

## SECTION 3.0

### General Instructions for the Input of Variable Fields

Below are the general instructions for entering descriptive data into MARC (Machine-Readable Cataloging) variable fields of bibliographic records. As of March 31, 2013, Black Gold Cooperative Library System staff will accept and create bibliographic records based on the new cataloging rules, *Resource Description & Access* (RDA). All Library of Congress records created March 31, 2013 and later are based on *RDA*, so it saves staff time to use these records.

#### Standard Number Entries (010, 020, 022, 024, 028 Fields)

- Enter standard numbers in the correct field, one number per field.
- Enter *LCCNs* (Library of Congress Control Numbers) with the hyphen, if found. These numbers are usually found on the title page verso in the CIP (Cataloging in Publication) data area.
- Enter *ISBNs* (International Standard Book Numbers) in 020 fields without spaces or hyphens. 13-digit ISBNs begin with 978 or 979 and are the new standard length so should always be entered if found on the piece. Enter both 10 and 13-digit ISBNs when possible. The ISBN used should be for the edition in hand, not a previous edition or work in the original language.
- The Content Café images that display in the OPAC are generated from the ISBN number in the bibliographic record. Some bibliographic records will have a nonstandard ISBN number beginning with 97863 (13-digit ISBN) or 63 (10-digit ISBN) that generate a book jacket or DVD image and are usually listed first in the bibliographic record. If you are adding an ISBN to an existing record with the ISBN beginning with the 97863 or 63 numbers, add your ISBN in a 020 field above the other ISBN field if needed for the Content Café image to display. Example of ISBN: 020\_\_9780842270885 (v. 1) :|c\$7.99
- Enter an *ISSN* (International Standard Serial Number) in a 022 field as two groups of four digits, separated by a hyphen, e.g. 022\_\_0044-8399
- Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number such as the number found on a DVD container is entered in the 024 field with a first indicator of 1, while an *EAN* (International Article Number) is entered in a 024 field with a first indicator of 3. The EAN begins with 977 (serials) or 978 (books)  
Example of UPC (12 digits): 024 1\_731451415623  
Example of EAN (13 digits): 024 1\_9780838934326
- Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators vary for each type of number.  
Example of video/DVD publisher number: 028 42 VM-5108|bVidmark Entertainment  
Example of sound recording (music CD) publisher number: 028 02 STMA 8007  
Example of score publisher number: 028 32 HL00311373|bHal Leonard

### **Cataloging Source (040 Fields)**

- The original cataloging agency that created the bibliographic record is recorded as a code in subfield a; e.g., “DLC” is the code for the Library of Congress and “BGC” is for the Black Gold Cooperative Library System. The code for the agency that created the MARC record is in subfield c. The code for any agency that modifies the record after original creation goes in subfield d.
- The MARC code for the language of cataloging in the record is entered in subfield b. Do not use RDA records that have any language code other than “eng”.
- Description conventions are recorded in subfield e, usually as a MARC code that indicates what cataloging rules were followed for creating the record. In new records created using *Resource Description & Access* rules, you will see the new code “rda” listed in subfield e. Jurisdiction staff will create all new bibliographic records using RDA after March 31, 2013.

### **Local Cataloging Status (049 Fields)**

The Bibliographic Unit uses a 4-digit BGC\_ code in the 049 local field to indicate the record is complete and fully cataloged. Through June 30, 2013, the BGC codes were used by Bibliographic Unit staff to also indicate whether OCLC holdings were held by a specific jurisdiction; e.g., “BGCB” meant OCLC holdings were held for the Lompoc jurisdiction. With the use of the Skyriver bibliographic utility beginning in July 2013, the Bibliographic Unit will continue to use “BGCS” in 049 fields to show that a specific record has been fully cataloged by the Bibliographic Unit and meets all local input standards.

### **Call Number Entries (099 Fields)**

The Bibliographic Unit will enter the local call number in the 099 Local call number field for all DVDs and nonfiction books, while jurisdiction cataloging staff may enter call numbers in other bibliographic records not fully cataloged by the Bibliographic Unit. Beginning February 1, 2012, jurisdiction staff are required to enter 099 Fiction call numbers in fiction book records because the Bibliographic Unit will no longer fully catalog fiction books. In older records, the format term was entered in all capitals before the call number, but this practice was discontinued for most formats to save time per the Cataloging Committee at the October 7, 2009 meeting. The format terms “DOWNLOAD AUDIO”, “EBOOK”, “ILL”, “MAGAZINE”, and “NEWSPAPER” are still entered in all capitals in 099 fields of downloadable audiobook (eAudio), eBook, ILL, magazine, and newspaper records.

### **Author/Name Entries (100, 110, 111 Fields)**

- Field used for the main entry only, personal name or corporate body.
- Enter the main author of a book in the 100 (personal name) or 110 (corporate/group name) field. For older records based on AACR2R, the “rule of three” is followed; e.g., if there are more than 3 contributing authors for a book, only enter the first author listed in the 700 added entry personal name field. For new RDA records, all authors are listed in the statement of responsibility with main entry under the first author in the 1XX name field, regardless of the number of authors listed in the statement of responsibility in 245 |c. The rest of the authors are entered in 700 added entry personal name or other 7XX fields.
- Editors and compilers are usually entered in 700 fields.
- All author entries, including contributing authors, must be verified in the Authority file.

- In the absence of a matching authority record, use the name as it appears on the chief source of information, such as the title page for books, or from a preferred source. Enter a personal name in the order of last name, first name, e.g., 100 1\_Smith, John. Enter a corporate name in direct name order, e.g. 110 2\_Friends, Inc.
- Only one name or group can be entered in each field. All additional names (editors, performers, etc.) or groups are entered in 700 personal name or 710 corporate name added entry fields.
- Functions such as director, author, conductor, performer, etc. are usually not added to the entry for the author or added entry in older records. However, relator terms (1XX |e) or relator codes (1XX |4) are usually entered in new RDA records. These MARC relator terms and codes can be found at <http://www.loc.gov/marc/relators/relaterm.html> .  
Local practice: option to add or not because Library of Congress does not currently add relator information to all RDA records.
- Generally, there are no 100/110/111 fields in a bibliographic record for a video recording (DVD, blu-ray, video) unless one person is responsible for all aspects of its creation. However, you will often see a 130 uniform title for a feature film in DVD/blu-ray/videocassette records fully cataloged by the Bibliographic Unit because uniform titles help distinguish between different versions of a film and group together the same version with a title search.

### **Title Entries (245 Fields)**

- If there is a 100/110/111/130 field in the bibliographic record, then the first indicator value is 1; otherwise, it is 0. Enter the number of characters to be ignored for initial articles in the title as the second indicator value (also known as the Skip value or nonfiling indicator). For example, a title beginning with “The” has a second nonfiling indicator of 4 (three letters plus space). Example: 245 14|aThe main title :|bsubtitle /|cby Kim Katlett.
- Enter the title of the item in the 245 title field as it appears on the chief source of information for that format. For example in AACR2R records, the chief source of information for a book is the title page and verso (page following the title page). Refer to the specific instructions listed under each format type for more information. The “title proper” is the chief name of a resource used to cite it. For RDA records, catalogers can use one or more “preferred sources” instead of the chief source of information; e.g., using the container title for a DVD instead of the screen credits.
- Only the first word and proper nouns (unique people, places, or things) are capitalized in title fields. In RDA records created by other agencies, catalogers may see all words in the title capitalized if that is the way the title appears on the work. Locally, catalogers should continue only to capitalize the first word and proper nouns in title fields in new records.
- Enter the main title in subfield a. Enter the subtitle (remainder of title) in subfield b, preceded by a colon (or use a semi-colon before the naming of a second title). A parallel title in another language is preceded by an equals sign.
- Optional: The statement of responsibility refers to a statement associated with the title proper of a resource that relates to the persons, families, or corporate bodies responsible for the creation of the intellectual or artistic content. Enter the statement of responsibility in the form it appears on the chief source of information in subfield c preceded by a forward slash. If the statement of responsibility comes from outside the chief source of information, place it in brackets.

For new RDA records: All authors are listed in the statement of responsibility, regardless of the number of authors listed in the statement of responsibility in 245 |c. Do not use "...[et al.]", but you can choose the local option; e.g., use something like "[and four others]" to save time. Do not omit titles of nobility, address, etc.

For AACR2R records: If more than 3 authors or corporate bodies are listed, follow the "rule of 3": only enter the first one in the record followed by "...[et al.]". Exclude titles and abbreviations of titles of nobility or distinction such as "Dr." or "Sir" unless it is needed to identify the person.

- The GMD (general material designation) is also entered in subfield h in some AACR2R records. Refer to the specific instructions listed under each format type and the Local GMDs appendix for more information. As of February 2012, the Bibliographic Unit and staff will no longer add local GMDs in 245 |h fields of bibliographic records, but keep them if they have them; e.g., the DVD in parentheses will not be needed for |h [videorecording (DVD)]. Do **not** add GMDs to new RDA records; instead, use the new 336 Content/337 Media/338 Carrier type fields as seen in the bibliographic templates.
- The 245 field always end with a period or other ending punctuation.

### **Varying Form of Title Entries (246 Fields)**

- Enter added title entries for varying forms of the title, such as a cover or spine title different from the title on the title page of a book or the container title of a DVD that is different from the title on the disc surface, in a 246 field. You can also enter portions of titles that you think patrons might use for searching. Create 246 varying title fields with corrected title spellings in RDA records;  
Example:       245 10 |aTeusday's tasks  
                  246 1 |iCorrected title: |aTuesday's tasks
- You may also see other titles in 730 (uniform title) fields or 740 fields which are used for analytic titles (titles of parts of a work).

### **Edition Entries (250 Fields)**

- Enter edition information in the 250 field as it is found on the item.  
For AACR2R records: Use the established abbreviations described in the Holdings Information appendix. For example, "first edition" is abbreviated as "1<sup>st</sup> ed."  
Other examples:  
250 \_\_ Amer. ed.  
250 \_\_ Unabridged.  
250 \_\_ Widescreen, director's cut.  
For RDA records: Transcribe as found. Do not abbreviate or convert numerals.
- If you need to add edition information not found on the item itself, place it in brackets.  
Example:  
250 \_\_ [Unrated]; full screen version.

### **Imprint Entries (Publication, distribution, etc.) (260/264 Fields)**

- The imprint field includes the place of publication, publisher/distributor/manufacturer/producer, and date.

- Enter the publication information in the 260 field or accept the publication information in 264 fields in RDA records. The 264 field is the statement relating to the publication, printing, distribution, issue, release, or production of a work. Information in field 264 is similar to information in field 260. Field 264 is useful for cases where the content standard or institutional policies make a distinction between functions.

Local policy: To save time, catalogers can accept 264 fields in new RDA records added to the catalog. Both 260 and 264 fields display in the OPAC.

For AACR2R records: Using the chief source of information for the material being cataloged, enter

- (1) in subfield a: the first place of publication listed (*optional* – you can use “[U.S.?” or “[S.I.]” instead of the place of publication to save time).
- (2) in subfield b preceded by a colon: the name of the publisher in the shortest possible form.
- (3) in subfield c preceded by a comma: the publication date. Include both publication and copyright dates if copyright date is different from the publication date. If no publication date is found, enter the copyright date only. If no publication date/copyright dates are on the chief source of information, use the date of manufacture/printing date or the date in the CIP data in brackets with a questions mark, e.g., [1985?]. If no dates can be found, enter [n.d.], or estimate the date in brackets with a question mark at the end of the date, or leave off the date.

Examples of imprints:

260\_\_ New York, N.Y. :|bHarperCollins,|c1988, c1956.

260\_\_ [U.S.?] :|bKids Press,|c2002.

260\_\_ [S.I.] :|bHunter Pub.,|c[2007?].

260\_\_ |bKrause,|cc2008.

For RDA records: Some cataloging agencies may use 260 fields or more specific 264 fields. Using the preferred source(s) of information for the material being cataloged, enter

- (1) in subfield a: the first place of publication listed (*optional* – you can use “[U.S.?” or “[Place of publication not identified]” instead of “[S.I.]”. If more than one place is listed, only first recorded is required; i.e., no home country provision. Supply a probable place whenever possible. Do not correct fictitious or incorrect information; make a note to explain.
- (2) in subfield b preceded by a colon: the name of the first listed publisher as it appears on the work. Do not shorten the form of the name but can omit corporate hierarchy. Staff can enter a distributor or manufacturer instead, if no publisher is found. If no publisher is listed on the work itself, but can be found from an outside search, enter the publisher in brackets. If no publisher can be easily identified, use “[publisher not identified]”, not “[s.n.]”.
- (3) in subfield c preceded by a comma: the publication date and copyright dates, even if they are the same, using the copyright symbol “©” rather than the letter “c”. In Polaris, you can insert the copyright symbol using Alt-D Character Picker table with Graphic set: Extended Latin; or, use shortcut Alt+0169. If no publication date is found on the resource, supply a probable date. Do not use “ca.” with a date.

Examples: 260 |c [2010?], ©2010.

260 |c [between 2008 and 2010?], ©2010.

260 |c [not before January 15, 2010], ©2010.

If no publication date/copyright dates are on the chief source of information, use the date of manufacture/printing date or the date in the CIP data in brackets with a question mark, e.g., [1985?]. If no dates can be found from any source, enter an estimated date or range of dates in brackets with a question mark at the end of the date(s); or use “[date of publication not identified]” instead of “[n.d.]”. When a date can’t be easily determined by jurisdiction staff for short records that will be replaced by the Bibliographic Unit, optionally leave off the date completely to save time.

### Physical Description Entries (300 Fields)

- The 300 field is used to physically describe the item according to specific cataloging rules. In a full MARC record, this field includes extent of item, illustrative or other special features, and size.
- As of February 15, 2012, cataloging staff will accept the pagination in the 300 field when it is listed in the vendor’s record and add the number of pages in the 300 field when it is not listed in the vendor’s record (per Reference Committee). If you have an unnumbered book and can easily count the pages, you can enter the number of pages in brackets. For AACR2R records: For books, enter the last numbered page in the book, or use “1 v.” if the pages are not numbered. For multi-volume sets, enter “v.”

Examples of 300 fields in AACR2R records:

300\_\_125 p.

300\_\_[32] p.

300\_\_1 v. (unpaged)

300\_\_1 v. (various pagings)

300\_\_v.

For RDA records: For books, enter the last numbered page in the book or use “1 volume” if the pages are not numbered. For multi-volume sets, enter “volumes”. If you have an unnumbered book and can easily count the pages, you can enter the number of pages in brackets. We generally do not abbreviate when describing the extent of a work like a book in 300 subfield a.

Examples of 300 fields in RDA records:

300\_\_125 pages

300\_\_[32] pages

300\_\_1 volume (unpaged)

300\_\_1 volume (various pagings)

300\_\_volumes

- Refer to the specific instructions listed under each format type for more information. Only abbreviations listed in “Section 23 Appendix L: Abbreviations in RDA Records” should be used in 300 fields; e.g., inches are recorded with the abbreviation “in.”. For measurements in centimeters, use the symbol “cm” without a period.

Examples of 300 fields for other formats using AACR2R:

300\_\_1 videocassette (60 min.) :|bsd., col. ;|c1/2 in.

300\_\_2 DVDs (210 min.) :|bsd., col. & b&w ;|c4 ¾ in.

300\_\_4 cassettes :|banalog.

300\_\_1 CD (45 min.) :|bdigital ;|c4 ¾ in.

Examples of 300 fields for other formats using RDA:

300\_\_1 videocassette (60 min.) :|bsound, color ;|c1/2 in.

300\_\_2 DVDs (210 min.) :|bsound, color & black & white ;|c4 ¾ in.

300\_\_4 cassettes :|banalog.

## Content Type/Media Type/Carrier Type (336, 337, 338 Fields)

- The General Material Type (GMD) in 245 |h has been replaced by 336 Content type, 337 Media type, and 338 Carrier type fields in RDA bibliographic records. See the bibliographic templates for the correct coding for each format. All new RDA records must contain at least one of each field. Catalogers may see either a code and/or a term in subfield 2 in Z39.50 or vendor records. Local preference: Use the spelled-out term in subfield a [code not required in subfield b].

- 1st and 2nd indicators are blank

Example for a single book:

```
336   #a text #2 rdacontent
337   #a unmediated #2 rdamedia
338   #a volume #2 rdacarrier
```

- MARC already indicates content type in LDR/06. For a table that relates the MARC LDR/06 to the corresponding RDA content terms and MARC codes for RDA content terms in English, see: *Term and Code List for RDA ContentTypes* at: <http://www.loc.gov/standards/valuelist/rdacontent.html>
- MARC already indicates media type in field 007/00. For a table that relates the MARC 007/00 to the corresponding RDA media terms and MARC codes for RDA media terms see: *Term and Code List for RDA Media Types* at: <http://www.loc.gov/standards/valuelist/rdamedia.html>
- MARC already indicates carrier type in field 007/01. For a table that relates the MARC 007/01 to the corresponding RDA carrier terms and MARC codes for RDA carrier terms see: *Term and Code List for RDA Carrier Types* at: <http://www.loc.gov/standards/valuelist/rdacarrier.html>
- The 336, 337, and 338 fields can be repeated for materials that include multiple format characteristics. A book with an accompanying CD, for example, will have two 336, 337, and 338 fields.

Example of a book with CD:

```
336   |a spoken word |2 rdacontent
337   |a audio |2 rdamedia
338   |a audio disc |2 rdacarrier
336   |a text |2 rdacontent
337   |a unmediated |2 rdamedia
338   |a volume |2 rdacarrier
```

## Series Entries (440, 490, 800/810/830 Fields)

- The 440 series is obsolete and no longer used.
- Enter series in the 490/8XX fields as instructed in the Series Appendix. Enter the series as it appears on the item in the 490 field with a first indicator of 1, and enter the authorized form of the series in the appropriate 8XX field. The indicators in the 8XX field vary, depending on which field is used. For 800 series personal name/title entries, the first indicator is usually 1 and the second indicator is blank. For 830 series titles, the first indicator is blank and the second indicator is 0, assuming you leave off the initial article of the series title. For 800 series personal name/title entries, the author is listed in subfield a and ends with a period, while the title is entered in subfield t. The abbreviated series caption (if exists) and number is entered in subfield v which is preceded by a semi-colon.
- The 490 field never ends with a period.

- For RDA records: Record the series number as it appears on the resource rather than using abbreviations in the 490 Series statement field. Follow the established pattern in the series authority record numbering in the 8XX series fields.

Examples:     490 1 |a ... ; |v volume 32  
                   490 |a ... ; |v part XVI

### Note Entries (5XX fields)

- Enter general notes in 500 fields. Other 5XX fields used vary. For example, we use 546 fields for language notes, and 511 notes for cast or performers. See the format-specific examples for 5XX examples.

### Contents Entries (505 Fields)

- Use the “505” Formatted Contents field to list the titles of separate works or parts of an item. Used primarily for items containing a small number of plays, individual novels, etc. Also used for a listing of the songs on a sound recording, etc. Contents notes may be encoded at one of two levels: basic or enhanced. They may also include statements of responsibility associated with the works or parts. Volume numbers and other sequential designations are included in a contents note, but chapter numbers are usually omitted.
- Use an established abbreviation for captions and separate entries with “space dash space” ( — ) for the main volumes/discs, with further subdivision of subparts using space, semicolon, space ( ; ). The formatting may vary, depending on what level of contents (basic or enhanced) are used and may include only part of the contents. Capitalize only the first word and proper names of each part listed.

Example of basic contents note without chapter numbers:

505 0\_ How these records were discovered -- A short sketch of the Talmuds -- Constantine's letter.

Example of a basic contents note with volume information:

505 0\_ pt. 1. Carbon -- pt. 2. Nitrogen -- pt. 3. Sulphur -- pt. 4. Metals.

Example of an enhanced contents note (music):

505 0 0 ‡t Seven sides of a crystal ‡r (Peter Takacs, piano) ‡g (11:54) ; ‡t Beyond the wheel ‡r (Gregory Fulkerson, violin ; Oberlin Wind Ensemble ; Larry Rachleff, conductor) ‡g (9:28) / ‡r Edward J. Miller -- ‡t Snap! ‡r (Oberlin Contemporary Music Ensemble ; Larry Rachleff, conductor) ‡g (6:55) ; ‡t Blue like an orange ‡r (Oberlin Contemporary Music Ensemble ; Rachleff, conductor) ‡g (9:43) / ‡r Michael Daugherty.

Example of an enhanced contents note (set of movies):

505 00 |t Sabotage / |r directed by Alfred Hitchcock |g (1936) (90 min.) -- |t Dream is alive / |r produced and directed by Graeme Ferguson ; written by Tony Myers |g (2001) (36 min.)

Example of contents with subparts on each disc (DVD):

505 0\_ disc 1. The beginning ; Middle ages (30 min.) – disc 2. He lives ; He breathes (35 min.).

Example of partial enhanced contents (first indicator “1”):

505 10 |t Seven sides of a crystal |r (Peter Takacs, piano) |g (11:54) -- |t Beyond the wheel |r (Gregory Fulkerson, violin ; Oberlin Wind Ensemble ; Larry Rachleff, conductor) |g (9:28) / |r Edward J. Miller --

### Local Note Entries (590 Fields)

- Through June 30, 2013, jurisdiction staff entered ADD LOC or DEL HOLD notes in 590 local note fields as instructed in the Add Locations and Delete Holdings section, so the Bibliographic Unit could add or delete holdings in OCLC for interlibrary loan of some materials. As of July 1, 2013, these fields will not be used unless the jurisdiction has paid for OCLC holdings maintenance.
- 590 fields should not appear in the OPAC display.

### Data Entry Notes (599 Fields)

- The 599 field is a local variable field used to indicate the library and person inputting the record. Use in the form “XX/nn”, where “XX” indicates the library and “nn” the inputter.
- Enter the 2-letter jurisdiction delivery code in capitals, a forward slash, and your initials in lower case letters.
- 599 fields should not appear in the OPAC display.
- FYI. The bib creator name and last user to edit the record is recorded automatically when a bibliographic record is created or edited and can be accessed in the “About” tab of Bibliographic Record Properties. You can bring this up by using the F8 key, or going to File > Properties, or clicking on the Properties button on the toolbar.
- Local practice as of February 6, 2013: At the February 6, 2013 Cataloging Committee meeting, members agreed 599 jurisdiction/initial fields can be helpful to know who entered/edited a record. The 599 field is wiped out when the Bibliographic Unit replaces or adds a new full record. To save time, jurisdiction staff do not need to add the 599 field for vendor bibliographic records if they sent the Bibliographic Unit those vendor orders for full cataloging. Add the 599 jurisdiction code/initials for all other records you enter. Note: The Committee agreed to make the 599 field optional because the Bibliographic Record Properties About tab in Polaris shows the creator/modifier user names and date of creation/last modified date.

### Subject Entries (600, 610, 611, 650, 651, 690)

- We generally enter subjects in 600, 610, 611, 650, or 651 fields, depending on the type of subject. All subject headings must be valid Library of Congress Subject Headings (LCSH) and verified in the authority file, including headings for music. The Bibliographic Unit may also enter language-specific local subjects in 690 fields. **Do not, under any circumstances, create your own heading.** If you are unsure of what to enter, consult with the Bibliographic Unit for assistance.

### Genre Entries (655 Fields)

- Use the “655” Genre/Form field. See the Genre/Form Headings list for valid genre entries. In general, we use GSAFD (*Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.*); *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT), a separate thesaurus as of June 2010, or genre terms based on Library of Congress subject headings not covered in the GSAFD and LCGFT; and locally established genre terms.  
Example of GSAFD: 655\_7Mystery fiction.|2gsafd  
Example of LCGFT genre: 655\_7Nonfiction films.|2lcgft  
Example of local genre: 655\_7Manga.|2local
- Some genre headings are always added to specific types of material to help with OPAC

searching; e.g., Audiobooks. See the Formats section for examples.

### **Added Author/Name Entries (700, 710, 711 Fields)**

- Field used for the added entry, personal name or corporate body (other than the name used as the author or main entry).
- For older records based on AACR2R: Follow the “rule of three”; e.g., if there are more than 3 contributing authors for a book, only enter the first author listed in the 700 added entry personal name field.

For new RDA records: All authors are listed in the statement of responsibility with main entry under the first author in the 1XX name field, regardless of the number of authors listed in the statement of responsibility in 245 |c. The rest of the authors are entered in 700 added entry personal name or other 7XX fields.

- Editors and compilers are usually entered in 700 fields, not 100 fields.
- All author entries, including contributing authors, must be verified in the Authority file.
- In the absence of a matching authority record, use the name as it appears on the chief source of information, such as the title page for books, or from a preferred source. Enter a personal name in the order of last name, first name, e.g., 100 1\_Smith, John. Enter a corporate name in direct name order, e.g. 110 2\_Friends, Inc.
- Only one name or group can be entered in each field. All additional names (editors, performers, etc.) or groups are entered in 700 personal name or 710 corporate name added entry fields.
- Functions such as director, author, conductor, performer, etc. are usually not added to the entry for the author or added entry in older records. However, relator terms (1XX |e) or relator codes (1XX |4) are usually entered in new RDA records. These MARC relator terms and codes can be found at <http://www.loc.gov/marc/relators/relaterm.html> .  
Local practice: option to add or not because Library of Congress does not currently add relator information to all RDA records.

### **III Field (908 Fields)**

- The 908 field originally contained fixed field information carried over from the old III catalog when we migrated to CarlX. In Polaris, to notify the Bibliographic Unit when a new bibliographic record for a book or DVD needs to be fully cataloged, we will use the following 908 fields with specific codes:
- For nonfiction books/atlasses/scores that need to be fully cataloged, enter: 908\_\_|dMAT TYPE:a|e CAT NOTE:p
- For DVDs that need to be fully cataloged, enter: 908\_\_|dMAT TYPE:v|e CAT NOTE:p

### **Adding Delimiter Marks in Fields**

- Enter the delimiter in Polaris using the Ctrl-Q keystrokes, or right click within the field and choose “Insert Delimiter”. For our purposes, the delimiter may appear as “|” or “‡” in this manual.

### **Adding Diacritics (Special Characters)**

- With the cursor placed after the letter that requires a diacritic, enter the diacritic by using a Character Picker chart (bring up using Alt-D or from the drop-down menu: Tools > Diacritics and then choose Extended Latin graphic set). Or, enter the special code using the

Alt button in combination with the appropriate numeric keypad number(s). For example, to enter a Spanish accent mark, press Alt+769.

### **Adding Fields**

- Other fields can be added as needed. To insert a field, go to an existing field and press the Enter button. You will need to enter the tag number at the beginning of the blank field, and then tab over to enter the indicators and data in the field. The first delimiter is automatically entered in Polaris when you tab to the first position after the indicators and type in a (or other subfield code) and begin typing data.

### **Deleting Fields**

- Any blank or unneeded fields should be deleted from the bibliographic record.

**NOTE:** The term **Required** as used in this manual means either the field is required by Polaris, i.e., the record cannot be completed without this field; or it is required by Black Gold policy.

**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.