SECTION 2.0

General Instructions for the Input of Fixed Fields

FOR MORE HELP with MARC: You can access either Library of Congress' *Marc 21 Format for Bibliographic Data* at http://www.loc.gov/marc/bibliographic/ or OCLC's *Bibliographic Formats and Standards* at http://www.oclc.org/bibformats/ for descriptions of tags, indicators, fields, subfields, and examples. Go to http://www.loc.gov/marc/umb/ to see *Understanding MARC Bibliographic: Machine-Readable Cataloging* for an overview and tutorial.

The coded values in the fixed fields (Leader, 006, 007, 008 fields) of bibliographic records impact indexing and the display format terms that appear in the OPAC. Although bibliographic record templates may be coded correctly, existing bibliographic records and bibliographic records brought in through Z39.50 or loaded from a vendor may not be coded correctly and will need to be corrected. More detailed information on fixed fields can be found in the separate document "Fixed Fields in Bibliographic Records" located on the ATS website. Feel free to contact the Supervising Cataloger if you have any questions about fixed fields.

The fixed fields you will most likely need to verify and/or correct are listed below:

Leader:	Type of Record, Bibliographic Level
006 Field:	varies based on format
007 Field:	varies based on format
008 Field:	Date, Form of Item, Language, Target audience

See also the bibliographic record templates for examples of coding for specific formats that must be present for indexing/format term display purposes.
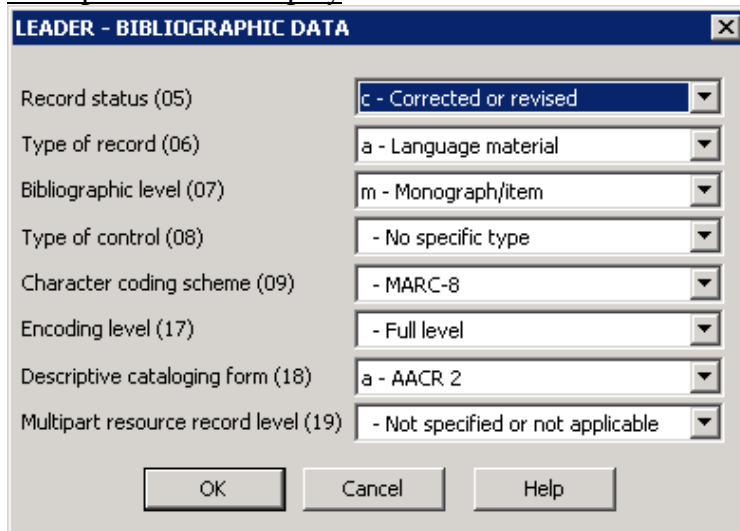
LOCAL POLICY (Serials): OPAC Committee (4/24/2013) decided to change the fixed field coding for all non-magazine serial records based on a new policy implemented May 1, 2013: Catalogers who add serial records to the catalog are expected to make the following changes based on the new local policy:
1. Change the LEADER Bibliographic Level (position 7) code from "s – Serial" to "m – Monograph/item" in serial records.
2. Remove the Date 1 information from the 008 fixed field so the starting date does not display in the OPAC next to the format icon.
3. Make sure the new 008 fixed field for Books is coded correctly for Audience and Literary Form. (Changing LDR coding causes the 008 field coding to change based on the new format of Books, resulting in several fields missing data.)

Leader Entries (000 Field)

The Leader is a fixed field (also known as the 000 field) that has no indicators or subfield codes. The data is recorded in specific positions. The Leader data impacts which 008 field displays based on the Type of record code.

Example of leader display:

We are most concerned with the data in the following positions of the Leader:

Type of record (06)
> **a – Language material** [use for books]
> **c – Notated music** [use for scores]
> **e – Cartographic material** [use for atlases or individual maps]
> **g – Projected medium** [use for DVDs and videos]
> **i – Nonmusical sound recording** [use for books on CD and books on tape]
> **j – Musical sound recording** [use for music CDs and music cassettes]
> **m – Computer file** [use for CD-ROMs]
> **o – Kit** [use for kits that generally have 2 or more types of material packaged
> together for instructional purposes; all of equal importance]
> **r – Three-dimensional artifact or naturally occurring object** [use for laptops, etc.]

Bibliographic level (07)
> **i – Integrating resource** [use for a bibliographic resource that is added to or
> changed by updates; e.g., updating loose-leafs and updating web sites]
> **m – Monograph/item** [use for a non-serial item as default; use for most books
> and other materials intended to be completed in one part or a finite number of
> separate parts]
> **s – Serial** [use for a bibliographic item issued in successive parts bearing numerical/
> chronological designations and intended to be continued indefinitely; e.g.,
> periodicals (magazines), newspapers, etc. Locally used only for magazines.]

Character coding scheme (09)
　　　# - **MARC-8** [default ; used now for Polaris records]
　　　　a – UCS/Unicode [previously used in former system ; change to blank in new records added.

Encoding level (17)
　　　# - **Full level** [used in Library of Congress full records]
　　　1 – Full level, material not examined [full record created without seeing original item; e.g., created from a catalog card or used locally in "blanket" record for classic title]
　　　3 – Abbreviated level [brief record that does not meet minimal level cataloging requirements; e.g., brief Baker & Taylor vendor record that must be upgraded]
　　　4 – Core level [Less-than-full but greater-than-minimal level cataloging record that meets core record standards for completeness]
　　　5 – Partial (preliminary level) [Preliminary cataloging level record that is not considered final by the creating agency ; e.g., short record created by jurisdiction staff that contains 908 CAT NOTE field for Bibliographic Unit to fully catalog]
　　　7 – Minimal level [Record that meets the U.S. National Level Bibliographic Record minimal level cataloging specifications and is considered final by the creating agency. Headings have been checked against an authority file and reflect established forms.]
　　　8 – Prepublication level [Record create based on pre-publication information such as those created by cataloging in publication (CIP) programs; record should be edited to reflect item in hand after publication.]
　　　I – Full level [Record created by OCLC participants]
　　　K – Less-than-full [Record created by OCLC participants that we accept]
　　　NOTE: In Polaris, duplicate bibliographic records overlay based on encoding level; e.g., records with blank and "I" encoding levels will overlay records with "K" or "5" less-full encoding levels. Other codes exist such as for records loaded as a batch process. The Bibliographic Unit accepts the fuller records with encoding levels of blank, I, 4, 8 and K for books and DVDs. Records may be upgraded to meet local cataloging input standards; e.g., adding series statements.

Descriptive cataloging form (18)
　　　# - **Non-ISBD** [do not use ; change to "a" or "i", depending on which cataloging rules are used]
　　　a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.]
　　　i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

Additional Material Fixed Field Entries (006 Fields)

Use the 006 fixed field for additional material characteristics of accompanying materials in formats different from the main format.

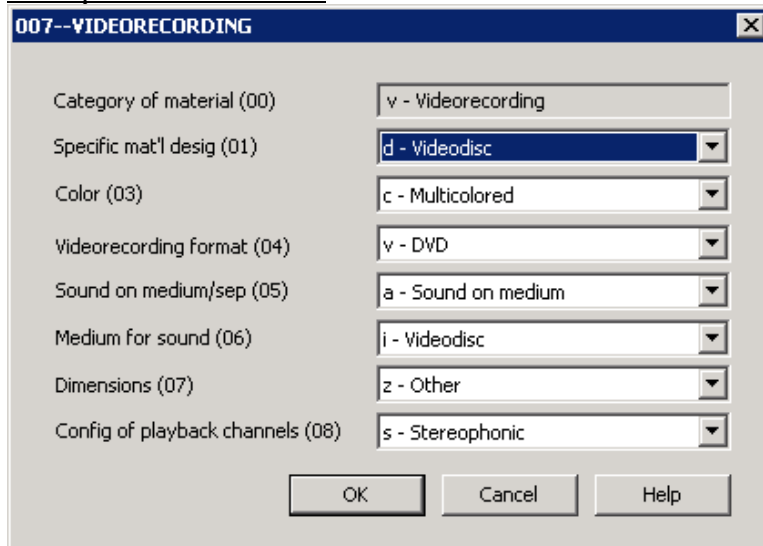Example of the 006 field for an accompanying book:

In Polaris, materials like a cassette with book require the 006 field coding to display the correct format and for Type of material limits to work correctly for the "Book + Cassette" format. The 006 field is retained or added if the different formats are treated as of equal importance.

In other cases, the 006 field in a Polaris record may need to be removed for accompanying materials like a CD so the format displays as a Book only when that is preferred. Instead, the accompanying material may be described in the 300 physical description field, a 5XX note field, and/or 655 genre fields.

Physical Description Fixed Field Entries (007 Fields)

007 Physical description fixed field codes are based on category of material. The first two to four codes are the most important, depending on the format.

Example of the 007 field:

Fixed Field Data Element Entries (008 Fields)

008 Fixed-length data elements are based on category of material; i.e., it's based on the *Type of record value found in the Leader.*

All categories share these character positions:
00-05 Date entered on file (in pattern yymmdd for year, month, day; usually system generated)
06   Type of date/Publication status
07-10 Date 1
11-14 Date 2
15-17 Place of publication, production, or execution
18-34 [See separate sections based on 7 categories]
35-37 Language
38   Modified record
39   Cataloging source

008--BOOKS (LDR/06 value a with LDR/07 values a, c, d, m and LDR/06 value t)

Field	Value
Entry date (00-05)	090925
Type of date (06)	s - Single known date/probable date
Date 1 (07-10)	
Date 2 (11-14)	
Place of pub (15-17)	xxu - United States
Illustrations (18-21)	
	- No illustrations
	a - Illustrations
	b - Maps
	c - Portraits
	d - Charts
	e - Plans
	f - Plates
Audience (22)	j - Juvenile
Form of item (23)	- None of the following
Nature of contents (24-27)	
	- No specified nature of contents
	2 - Offprints
	5 - Calendars
	6 - Comics/graphic novels
	a - Abstracts/summaries
	b - Bibliographies
	c - Catalogs
Government pub (28)	- Not a government publication
Conference pub (29)	0 - Not a conference publication
Festschrift (30)	0 - Not a festschrift
Index (31)	0 - No index
Literary form (33)	1 - Fiction (not further specified)
Biography (34)	- No biographical material
Language (35-37)	eng - English
Modified record (38)	- Not modified
Cataloging source (39)	d - Other

OK   Cancel   Help

Example of 008 fixed fields for Books:

Date entered on file (00-05):	[yymmdd]
Type of date/Publication status (06):	b – No dates given
	n – Dates unknown
	q – Questionable date
	r – Reprint/reissue date and original date
	s – Single known date/probable date
	t – Publication date and copyright date
Date1 (07-10)	[enter date based on type of date; Locally, Date1 not used for non-magazine serials]
Date2 (11-14)	[enter date, if needed, based on type of date]
Place of publication, production, or execution (15-17):	xxu [as default or enter 3-character code if wish]
Illustrations (18-21):	[can leave blank as default]
Target audience (22):	**# - Unknown or not specified**
	a – Preschool [ages 0-5]
	b – Primary [ages 6-8]
	c – Preadolescent [ages 9-13]
	d – Adolescent [ages 14-17]
	e – Adult
	f – Specialized [aimed at specific audience]
	g – General [of general interest, no particular intellectual level]
	j – Juvenile [for children & young people ages 0-15]

Form of item (23):	**# - None of the following**
	a – Microfilm
	b – Microfiche
	c – Microopaque
	d – Large print
	f – Braille
	r – Regular print reproduction [photocopy]
	s – Electronic
	| - no attempt to code
Nature of contents (24-27):	[can leave blank]

Contact the Supervising Cataloger for help with coding for any formats if needed.