is to provide coded information about particular aspects of the item you’re cataloging. In addition to affecting the OPAC display, the fixed fields can also help limit searching when you use advance search features. In WorldCat, you can limit by format type, audience and content.

WorldCat Advanced Search

- Enter search terms in one or more boxes and click on Search.
- WorldCat Hot Topics: Select a topic to search.

**Search in database:**

OCLC catalog of books and other materials in libraries worldwide

**Search for:**

- Keyword
  - and
  - Language
    - No Limit
    - Show all languages

**Limit to:**

- Year
- Language
- Number of Libraries
- Limit type to:
  - match any of the following
  - Subtype limits
  - Limit availability to:
  - Rank by:

**Search**  **Clear**
An important thing to remember is that you can always look up these codes at the MARC website or in the OCLC bibliographic formats and standards; you don’t have to memorize them.


**Library of Congress MARC Standards** [https://www.loc.gov/marc/marcdocz.html](https://www.loc.gov/marc/marcdocz.html)

If you use OCLC Connexion, the data elements in the 008 are broken down into separate fields. This allows you to easily read them. Your local catalog system translates them into a long string of characters.

<table>
<thead>
<tr>
<th>Books</th>
<th>Rec stat</th>
<th>c</th>
<th>Entered</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a</td>
<td>ELvl 4</td>
<td>Srce</td>
<td>Audn</td>
<td>Ctrl</td>
</tr>
<tr>
<td>BLvl m</td>
<td>Form</td>
<td>Conf 0</td>
<td>Blog</td>
<td>MRec</td>
</tr>
<tr>
<td>Desc a</td>
<td>Ills a</td>
<td>Fest 0</td>
<td>Dist s</td>
<td>Dates 2005 ,</td>
</tr>
</tbody>
</table>

**Translates to:** 008 050614s2005 ilua b 001 0 eng 4

As a reminder, Type, BLvl, Desc and ELvl constitute the leader (those in the black box), while the remaining fields are the fixed fields, the fixed length data elements or the 008 field. Some people, myself included, often refer to all of these fields as the fixed fields. For your convenience, I have included both the element and the field name.

**Fixed fields found in all records, regardless of format**

- **00-05** Date the record is created in the original system (auto-generated)
- **06** Date/Publication Status: type of date/publication status
- **07-10** Date 1: when the item first began publication
- **11-14** Date 2: when the item ceased publication
- **15-17** Country: place of publication
- **35-37** Language: language of the item
- **38** Modified Record: was the bibliographic information modified for entry into a machine-readable form
- **39** Source: which library/agency created the original catalog record

While the previous list can vary by item type, they are always part of the record. The inclusion of elements 18-34 can vary depending on your format. This is why it is important to specify the right type of material when you are creating a new record – you need to get the right fixed fields.

**008 for Books: elements 18 to 34**

- **18-21** Illustrations: includes photographs, illustrations, forms, plans. You can note up to 4 different types.
- **22** Target audience: the intellectual level of the intended audience
- **23** Form of item: the item’s form. Includes online, large print, electronic.
- **24-27** Nature of contents: type of information found within the item. Includes bibliographies and handbooks.
- **28** Government publication: type or jurisdictional level of the agency that produced or published
the item.

- **29** Conference publication: does an item consist of the proceedings, reports or summaries of a conference.
- **30** Festschrift: a memorial publication in the form of a collection of essays or addresses, biographical or other contributions.
- **31** Index: notes whether the item has an index, location index or gazetteer to its own contents.
- **32** Undefined: no longer in use.
- **33** Literary form: is the item fiction.
- **34** Biography: is the item a biography or does it contain biographical materials.

**008 for visual materials: elements 18 to 34**

You can see that while some of the elements are the same as those found in a book record, a visual material record does not include some elements such as illustrations, conference publications, or biography. On the other hand, visual materials feature elements that are not found in a book record, like type of visual material and running time.

- **18-20** Running time: length of a motion picture or video recording.
- **22** Target audience: the intellectual level of the intended audience
- **23-27** Undefined: no longer in use.
- **28** Government publication: type or jurisdictional level of the agency that produced or published the item.
- **29** Form of item: the item’s form. Includes online, large print, electronic or direct electronic.
- **30-32** Undefined: no longer in use
- **33** Type of visual material: notes the type of visual material being described. Includes motion picture, video recording, slides and transparencies.
- **34** Technique: the technique used to create motion for motion pictures and video recordings.

<table>
<thead>
<tr>
<th>OCLC</th>
<th>786209832</th>
<th>No holdings in NBL - 1 other holding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No NBL holdings in GLIMIR cluster; 1 other holding in GLIMIR cluster of 1</td>
</tr>
</tbody>
</table>

**008 for sound recordings: elements 18 to 34**

Again, you will notice some elements that appear in book and visual materials MARC records, as well as some that are only found in records for sound recordings.

- **18-19** Form of composition: the form or type of musical composition. Includes ballads, hymns, songs and popular music.
- **20** Format of music: the format of a musical composition. That is, the physical form of the score.
- **21** Music parts: is the item part of a larger work or contains parts – vocal or instrumental parts.
• 22 Target audience: the intellectual level of the intended audience
• 23 Form of item: the item’s form. Includes online, large print, electronic, online or direct electronic.
• 24-29 Accompanying matter: program notes, discography or other similar materials that may accompany a musical recording.
• 30-31 Literary text for sound recordings: the type of literary text on spoken word (i.e. books on tape) recordings.
• 32 Undefined: no longer used.
• 33 Transposition and arrangement: indicates whether a work or a part of it, is a transposition and/or arrangement of another work.
• 34 Undefined: no longer used

Closer examination of select fixed fields:

Now that you have been provided with a broad overview of the fixed fields, we will look closer at some of the data elements, starting with **date**. The 06 element is for type of date. For books, video recordings and sound recordings that are not reprints, this will usually be s, to signify a single publication date. Below, are a few of the codes you can use in this field.
Another important fixed field is **country or place of publication**. The list of codes for this field can be found from a link on the LOC MARC site or [http://www.loc.gov/marc/countries/](http://www.loc.gov/marc/countries/). These codes reflect the country of publication, or if it is within the United States, the state and country of publication. You can see from this excerpt that this is a controlled vocabulary.

For an item published in Chicago, you would look up the code for Illinois.

<table>
<thead>
<tr>
<th>USE</th>
<th>Indonesia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinols [il]</td>
<td></td>
</tr>
<tr>
<td>Inaccessible Island</td>
<td></td>
</tr>
<tr>
<td>USE</td>
<td>Saint Helena</td>
</tr>
<tr>
<td>India [ii]</td>
<td></td>
</tr>
<tr>
<td>UF</td>
<td>Arnindiv Islands</td>
</tr>
<tr>
<td></td>
<td>Andaman Islands</td>
</tr>
<tr>
<td></td>
<td>Daman</td>
</tr>
<tr>
<td></td>
<td>Diu</td>
</tr>
<tr>
<td></td>
<td>Ga</td>
</tr>
<tr>
<td></td>
<td>Laccadive Island</td>
</tr>
<tr>
<td></td>
<td>Minicoy Island</td>
</tr>
<tr>
<td></td>
<td>Nicobar Islands</td>
</tr>
<tr>
<td></td>
<td>Sikkim</td>
</tr>
</tbody>
</table>

**Indiana [inu]**

In addition to describing an item’s physical appearance, some fixed fields also address intellectual content. For example, the **contents** field can be used to note the inclusion of a bibliography. You may remember that this is also noted in the 504 field.

Looking at the same record, you can see if the book has an index. If the book has an **index**, the value of this element should be 1. If not, it should be 0. Again, this is also recorded in the 504 field.

Unlike some of the other fixed fields, **literary form** may not be noted anywhere else in the record. It is possible this information may appear in the subject headings, but using the fixed fields to note this information aids in searching. This is where you indicate if an item is fiction or non-fiction. (0 means non-fiction; 1 means fiction.) The record below is for a nonfiction item.
Elements 35 through 37 are where you indicate the **language** of an item. You should use a 3-letter code from the MARC Code List for Languages (http://www.loc.gov/marc/languages). This is information appears in several other places in the record. But again, coding for it in the fixed fields helps narrow searching options.

If there is more than one language, the language information is taken from the first language listed in the 041 field. You can find the language listed in the 041 and 546 fields.

```
041 1 _ $a eng $a spa $h eng
264 _ 1 $a Chicago : $b American Library Association, $c 2005
300 _ _ $a viii, 195 pages : $b illustrations ; $c 28 cm
546 _ _ $a Parallel text in English and Spanish.
504 _ _ $a Includes bibliographical references (page 9) and an index.
```