

## Summary and Contents Notes Fields

The 520 field is used for a summary of the item's content. It should contain a brief, objective summary. You can write a summary yourself, or you can use one that is on the item. However, you should be careful because sometimes the summaries on an item are mainly advertising material and are not very objective. The Library of Congress's practice is to use the 520 field mainly for non-book items and for children's books; however, other libraries find that adding a summary adds useful words that can help a book be found using a keyword search.

The 520 field has different options for display constants in the first indicator, but they are almost never used. If the indicator is left blank, the display constant "Summary" is displayed.

520 \_\_ \$a The story of a little girl who wanders into the home of three bears.

520 \_\_ \$a A nightclub owner with a checkered past comes to the rescue of an old flame and her resistance-leader husband in World War II Morocco.

The 505 field is for a formatted contents note, and it is used for things like the table of contents in a book, or a list of songs on a CD.

The first indicator is used to generate a display constant, or something that will tell users what this information is. Most of the time it will be 0, for Contents.

The second indicator will either be blank, to indicate a basic contents note, or 0, to indicate an enhanced contents note.

The individual items in a contents list are separated by dashes, with spaces on either side of them.

505 0 \_ \$a Chapter summaries and critical commentaries -- Biography of Stephen Crane -- Critical analysis of the novel -- Character analyses -- Crane's style and technique -- Questions for review.

If an author or artist's name is included for each chapter, song, etc., the punctuation echoes the title/statement of responsibility field with the slash between the title and the author.

505 0 \_ \$a Valse triste / Sibelius -- Anitra's dance / Grieg -- Hungarian dance no. 2 / Brahms -- Meditation, Thais / Massenet.

So far, these have been basic contents notes. In a basic contents note, all of the content goes into one subfield a. In an enhanced contents note, each individual title is in a subfield t, and each individual author is in a \$r.

505 00 \$a On mockingbird mountain / \$r Julia Jenkins -- \$t Round the dale / \$r Joseph Johnson.

Enhanced notes are useful if your catalog system has the ability to pull each of these titles and names into title searches and author searches.