

# BASIC CATALOGING WITH MARC AND RDA

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Training for Pioneer Consortium  
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<http://nlc.nebraska.gov/handouts/classmaterials/pioneertraining/pioneer.html>

# What is MARC?

- Communication standard
- Framework for catalog record
- Provides structure to make bibliographic records machine readable
- Allows libraries to share bibliographic records through utilities such as OCLC
- Allows libraries to use library automation systems to manage library operations
- Usable for all types of library materials (not just books)

# MARC vs. RDA

- RDA (Resource Description & Access) = guidelines for describing items in a catalog record
- Information elements formed according to RDA are put in MARC fields
- RDA was published in 2010 and implemented by the Library of Congress in 2013.



# MARC Terms & Definitions

- Fields

- Groups of one or more data elements that contain similar information and are related as a unit
  - Control fields
    - Fixed field (008)
  - Variable fields
    - Author, title, subject, etc.

- Tags

- Three-digit numbers that are a label for a field. Tags can be either repeatable (R) or non-repeatable (NR)

# MARC Terms & Definitions



245 10 \$a Once upon a town : \$b the miracle of the North Platte Canteen  
/ \$c Bob Greene.

# MARC Terms & Definitions

- Indicators
  - Two character positions that follow the three-digit tag. Indicators interpret or supplement the information in the field
    - Each indicator value is a number from 0 to 9

# MARC Terms & Definitions

indicators

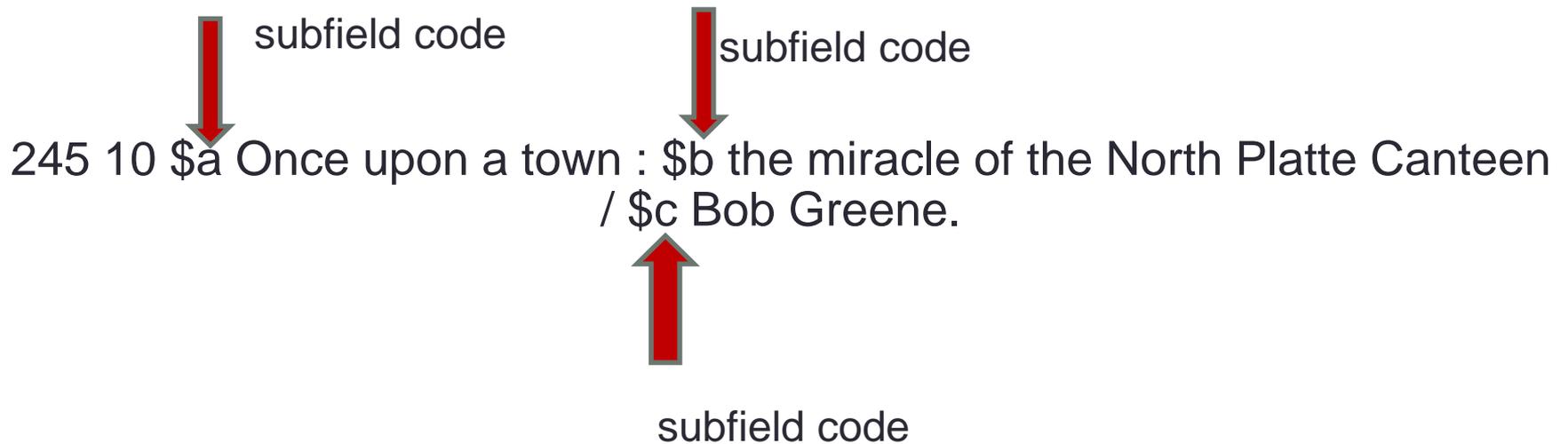


245 10 \$a Once upon a town : \$b the miracle of the North Platte Canteen  
/ \$c Bob Greene.

# MARC Terms & Definitions

- Subfields
  - Contain data elements within a field
    - Preceded by subfield codes
      - Lowercase letter (occasionally a number) that indicates what type of data follows it
    - Preceded by a delimiter
      - Varies: \$, |, ‡

# MARC Terms & Definitions



# MARC Terms & Definitions

delimiter



245 10 \$a Once upon a town : \$b the miracle of the North Platte Canteen  
/ \$c Bob Greene.

delimiter



delimiter



# Variable Data Field Construction

- Tag number Identifies field
- Indicator 1 & 2 Usually numeric, may be blank
- Subfield Codes Distinguishes data in field. Consists of delimiter followed by data element identifier

245 10 \$a Once upon a town : \$b the miracle of the North Platte Canteen / \$c Bob Greene.

# MARC Tags

- 0xx – Control information, numbers, codes
- 1xx – Main entry
- 2xx – Titles, edition, imprint
- 3xx – Physical description
- 4xx – Series statements (as given in item)
- 5xx – Notes
- 6xx – Subject added entries
- 7xx – Added entries other than subject or series
- 8xx – Series added entries

# MARC Tags

- Parallel content in fields requiring authority control
  - x00 Personal names
  - x10 Corporate names
  - x11 Meeting names
  - x30 Uniform titles
  - x40 Bibliographic titles
  - x50 Topical terms
  - x51 Geographic names

# Online Sources for MARC Information

- MARC 21 Format for Bibliographic Data  
<http://www.loc.gov/marc/bibliographic/ecbdhome.html>
- OCLC's Bibliographic Formats and Standards  
<http://www.oclc.org/bibformats/>

# Source of Information

- The source of data from which a description (or portion thereof) is prepared. (Glossary)
- Resources Consisting of One or More Pages, Leaves, Sheets, or Cards - (including books) - “use the title page, title sheet, or title card (or image thereof) as the preferred source of information.”

# Title Proper

- The chief name of a resource (i.e., the title normally used when citing the resource).

# Title Proper

- RDA 2.3.1.4 - “Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.”
- Capitalize first word and proper nouns
- MARC field 245, subfield a
  - First indicator = title main entry or added entry
  - Second indicator = non-filing characters

# Title Proper - Examples

245 12 \$a *A night to remember*

245 10 \$a *Books and libraries*

245 10 \$a *Been there, should've done that*

245 14 \$a *The Third World War, August 1985*

245 00 \$a *Publication manual of the American  
Psychological Association*

# Other Title Information

- “Information that appears in conjunction with, and is subordinate to, the title proper of a resource.”
- “Record other title information appearing on the same source of information as the title proper.”
- Been there, should’ve done that : more tips for making the most of college  
*100 \$a 1\_ Tyler, Suzette.*  
*245 10 \$a Been there, should’ve done that : \$b more tips for making the most of college*

# Variant Titles

- A variant title is “title associated with a resource that differs from a title recorded as the title proper”
- If considered necessary for access, make an added entry for any version of the title (e.g., cover title, caption title, running title, panel title, title on container, title bar title) that is significantly different from the title proper.

# Variant Titles

- Cover Title

*100 1\_ \$a Fell, Paul.*

*245 10 \$a Nebraskaspeak : \$b how to talk like a true Nebraskan*

*246 34 \$a Your guide to Nebraskaspeak*

- Running Title

*245 00 \$a Nebraska directory of manufacturers and their products, 1986-1987*

*246 17 \$a Directory of Nebraska manufacturers*

# Variant Titles

- Spine Title

*100 1\_ \$a Drone, Eaton S. \$q (Eaton Sylvester), \$d 1842-1917.*

*245 12 \$a A treatise on the law of property in intellectual productions in Great Britain and the United States : \$b embracing copyright in works of literature and art, and playwright in dramatic and musical compositions*

*246 18 \$a Drone on copyright*

# Variant Titles

- Portion of title

245 00 \$a *Get a jump! : \$b the financial aid answer book.*

246 30 \$a *Financial aid answer book*

- Ampersand

245 14 \$a *The Chiron dictionary of Greek & Roman mythology : \$b gods and goddesses, heroes, places, and events of antiquity*

246 3\_ \$a *Chiron dictionary of Greek and Roman mythology*

# Variant Titles

- Numbers

*100 1\_ \$a Hackett, John Winthrop, \$c Sir, \$d 1910-1997.*

*245 14 \$a The Third World War, August 1985*

*246 3\_ \$a 3rd World War*

- Spelled Out Forms

*100 1\_ \$a Tyler, Suzette.*

*245 10 \$a Been there, should've done that : \$b more tips for making the most of college*

*246 3\_ \$a Been there, should have done that*

# Statement of Responsibility Relating to the Title Proper

- Usually the author
- Not limited to the author – general way of describing words that usually appear in the chief source of information to show who has written, composed, edited, illustrated or in other ways contributed to the existence of the item.
- Include all names in the statement of responsibility.



# Statement of Responsibility

- Do not add words such as “and” or “by” unless they appear in the chief source of information, but if they appear in the source, transcribe them as you see them.
  - “and” transcribed as “and”
  - “&” transcribed as “&”

# Statement of Responsibility

- Been there, should've done that : more tips for making the most of college / Suzette Tyler.

*100 1\_ \$a Tyler, Suzette.*

*245 10 \$a Been there, should've done that : \$b more tips for making the most of college / \$c Suzette Tyler.*

# Statement of Responsibility

- A night to remember / by Walter Lord.  
*100 1\_ \$a Lord, Walter, \$d 1917-2002.*  
*245 12 \$a A night to remember / \$c by Walter Lord.*
- The Chiron dictionary of Greek & Roman mythology : gods and goddesses, heroes, places, and events of antiquity / translated by Elizabeth Burr.  
*245 04 \$a The Chiron dictionary of Greek & Roman mythology : \$b gods and goddesses, heroes, places, and events of antiquity / \$c translated by Elizabeth Burr.*

# Statement of Responsibility

- Give other statements of responsibility that appear in the chief source of information in the form and order in which they appear there. If the order is ambiguous, give them in the order that makes the most sense.

# Statement of Responsibility

- Books and libraries / by Jack Knowlton ; pictures by Harriett Barton.

*100 1\_ \$a Knowlton, Jack.*

*245 10 \$a Books and libraries / \$c by Jack Knowlton ;  
pictures by Harriett Barton.*

# Statement of Responsibility

- Stress management for lawyers : how to increase personal & professional satisfaction in the law / Amiram Elwork, Ph.D. ; with contributions by Mark R. Siwik, J.D, Douglas B. Marlowe, Ph.D., J.D.

*100 1\_ \$a Elwork, Amiram.*

*245 10 \$a Stress management for lawyers : \$b how to increase personal & professional satisfaction in the law / \$c Amiram Elwork, Ph.D. ; with contributions by Mark R. Siwik, J.D., Douglas B. Marlowe, Ph.D., J.D.*



RDA

# Statement of Responsibility

- Scientific evidence / Paul C. Giannelli, Edward J. Imwinkelried, Jr.

*100 1\_ \$a Giannelli, Paul C.*

*245 10 \$a Scientific evidence / \$c Paul C. Giannelli,  
Edward J. Imwinkelried, Jr.*



# Designation of Edition

- Usually found in the chief source, but may be found in other places (e.g. verso, preface, cover)
- Can be named
  - Revised & enlarged, abridged
- Or numbered
  - 5th edition
- Additions, deletions, modifications from earlier versions; not the same as a new printing where more copies of a book were issued to keep up with demand
- Transcribe it as it appears on the item



# Designation of Edition

- *245 10 \$a Scientific evidence / \$c Paul C. Giannelli, Edward J. Imwinkelried, Jr.  
250 \_ \_ Fourth edition.*
- *245 14 \$a The cholesterol counter / \$c Annette B. Natow and Jo-Ann Heslin.  
250 \_ \_ \$a Fifth edition, revised & updated.*
- *245 10 \$a Books and libraries / \$c by Jack Knowlton ; pictures by Harriett Barton.  
250 \_ \_ \$a First edition.*



RDA

# Publication Statement

- Usually found in the chief source of information
- Includes publisher, place of publication, date of publication
- Also referred to as the imprint
- Publication date and copyright date can differ

## Place of Publication (2.8.2)

- Transcribe the city of publication as it appears.
  - Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.
- Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if it is considered to be important for identification or access.



# Place of Publication

- *245 10 \$a Nebraskaspeak : \$b how to talk like a true Nebraskan / \$c Paul Fell.  
264 \_ 1 \$a Lincoln, Nebraska*
- *245 10 \$a Been there, should've done that : \$b more tips for making the most of college / \$c Suzette Tyler.  
264 \_ 1 \$a Haslett, Michigan*

# Place of Publication

- City alone appears in prescribed source of information

*245 14 \$a The rebels / \$c John Jakes.*

*264 \_ 1 \$a New York      **or***

*264 \_ 1 \$a New York [New York]*

- *264 \_ 1 \$a London [Ontario]*

# Place of Publication

- Place of publication not given, but can be determined

*245 10 \$a Books and libraries / \$c by Jack Knowlton ;  
pictures by Harriett Barton.*

*264 \_ 1 \$a [New York]*

# Place of Publication

- If a publisher has offices in more than one place, “record the place names in the order indicated by the sequence, layout, or typography of the names on the source of information.”

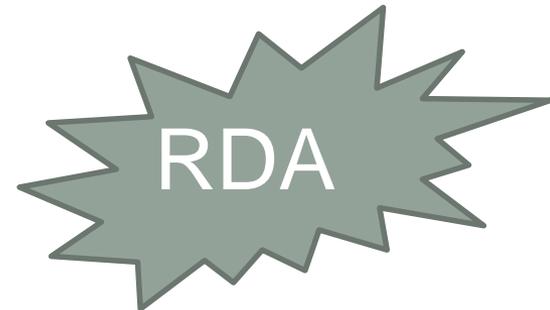


# Place of Publication

- 245 12 \$a *A night to remember* / \$c by Walter Lord.  
264 \_ 1 \$a Toronto ; \$a New York ; \$a London
- 245 14 \$a *The cholesterol counter* / \$c Annette B. Natow and Jo-Ann Heslin.
- 264 \_ 1 \$a New York ; \$a London ; \$a Toronto ; \$a Sydney ; \$a Singapore

# Name of Publisher

- Transcribe publishers' names in the form in which they appear on the source of information.



# Name of Publisher

- *245 14 \$a The cholesterol counter / \$c Annette B. Natow and Jo-Ann Heslin.*

*264 \_ 1 \$a New York : \$b Pocket Books*

- *245 10 \$a Books and libraries / \$c by Jack Knowlton ; pictures by Harriett Barton.*

*264 \_ 1 \$a [New York] : \$b HarperCollinsPublishers*

# Date of Publication

- Give the year of publication, distribution, etc., of the edition named in the edition area. Ignore dates of later issues of the same edition. If there is no edition statement, give the year of first publication of the item you are describing. Give the year in arabic numbers.
- Use the date of the most recent edition
- Printing dates are ignored

# Date of Publication

- *245 12 \$a A treatise on the law of property in intellectual productions in Great Britain and the United States : \$b embracing copyright in works of literature and art, and playwright in dramatic and musical compositions / \$c by Eaton S. Drone.*
- *264 \_ 1 \$a Buffalo, New York : \$b William S. Hein, \$c 2001.*

# Date of Publication

- *245 10 \$a All-new hints from Heloise : \$b a household guide for the '90s.*  
*264 \_ 1 \$a New York, NY : \$b Perigree Books, \$c 1989.*
- *245 10 \$a Books and libraries / \$c by Jack Knowlton ; pictures by Harriet Barton.*  
*264 \_ 1 \$a [New York] : \$b HarperCollins, \$c [1991].*

A green, starburst-shaped graphic with the letters "RDA" in white, bold, sans-serif font centered inside it.

RDA

# Physical Description (300 field)

- Extent of the item (\$a)
  - Number of pages or volumes
- Illustrative material(\$b)
- Dimensions (\$c)
  - Height

# Extent of Text

- Commonly used terms:

- Examples:

300 \_ \_ \$a 327 pages

300 \_ \_ \$a 321 leaves



## Extent of Text

- Give the number of pages, leaves or columns in terms of the numbered or lettered sequences in the volume. **Give the last numbered page or leaf** in each sequence and follow it with the appropriate term or abbreviation.

300 \_ \_ \$a vii, 73 pages

300 \_ \_ \$a xvi, 238 pages, 16  
unnumbered pages of plates

# More than One Volume

- Record the number of volumes in a multivolume set.

300 \_ \_ \$a 2 volumes

# Illustrative Content

- Give *illustrations* for an illustrated printed monograph. Tables containing only words and/or numbers are not illustrations. Disregard illustrated title pages and minor illustrations.
- If all the illustrations are colored, give “color illustrations”. If some of the illustrations are colored, give “illustrations (some color)”.



# Illustrative Content

- Other terms that can be used:
  - charts
  - coats of arms
  - facsimiles
  - forms
  - genealogical tables
  - graphs
  - illuminations
  - maps
  - music
  - photographs
  - plans
  - portraits
  - samples

# Illustrative Content

300 \_ \_ \$a 36 pages : \$b color  
illūstrations

300 \_ \_ \$a xvi, 238 pages, 16 unnumbered  
pages of plates : \$b illustrations (some  
color)

300 \_ \_ \$a xiv, 509 pages, 16 unnumbered  
pages of plates : \$b illustrations, maps

# Dimensions

- “Record the height of the volume.”
- “Record dimensions in centimeters to the next whole centimeter up, using the metric symbol cm”

300 \_ \_ \$a 2 volumes : \$b  
illustrations ; \$c 27 cm

# Content Type

- “a categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived.”
  - MARC field 336
  - Books = text
- 336 \_\_ \$a text \$2 rdacontent



# Media Type

- “a categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource.”
- MARC field 337
- Books = unmediated  
337 \_\_ \$a unmediated \$2 rdamedia



# Carrier Type

- “a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.”

- MARC field 338

- Books = volume

338 \_\_ \$a volume \$2 rdacarrier



# Content, Media, and Carrier Type

336 \_\_ \$a text \$2 rdacontent

337 \_\_ \$a unmediated \$2 rdamedia

338 \_\_ \$a volume \$2 rdacarrier



# Series

- Recorded in the 490 and 830 MARC fields
- Requires authority work to establish the form of the series title that will always be used

# Title Proper of the Series

- 490 field used to record the series *as it appears in the prescribed source in the item at hand*
- 490 0\_ -- If no authority record
  - Untraced (first indicator 0)
- 490 1\_ -- If there is an authority record
  - Series traced (first indicator 1)
  - Use with 830 (authorized form)

# Title Proper of Series

- Transcribe the title proper of the series as found on the bibliographic resource.

```
490 0_ $a The American Bicentennial  
series
```

```
490 1_ $a Bantam pathfinder editions
```

```
830 _0 $a Bantam pathfinder editions.
```

# Numbering Within Series

- Give the numbering or other designation of the bibliographic resource within the series if that numbering appears on the item.

# Numbering Within Series

- Include whatever descriptive term (volume, part, etc.) appears with the number

```
490 0_ $a The American Bicentennial series  
; $v volume 2
```

# Notes

- Take notes from any suitable source.
- Statements in notes should be as concise and brief as is consistent with clarity.

# Common Notes

- “If the resource contains supplementary content, record the nature of that content (i.e., its type, extent, location within the resource, etc.), if it is considered important for identification or selection.” Note:

500 \_ \_ \$a Includes index.

504 \_ \_ \$a Includes bibliographical references (pages 277–305).

504 \_ \_ \$a Includes bibliographical references and index.

504 \_ \_ \$a Includes bibliographical references (pages 277–305) and index.



RDA

# Common Notes

- **505 – Contents**

505 0 \$a A profession in distress --  
Overview of stress management -- Improve  
your work environment -- Maintain a  
healthy body -- Improve your thinking --  
Heed your emotions -- Be true to your  
values -- Putting it all together --  
Advice for impaired lawyers.

- **520 – Summarization of the Content**

520 \$a A history of books and  
librāries from their beginnings in  
Babylon, Egypt, and China, through the  
Greeks and the Middle Ages, to the  
present day.

# Identifier for the Manifestation

- Give the ISBN number for the item being described (without hyphens)
- Publishers began using in 1968 on a voluntary basis
- Usually found on the verso of the title page or the back cover
- A qualification can be added after the ISBN when there are two or more.

020 \_ \_ \$a 0768916062

020 \_ \_ \$a 0820575763 (set)

020 \_ \_ \$a 0060216107 (lib. bdg.)

020 \_ \_ \$a 9780964472730 (alk. paper)