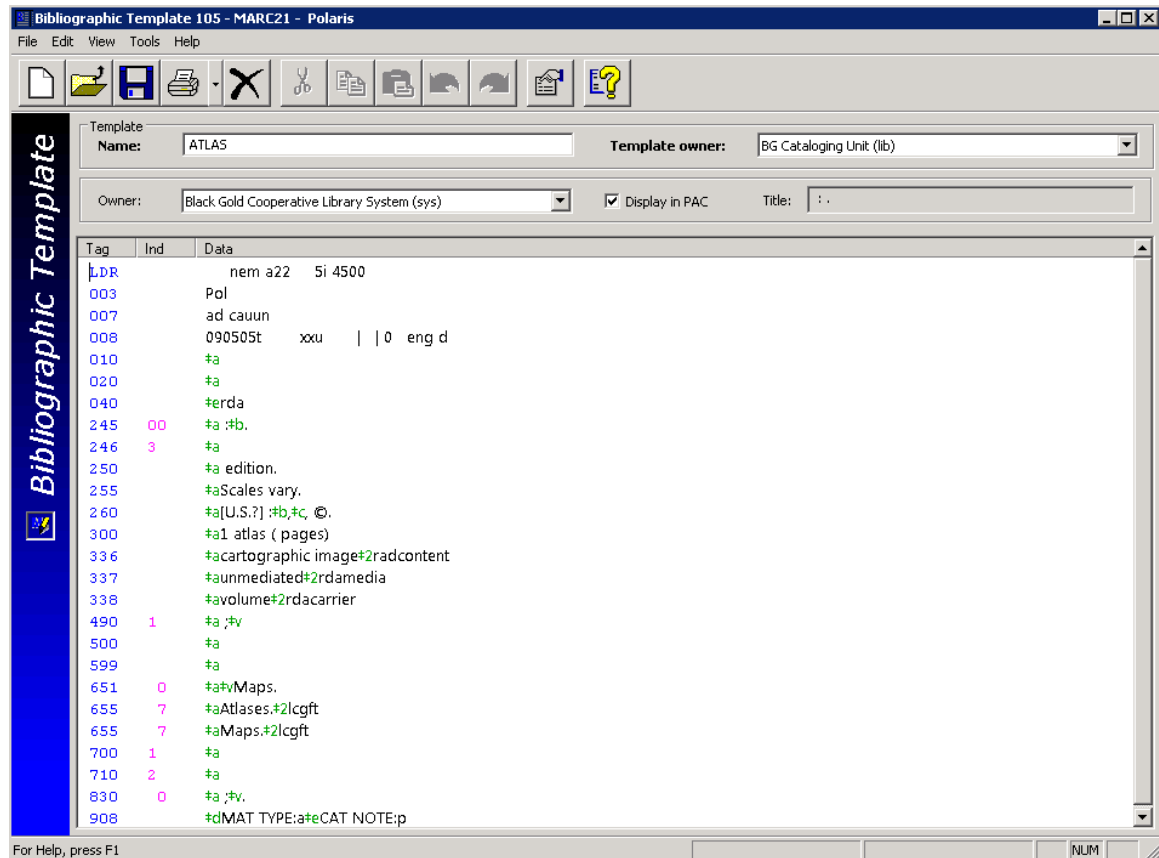


SECTION 4.0

Formats

Atlas template with example

Atlas Template



Chief source of information: title page and verso (if no t.p. or verso is found, use cover or colophon if it has the most title and publication information)

Instructions for Fixed Fields:

Leader: Type of Record (06) = **e** – Cartographic material

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access rules*]

007: Category of material (00) = **a**

007: Specific material designation (01) = **d** – Atlas

Revised 10/9/2013

Cataloging Input Standards for Entering Bibliographic Records in Polaris

008: Type of date (06): Type of date/Publication status = s – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry (for non-vendor records), and 908 local field if you want the record fully cataloged.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for an Atlas

Bibliographic Record	Control number:	491026	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Road atlas : United States, Canada.					

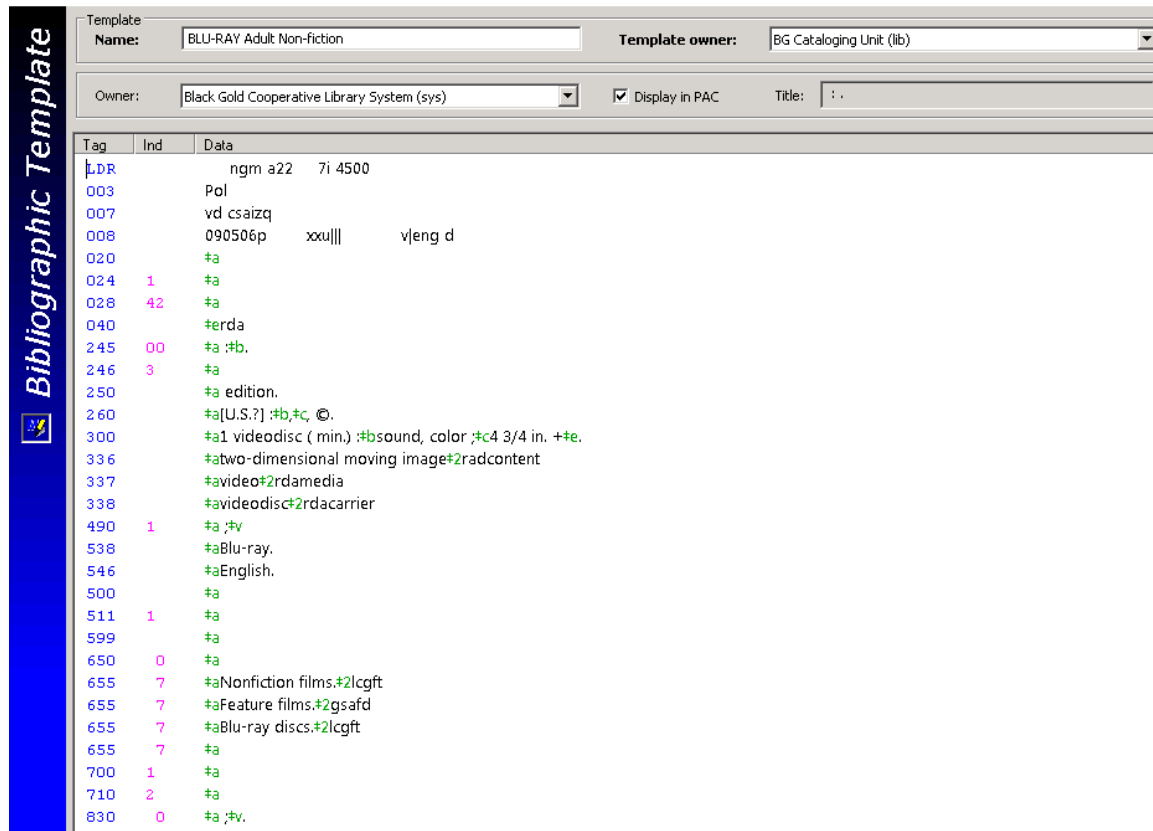
Tag	Ind	Data
LDR		nem a22 5i 4500
001		491026
003		Pol
005		20130617071911.0
007		ad cauun
008		091005t20052005xxu 0 eng d
020		#a9781597750004
040		#erda
245	00	#aRoad atlas :#bUnited States, Canada.
246	3	#aNational Geographic road atlas
250		#aRV & camping edition.
255		#aScales vary.
260		#a[U.S.?] :#bNational Geographic Maps,#c[2005], ©2005.
300		#a1 atlas (258 pages)
336		#acartographic image#2rdcontent
337		#aunmediated#2rdmedia
338		#avolume#2rdacARRIER
599		#aCU/ktn
651	0	#aUnited States#vMaps.
655	7	#aAtlases.#2lcgft
655	7	#aMaps.#2lcgft
710	2	#aNational Geographic Maps.
p08		#dMAT TYPE:a#eCAT NOTE:p

The “rda” in the 040 subfield and the 336 content/337 media/338 carrier fields are clues that the record was created based on the RDA cataloging rules.

Two 655 genre headings will appear in every atlas record: “Atlases” and “Maps”. You can enter the company that made the atlas in a 710 corporate name field.

Blu-ray template with example

Blu-ray Template



Tag	Ind	Data
LDR		ngm a22 7i 4500
003		Pol
007		vd csaizq
008		090506p xxu v eng d
020		#a
024	1	#a
028	42	#a
040		#erda
245	00	#a ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?] ;#b;#c. ©.
300		#a1 videodisc (min.) ;#b;sound, color ;#c4 3/4 in. ;#e.
336		#atwo-dimensional moving image#2radcontent
337		#avideo#2rdamedia
338		#avideodisc#2rdacarrier
490	1	#a ;#v
538		#aBlu-ray.
546		#aEnglish.
500		#a
511	1	#a
599		#a
650	0	#a
655	7	#aNonfiction films.#2lcgft
655	7	#aFeature films.#2gsafd
655	7	#aBlu-ray discs.#2lcgft
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: resource itself; e.g., title frames. 2nd choice: container/disc surface. If information is not available from the chief source, take it from the following sources (in this order of preference): accompanying textual material, container, other sources. Sources for title in order of preference: title frames, container/disc surface. Local preference for title: container title.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **g** – Projected medium

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – **ISBD punctuation used** [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **s** – Videorecording

007: Specific material designation (01) = **d** – Videodisc

007: Videorecording format (04) = **s** – Blu-ray disc

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR p** – **Date of distribution/release/issue and production/recording date OR t** – **Publication date and copyright date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent OR ...

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN (If no ISBN found, enter the 024 other standard identifier number; If no standard identifier number is available, enter the 028 publisher number), 040 subfield e description conventions (for RDA records), 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry, and the 908 field.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field.
- 245 field: The 245 first indicator is 1 if there is a 130 field (uniform title) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 250: Enter edition or version information such as Widescreen version; Director’s cut; Unrated full screen edition; Colorized; Digitally remastered. (This information may also appear in a 500 or a 538 note in fully cataloged records.)
- 300 field: default information supplied; change the number of blu-rays if there is more than one videodisc, change “color” to “black & white” if the motion picture is in black and white or use “colored & black & white” if it contains both. You can enter information about accompanying material in subfield e preceded by a “+” symbol.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

LOCAL POLICY (TV Program/Movie Titles): Based on OPAC Committee feedback on August 28, 2002, the Bibliographic Unit will generally enter the individual episode titles of TV programs in the 245 title field (for 3 or less episodes) and the authorized name of the TV program in a 730 uniform title field. Individual episodes are also often listed in 740 fields if they are not listed individually in subfield t of enhanced 505 content note fields. However, if there are more than 3 TV episode titles, the individual episode titles go in a 505 contents note and a set title is used in the 245 title field. Also enter the main title for a movie without qualifying names at the beginning. For example, enter “Psycho” rather than “Alfred Hitchcock’s Psycho” in the 245 title field.

LOCAL POLICY (TV Programs/Movie Sets): On 8/12/2009, the Reference Committee supported the Cataloging Committee recommendations to follow two cataloging practices:

1. Catalog TV programs at the season level whenever possible.
2. Catalog movie sets as individual movies with one movie on each bibliographic record.

Exceptions: If a jurisdiction decides to keep a set together or do individual records that do not follow the local policy, staff will notify the Supervising Cataloger who will add a note to the bibliographic records; e.g., “Some copies may be cataloged separately” or “as a set” (Cataloging Committee, June 6, 2012).

LOCAL POLICY (Holdings): As of November 8, 2010, the Bibliographic Unit no longer maintains OCLC holdings for DVDs/blu-rays owned by Lompoc, San Luis Obispo, and Santa Barbara jurisdictions, because these jurisdictions do not loan these materials outside of the Black Gold Cooperative Library System.

LOCAL POLICY (Genre Headings): As of February 2012, the Bibliographic Unit will not add 655 genre headings to existing OCLC records for DVDs/blu-rays, but will keep them if they are in the record.

LOCAL POLICY (Separate Records): The Reference & Adult Services Committee decided at the 5/9/2012 meeting that catalogers will provide a separate bibliographic record for a DVD/blu-ray with the same title for these versions:

- Full screen
- Widescreen. If both full screen and widescreen versions are on one DVD, they will be added to the widescreen record as the default (local exception to the national cataloging rules)
- Special features with a separate disk should have their own record
- Director’s cut
- A different number of disks
- 3D
- Unrated

LOCAL POLICY (DVD/Blu-ray Sets): As of October 1, 2012, all library jurisdictions should be using the “DVD5” Material type for sets of DVDs/blu-rays with *5 or more discs*, and the Loan period should be *3 weeks* (per Administrative Council, 8/24/2012). As of January 9, 2013, the DVD5 policy was changed to include any DVD/blu-ray title with content on 5 or more *sides*, instead of basing it only on the number of discs (per ATS Operations Committee).

LOCAL POLICY (Blu-rays): The Bibliographic Unit will no longer fully catalog blu-rays, per the Cataloging Summit held January 16, 2013.

Example of a Blu-ray

Bibliographic Record	Control number:	691120	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Open season.			<input type="checkbox"/> ILL		

Tag	Ind	Data
LDR		ngm 22 7i 4500
001		691120
005		20130616095527.0
007		vd csaizq
008		070222p20072006xxu086 g vaeng d
020		+a9781424823697
024	1	+a043396156975
028	42	+a15697
040		+erda
099		+aFiction
245	00	+aOpen season.
250		+aHigh definition; widescreen edition.
260		+a[U.S.] :#bSony Pictures Home Entertainment;#c2007, ©2006.
300		+a1 videodisc (86 min.) :#bsound, color ;#c4 3/4 in.
336		+atwo-dimensional moving image#2radcontent
337		+avideo#2rdamedia
338		+avideodisc#2rdacarrrier
521		+aRated PG.
538		+aBlu-ray.
546		+aClosed captioned; English, French, or Spanish languages and subtitles.
599		+aCU/ktn
655	7	+aFiction films.#2lcgft
655	7	+aFeature films.#2gsafd
655	7	+aBlu-ray discs.#2lcgft
655	7	+aVideo recordings for the hearing impaired.#2lcgft
700	1	+aAllers, Roger.

The 300 subfield c field includes both the distribution date and original year the movie was produced. The copyright symbol was included because the symbol must be used instead of a lower-case “c” in RDA records. A 655 genre heading for “Blu-ray discs” is included. A 700 field was added for the director to help identify the version of the film.

Book template with examples

Book Template

Bibliographic Template	Template	
	Name: BOOK Adult Non-fiction	Template owner: BG Cataloging Unit (lib)
	Owner: Black Gold Cooperative Library System (sys)	<input checked="" type="checkbox"/> Display in PAC
	Title: . .	
Tag	Ind	Data
.LDR		nam a22 5i 4500
003		Pol
008		090504t xxu 000 0 eng d
010		#a
020		#a
040		#erda
100	1	#a
245	10	#a ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?:]#b,#c, ©.
300		#a pages
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#a ;#v
500		#a
599		#a
650	0	#a
700	1	#a
830	0	#a ;#v.
908		#dMAT TYPE:#eCAT NOTE:#p

Chief source of information: title page and verso (if no t.p. or verso is found, use cover or colophon if it has the most title and publication information)

Instructions for Fixed Fields:

Leader: Type of Record (06) = **a** – Language material

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

008: Type of date (06): Type of date/Publication status = s – Single known date/probable date OR t – Publication date and copyright date OR r -

Reprint/reissue date and original date OR b – No dates given OR...

008: Date 1 (07-10): [Enter year, based on type of date.]

008: Date 2 (11-14): [Enter year, if applicable, based on type of date]

008: Target audience (22): # - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Literary form (33): **0** – Not fiction **OR 1** - Fiction

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 physical description extent (paging), 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry (for non-vendor records), and 908 local field if you want the record fully cataloged. The 099 local call number field is also required for fiction books; i.e., 099 Fiction
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.
- Note: Some categories of books get special treatment and contain unique 099 call number, 500 note, and 655 genre fields. For board books, braille books, lease books, paperbacks, and non-magazine serials, see the examples of special treatment.

LOCAL POLICY (Fiction Books): The Bibliographic Unit will no longer fully catalog fiction books or add OCLC holdings for fiction book records entered after February 1, 2012 (OPAC Committee recommendation approved by Administrative Council December 2, 2011). Jurisdiction staff will be responsible for putting in records, preferably full-level vendor records. Jurisdiction staff will edit each vendor/Z39.50 record; take out unneeded information; and make sure it matches local *Cataloging Input Standards Manual* requirements. Short vendor records and short records input by staff will be edited to meet the minimum requirements in the *Input Standards Manual*. Catalogers need to check headings for names, subjects, and series. The policy for fiction books applies to all fiction books, both adult and juvenile.

LOCAL POLICY (Paging): Per the Reference Committee (February 15, 2012), cataloging staff will add the paging (last numbered page of a book) in the 300 field for book records as a required field. Exception: staff will accept the pagination in a vendor record to save time.

LOCAL POLICY (Non-Magazine Serials): Per the OPAC Committee (4/24/2013 meeting), as of 5/1/2013, catalogers who add serial records (excluding magazines) 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.)

Serials are titles published on an ongoing basis for an indefinite time period. i.e., intended to be published forever. Examples include: travel books like *Fodor’s California*, law books like Nolo’s *How to do your own divorce in California*, and test books like *Kaplan’s ASVAB*.

Example of a Bibliographic Record for a Book: Minimum Information

The screenshot shows a web-based interface for entering bibliographic records. The title bar reads "Bibliographic Record 491027 - MARC21 - Polaris". The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The main area contains the following fields:

- Control number: 491027
- Owner: Black Gold Cooperative Library System (sys)
- Record status: Final
- Title: The complete poems and plays : 1909-1950.

Below these fields is a table of MARC tags and their corresponding data:

Tag	Ind	Data
LDR		nam a22 5i 4500
001		491027
003		Pol
005		20091005131348.0
008		091005s1952 xxu 000 0 eng d
010		#a52011346
020		#a015121185X
040		#erda
100	1	#aEliot, T. S.#q(Thomas Stearns)#d1888-1965.
245	14	#aThe complete poems and plays :#b1909-1950.
250		#a3rd edition.
260		#a[U.S.?] ;#bHarcourt,#c©1952.
300		#a392 pages
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aGreat poems ;#wvolume 28
599		#aCU/ktn
830	0	#aGreat poems (Harcourt Brace & Company) ;#v. 28.
908		#dMAT TYPE:#eCAT NOTE;p

At the bottom of the window, it says "For Help, press F1" and "NUM".

This is an example of a minimal (short) record for a nonfiction book with only the required fields. The LDR Bibliographic level is coded “i – ISBD punctuation included” and the 040 subfield e is coded “rda” to show this record was created based on the RDA cataloging rules. The 008 fixed field has the required coded information for date (single 1952), literary form (0 for nonfiction), and language (eng for English). The authorized form of the name is used in the 100 author field. The series as it appears on the book is listed in the 490 field, and the authorized form of the series is entered in the 830 field in this example.

In the 300 physical description field of RDA records, enter the number of pages followed by a space and “pages”. For RDA records, you can enter “1 volume (unpaged)” or “1 volume” if unpaged. If more than one volume exists, enter the number of volumes in the 300 physical description field; e.g., “2 volumes” or use “volumes” if number of volumes is unknown or may change. Information such as the paging can help patrons find books with a specific number of pages, such as a student looking for a book with more than 100 pages that is a biography.

Example of a Bibliographic Record for a Book: Full Information

Tag	Ind	Data
LDR		nam a22 5i 4500
001		491028
003		Pol
005		20130614152138.0
008		091005s1952 xxu 000 0 eng d
010		+a52011346
020		+a9780151211852
020		+a015121185X
040		+erda
100	1	+aEliot, T. S.+q(Thomas Stearns),#d1888-1965.
245	14	+aThe complete poems and plays :#b1909-1950 /#cT.S. Eliot ; edited by Arthur Quiller-Couch.
246	3	+aT.S. Eliot complete poems and plays :#b1909-1950
250		+a3rd edition.
260		+a[U.S.?] :#bHarcourt,#c©1952.
300		+a392 pages :#billustrations
336		+atext#2rdacontent
337		+aunmediated#2rdamedia
338		+avolume#2rdacarrier
490	1	+aGreat poems ;#vvolume 28
500		+aOriginally published in 1950.
599		+aCU/ktn
655	0	+aPoetry, English.
700	1	+aQuiller-Couch, Arthur Thomas,#cSir,#d1863-1944.
830	0	+aGreat poems (Harcourt Brace & Company) ;#vv. 28.
908		#dMAT TYPE:a#eCAT NOTE:p

This is an example of a brief record for a nonfiction book with more than just the required fields. For example, the 300 subfield b indicates the book is illustrated. The 500 note includes publication history. A 655 genre heading was added. The editor of the book listed in the statement of responsibility (245 subfield c) has been added in a searchable 700 added author field.

Example of a Bibliographic Record for a Book: Three Novels in One Book

Bibliographic Record	Control number:	491029	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Swept away : three novels.					
	Tag	Ind	Data				
	LDR		nam a22 7i 4500				
	001		491029				
	003		Pol				
	005		20130616095706.0				
	008		091005t19981995xxu 000 1 eng d				
	010		#a98-567234				
	020		#a9788654321				
	040		#erda				
	099		#aFiction				
	100	1	#aWriter, Lizzy.				
	245	10	#aSwept away :#bthree novels.				
	246	3	#aThree novels				
	260		#a[U.S.?:#bDoubleday Romance Reprints,#c1998, ©1995.				
	300		#a660 pages				
	336		#atext#2rdacontent				
	337		#aunmediated#2rdamedia				
	338		#avolume#2rdacarrier				
	490	1	#aA romance far away series				
	500		#a3 books in 1 v.				
	505	0	#aRomance after forty -- Wild Tahitian getaway -- Mystery date.				
	599		#aCU/ktn				
	650	0	#aMan-woman relationships#vFiction.				
	655	7	#aLove stories.#2gsafd				
	740	02	#aRomance after forty.				
	740	02	#aWild Tahitian getaway.				
	740	02	#aMystery date.				
	830	0	#aRomance far away series.				

The required 099 Fiction field is included for this fiction book. This record shows an example of the 505 contents field and the optional 655 genre field. The 740 title added entry (analytic) field is optional; i.e., it's used to list each unique title when there is more than one title in a work. When there are no initial articles, the 740 indicators are 02.

Another option is to enter the contents in a 505 enhanced contents note (indicators both 0) so the individual titles are searchable by title without needing to add individual 740 fields; e.g., 505 00 #tRomance after forty --#tWild Tahitian getaway --#tMystery date.

Example of a Bibliographic Record for a Board Book

Bibliographic Record

Control number: Owner: Record status: Display in PAC

Title: ILL

Tag	Ind	Data
LDR		nam a22 7i 4500
001		491030
003		Pol
005		20130616095811.0
008		091005s2007 xxu j 000 1 spa d
010		#a2006003641
020		#a9780152058906
040		#erda
099		#aFiction
100	1	#aBaker, Keith,#d1953-
245	10	#aMamá Clo-cló! /#cKeith Baker ; traducido por F. Isabel Campoy y Alma Flor Ada.
250		#a[Board book edition]
260		#a[U.S.?] :#bHarcourt,#c2007.
300		#a1 volume
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aLibros viajeros
500		#aOn board pages.
599		#aCU/ktn
655	7	#aBoard books.#2lcgft
655	7	#aChildren's stories.#2lcgft
830	0	#aLibros viajeros.

A separate template for board books is available. The 500 note says “On board pages” and the record has a 655 genre heading for “Board books.” Staff could add the 250 edition statement “Board book edition” in brackets to help distinguish this version from a regular print or other edition.

Library jurisdictions that want nonfiction board books fully cataloged can add a 908 CAT NOTE field for books; e.g., 908__ _ |dMAT TYPE:a|eCAT NOTE:p

Example of a Bibliographic Record for a Lease Book

Bibliographic Record 691130 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 691130 Owner: Black Gold Cooperative Library System (sys) Record status: Final Display in PAC

Title: T is for trespass. ILL

Tag	Ind	Data
LDR		nam a22 7i 4500
001		691130
003		Pol
005		20130616100117.0
008		130614s2007 xxu 000 1 eng d
010		#a2007029368
020		#a9780399154485 (hc)
040		#erda
099		#aLEASE
100	1	#aGrafton, Sue.
245	10	#aT is for trespass.
250		#a edition.
260		#a[U.S.?] :#bPutnam's Sons,#c©2007.
300		#a1 volume
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aKinsey Millhone mysteries
500		#aTemporary.
599		#aCU/ktn
655	7	#aMystery fiction:#2gsafd
800	1	#aGrafton, Sue.#tKinsey Millhone mysteries.

If no bibliographic record can be found for a new lease book, staff can enter a new lease book record that also includes these two fields:

099__LEASE

500__Temporary.

There should **not** be a “908__ |dMAT TYPE:a|eCAT NOTE:p” field added when only lease item records are attached. When a permanent copy is added to a *fiction* lease book record, staff should change the 099 to say Fiction; remove the 500 Temporary note; and do any other editing needed to meet *Input Standards* requirements/patron needs. The “908__ |dMAT TYPE:a|eCAT NOTE:p” field is only added by the first jurisdiction that adds a permanent copy to a *nonfiction* lease book record.

Example of a Bibliographic Record for a Paperback

The screenshot shows a Polaris bibliographic record for the title "Fairy wings." The record is identified by control number 491032 and is owned by the Black Gold Cooperative Library System. The record status is "Final" and it is set to be displayed in the PAC. The title is "Fairy wings." and there is an ILL checkbox which is unchecked.

Tag	Ind	Data
LDR		nam a22 7i 4500
001		491032
003		Pol
005		20130616100218.0
008		091005s1995 xxu j 000 1 eng d
010		#+92-37168
020		#+0316590789
040		terda
099		#+aFiction
100	1	#+aMills, Lauren.
245	10	#+aFairy wings.
260		#+a[U.S.?:] ;#bLittle, Brown and Co.,#c1995.
336		#+atext#2rdacontent
337		#+aunmediated#2rdamedia
338		#+avolume#2rdacarrier
490	1	#+aThe kid series ;#v#02
599		#+aCU/ktn
655	7	#+aChildren's stories.#2 cgft
655	7	#+aFantasy fiction.#2gsafd
800	1	#+aMills, Lauren.#iKid series ;#v#2.

Some library jurisdictions add temporary bibliographic records for inexpensive paperbacks that are not intended to be permanently held items. In this case, if no existing bibliographic record is found in the catalog, then a short record is added. Staff have the option to add another genre heading if helpful to patrons; e.g., the 655 genre heading for “Fantasy fiction” was added in this example.

This is also a kid’s book so the 008 Target audience code is “j” so it will be indexed as a Juvenile format.

Example of a Bibliographic Record of a Non-Magazine Serial Before & After Local Changes:

Before Local Changes to Serial:

The screenshot shows a Polaris bibliographic record for 'Fodor's California'. The record is identified by control number 691101 and is owned by the Black Gold Cooperative Library System. The title is 'Fodor's California'. The record status is 'Final' and it is set to 'Display in PAC'. The record contains various fields including LDR, 001, 005, 008, 010, 019, 022, 035, 037, 040, 042, 043, 049, 050, 070, 072, 082, 222, 245, 246, 260, 300, 310, 500, 580, 588, 651, 700, 730, 776, 787, 787, and 994. The 022 field is highlighted in yellow, showing the unique fixed field coding for the serial. The 300 field is also highlighted in yellow, showing the physical description of the serial as 'Annual'. The 310 field is highlighted in yellow, showing the frequency of publication as 'Annual'.

Tag	Ind	Data
LDR		ca\$ 22 a 4500
001		691101
005		20130614124058.0
008		790622<19799999>nyuar 0 a0eng
010		#a 79643233
019		#a5257428#10644140#a13152749#a14642354#a19318427#a21068627#a21122112#a25465342#a31744982#a36119839#a43002062
022	0	#a0192-9925#0192-9925#21
035		#a(OCoLC)5094074#z(OCoLC)5257428#z(OCoLC)10644140#z(OCoLC)13152749#z(OCoLC)14642354#z(OCoLC)19318427#z(OCoLC)21068627#z(OCoLC)21122112#z(OCoLC)25465342#z(OCoLC)31744982#z(OCoLC)36119839#z(OCoLC)43002062
035		#a(OCoLC)ocm05094074
037		#bFodor's Modern Guides, 2 Park Ave., New York, NY 10016
040		#aDLC#beng#zDLC#dNSD#dDLC#dNST#dDLC#dNST#dDLC#dOCL#dNST#dAGL#dNST#dOCL#dNST#dDLC#dWAW#dOCL#dOCLCQ#dNSD#dNYP#dOCLCQ#dOCLCG#dCO3#dOCLCQ#dMYG
042		#apcc#ansdp
043		#an-us-ca
049		#aBGCS
050	00	#aF859.3#b.F63
070	0	#aF859.3.F64
072	0	#aB100
082	04	#a917.9404#223
222	0	#aFodor's California
245	00	#aFodor's California.
246	30	#aCalifornia
260		#aNew York :#bD. McKay, #c[1979?]-
260	3	#3 <2007-> :#aNew York :#bFodor's Travel, a division of Random House
300		#av. #c21 cm.
310		#aAnnual
500		#aEditor <1979->: E. Fodor.
580		#aExcerpts provided in: Fodor's northern California; and Fodor's southern California.
588		#aDescription based on: 1979.
588		#aLatest issue consulted: 2011.
651	0	#aCalifornia#vGuidebooks.
700	1	#aFodor, Eugene, #d1905-1991.
730	0	#aFodor's northern California.
730	0	#aFodor's southern California.
776	08	#iOnline version:#Fodor's California#w(OCoLC)669691401
787	1	#iFodor's northern California#x1543-1045#w(DLC) 2003214712#w(OCoLC)51318941
787	1	#iFodor's southern California#x1543-1037#w(DLC) 2003214713#w(OCoLC)51319988
994		#aC0#bBGC

Fodor's California is an example of a travel book published annually.

Per the national cataloging rules, publications like this intended to be published indefinitely are cataloged as serials, using a format with unique fixed field coding in the MARC record.

You can identify this as a serial by looking at the LDR Bibliographic Level (position 7) field that is coded “s – Serial”:

The screenshot shows a dialog box titled "LEADER - BIBLIOGRAPHIC DATA". It contains several dropdown menus for cataloging data:

- Record status (05): c - Corrected or revised
- Type of record (06): a - Language material
- Bibliographic level (07): s - Serial (highlighted with a red circle)
- Type of control (08): - No specific type
- Character coding scheme (09): - MARC-8
- Encoding level (17): - Full level
- Descriptive cataloging form (18): a - AACR 2
- Multipart resource record level (19): - Not specified or not applicable

Buttons for OK, Cancel, and Help are at the bottom.

Other clues that a record is a serial include the presence of:

- range of dates in the 008 field, often with the second date being “9999”
- 022 ISSN field
- 300 physical description field that lists volumes rather than pages
- other fields like the 310 current publication frequency; 362 dates of publication field; etc.

The 008 field for a serial looks like the following:

The screenshot shows a dialog box titled "008--CONTINUING RESOURCES (LDR/06 value a with LDR/07 values b, i, s)". It contains various fields for serials:

- Entry date (00-05): 790622
- Pub status (06): c - Continuing resource currently p
- Date 1 (07-10): 1979
- Date 2 (11-14): 9999
- Place of pub (15-17): nyu - New York (State)
- Frequency (18): a - Annual
- Regularity (19): r - Regular
- Type cont resource (21): - None of the following
- Form of orig item (22): - None of the following
- Form of item (23): - None of the following
- Nature of entire work (24): - Not specified
- Nature of contents (25-27): - Not specified
- Government pub (28): - Not a government publication
- Conference pub (29): 0 - Not a conference publication
- Orig alphabet/script of title (33): a - Basic Roman
- Entry convention (34): 0 - Successive entry
- Language (35-37): eng - English
- Modified record (38): - Not modified
- Cataloging source (39): - National bibliographic agency

Buttons for OK, Cancel, and Help are at the bottom.

After Local Changes to Serial:

The screenshot shows the Polaris Bibliographic Record interface for record 691101. The title is 'Fodor's California'. The record status is 'Final'. The interface displays a list of MARC fields (Tag, Ind, Data) with the following data:

Tag	Ind	Data
LDR		cam 22 a 4500
001		691101
005		20130614124058.0
008		790622c 9999nyua 0 0 eng
010		#a 79643233
019		#a5257428#a10644140#a13152749#a14642354#a19318427#a21068627#a21122112#a25465342#a31744982#a36119839#a43002062
022	0	#a0192-9925#0192-9925#21
035		#a(OCOLC)5094074#z(OCOLC)5257428#z(OCOLC)10644140#z(OCOLC)13152749#z(OCOLC)14642354#z(OCOLC)19318427#z(OCOLC)21068627#z(OCOLC)21122112#z(OCOLC)25465342#z(OCOLC)31744982#z(OCOLC)36119839#z(OCOLC)43002062
035		#a(OCOLC)ocm05094074
037		#bFodor's Modern Guides, 2 Park Ave., New York, NY 10016
040		#aDLC#beng#cDLC#dNSD#dDLC#dNST#dDLC#dNST#dDLC#dOCL#dNST#dAGL#dNST#dOCL#dNST#dDLC#dWAW#dOCL#dOCLC#q#dNSD#dNYP#dOCLC#q#dOCLC#q#dCO3#dOCLC#q#dMYG
042		#apcc#ansdp
043		#an-us-ca
049		#aBGCS
050	00	#aF859.3#b.F63
070	0	#aF859.3.F64
072	0	#aB100
082	04	#a917.9404#223
222	0	#aFodor's California
245	00	#aFodor's California.
246	30	#aCalifornia
260		#aNew York :#bD. McKay,#c[1979?]-
260	3	#3<2007->:#aNew York :#bFodor's Travel, a division of Random House
300		#av. #c21 cm.
310		#aAnnual
500		#aEditor <1979->: E. Fodor.
500		#aDO NOT DELETE. EXAMPLE FOR BIB UNIT to use in Cataloging Input Standards Manual.
580		#aExcerpts provided in: Fodor's northern California; and Fodor's southern California.
588		#aDescription based on: 1979.
588		#aLatest issue consulted: 2011.
651	0	#aCalifornia#vGuidebooks.
700	1	#aFodor, Eugene,#d1905-1991.
730	0	#aFodor's northern California.
730	0	#aFodor's southern California.
776	08	#Online version:#Fodor's California#w(OCOLC)669691401
787	1	#Fodor's northern California#x1543-1045#w(DLC) 2003214712#w(OCOLC)51318941
787	1	#Fodor's southern California#x1543-1037#w(DLC) 2003214713#w(OCOLC)51319988

Note: Make the LDR Bibliographic level code change first. In Polaris, double-click on the LDR or 008 field in the bibliographic record to make the changes to the fixed fields.

Staff can make these changes before or after a new Z39.50 or SkyRiver serial record has been saved or imported into Polaris. Polaris serial bibliographic templates are available for jurisdiction staff to use to create a short record; however, Bibliographic Unit staff will usually fully catalog serials because of the more complex cataloging rules and unique MARC fields used for this format.

For this example, the cataloger adding the non-magazine serial record changed the LEADER Bibliographic Level (position 7) code from “s – Serial” to “m – Monograph/item” in the serial record. Changing LDR coding causes the 008 field coding to change based on the new format of Books, resulting in several fields missing data.

Example 008 field after change Leader Bibliographic level code:

Entry date (00-05)	790622	Nature of contents (24-27)	- No specified nature of contents
Type of date (06)	c - Continuing resource currently pu		2 - Offprints
Date 1 (07-10)	1979		5 - Calendars
Date 2 (11-14)	9999		6 - Comics/graphic novels
Place of pub (15-17)	nyu - New York (State)		a - Abstracts/summaries
Illustrations (18-21)	a		b - Bibliographies
	- No illustrations		c - Catalogs
	a - Illustrations	Government pub (28)	- Not a government publication
	b - Maps	Conference pub (29)	0 - Not a conference publication
	c - Portraits	Festschrift (30)	- No attempt to code
	d - Charts	Index (31)	- No attempt to code
	e - Plans	Literary form (33)	- No attempt to code
	f - Plates	Biography (34)	- No attempt to code
Audience (22)	- Unknown or not specified	Language (35-37)	eng - English
Form of item (23)	- None of the following	Modified record (38)	- Not modified
		Cataloging source (39)	- National bibliographic agency

In this example, staff need to delete the Date 1 data, change the Audience code if needed, and change the Literary form code, usually to “0 – Not fiction”.

008 field after edits:

Entry date (00-05)	790622	Nature of contents (24-27)	- No specified nature of contents
Type of date (06)	c - Continuing resource currently pu		2 - Offprints
Date 1 (07-10)			5 - Calendars
Date 2 (11-14)	9999		6 - Comics/graphic novels
Place of pub (15-17)	nyu - New York (State)		a - Abstracts/summaries
Illustrations (18-21)	a		b - Bibliographies
	- No illustrations		c - Catalogs
	a - Illustrations	Government pub (28)	- Not a government publication
	b - Maps	Conference pub (29)	0 - Not a conference publication
	c - Portraits	Festschrift (30)	- No attempt to code
	d - Charts	Index (31)	- No attempt to code
	e - Plans	Literary form (33)	0 - Not fiction (not further specified)
	f - Plates	Biography (34)	- No attempt to code
Audience (22)	- Unknown or not specified	Language (35-37)	eng - English
Form of item (23)	- None of the following	Modified record (38)	- Not modified
		Cataloging source (39)	- National bibliographic agency

Note: The Bibliographic Unit will also correct or add missing codes for fields like the Biography (position 34) field when the record is fully cataloged to meet the local serial policy.

Book on CD template with examples

Book on CD Template

The screenshot shows the 'Bibliographic Template' interface. On the left is a vertical blue bar with the text 'Bibliographic Template' and a small icon. The main area contains a form with the following fields:

- Template Name: BOOKonCD Adult Non-fiction
- Template owner: BG Cataloging Unit (lib)
- Owner: Black Gold Cooperative Library System (sys)
- Display in PAC:
- Title: .

Below the form is a table with columns 'Tag', 'Ind', and 'Data':

Tag	Ind	Data
LDR		nim a22 7i 4500
003		Pol
007		sd fungnn ed
008		090504t xxuuunn eng d
020		#a
024	1	#a
028	02	#a
040		#erda
100	1	#a
245	10	#a ;#b.
250		#a edition.
260		#a[U.S.?: #b,#c, ©.
300		#an CDs (min.) ;#bdigital ;#c4 3/4 in.
336		#asspoken word#2rdacontent
337		#aaudio#2rdamedia
338		#aaudio disc#2rdacarrier
490	1	#a ;#v
500		#aCompact disc.
511	0	#aRead by
599		#a
650	0	#a
655	7	#aAudiobooks.#2lcgft
655	7	#aBooks on CD.#2local
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: disc and label. Sources for title in order of preference: disc surface, container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **i** – Nonmusical sound recording

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **s** – Sound recording

007: Specific material designation (01) = **d** – Sound disc

007: Groove width/groove pitch (05) = **n** – Not applicable

008: Type of date (06): Type of date/Publication **status** = **s** – **Single known date/probable date OR t** – **Publication date and copyright date OR r** - **Reprint/reissue date and original date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: Replace *n* with the number of discs followed by the length/duration of the work in parentheses. If there is only 1 CD, remove the “s” from the end of “CDs”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Book on CD

Bibliographic Record	Control number:	691132	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	French lessons.					

Tag	Ind	Data
LDR		nim 22 7i 4500
001		691132
005		20130616100701.0
007		sd fungnn ed
008		?????s2001 xxu eng d
020		#a0375418865
024	1	#a787364653895
028	42	#aRH0724
040		#erda
100	1	#aMayle, Peter.
245	10	#aFrench lessons.
246	3	#aFrench lessons ;#badventures with knife, fork, and corkscrew
260		#bRandom House,#c©2001.
300		#a5 CDs (6.5 hr.) ;#bdigital ;#c4 3/4 in.
336		#aspoken word#2rdacontent
337		#aaudio#2rdamedia
338		#aaudio disc#2rdacarrier
500		#aCompact disc.
511	0	#aRead by Simon Jones.
599		#aCU/ktn
655	7	#aAudiobooks.#2lcgft
655	7	#aBooks on CD.#2local
700	1	#aJones, Simon,#d1950-

The *publisher number* is entered exactly as it appears on the item in the 028 field. The indicators for books on CD publisher numbers are usually 02. If there is only 1 CD, remove the “s” from the end of “CDs” in the 300 physical description field. Bibliographic records for CDs typically have a 500 note that says “Compact disc” or “Compact discs.” The 511 note is used for the participant or performer. The first indicator is 1 for a cast list, while the first indicator of 0 is typically used for a narrator. Enter two 655 genre headings in every book on CD record: “Audiobooks” and “Books on CD”. For this RDA record example, the 336 content/337 media/338 carrier fields are used instead of the 245 |h GMD field.

Example of a Bibliographic Record for a Book on CD: MP3 Format

Control number: 691141
Owner: Black Gold Cooperative Library System (sys)
Record status: Final
 Display in PAC

Title: Shakespeare's Hamlet.
 ILL

Tag	Ind	Data
LDR		nim a22 7i 4500
001		691141
003		Pol
005		20130616100852.0
007		sd fungnn ed
008		130616s2002 xxuuunn eng d
020		#a1591252229
040		#erda
092	0	#a822.33#223
099		#a822.33
245	10	#aShakespeare's Hamlet.
250		#aUnabridged edition.
260		#a[U.S.?]#bPenton Overseas,#c©2002.
300		#a1 CD (5 hr., 19 min.)#bdigital#cc4 3/4 in.##e1 reference card.
336		#aspoken word#2rdacontent
337		#aaudio#2rdamedia
338		#aaudio disc#2rdacarrier
490	1	#aCliffsNotes CD
520		#aProvides a detailed overview of the play Hamlet.
538		#aCompact disc, MP3 format. System requirements: CD/MP3 player or PC or DVD with MP3-capable software.
599		#aCU/ktn
600	10	#aShakespeare, William,#d1564-1616.#tHamlet#vStudy guides.
655	7	#aAudiobooks.#2lcgft
655	7	#aBooks on CD.#2local
655	7	#aMP3 (Audio coding standard).#2lcgft
830	0	#aCliffsNotes CD.

MPEG-1 Audio Layer 3: a digital audio encoding format commonly used for consumer audio storage, as well as a de facto standard encoding for the transfer and playback of music on digital audio players.

In this example, the container states: "Listen anytime with your MP3 player, or on a computer or DVD player". This note can be put in a 500 note field but prefer the MP3 format information be recorded in a 538 system requirements note field.

Examples of notes you can use in bibliographic records for MP3s:

- 538 Playable on MP3 players.
- 538 CD/MP3 player or PC with MP3 capable software.
- 500 Compact disc, MP3 format.
- 538 Requires MP3 software.

Enter the following genre heading: 655 _7 MP3 (Audio coding standard).|2lcgft

Book on CD with Book template with example

Book on CD with Book Template

Bibliographic Template

Template		Name: CD+BOOK Adult Non-fiction		Template owner: BG Cataloging Unit (lib)	
Owner: Black Gold Cooperative Library System (sys)		<input checked="" type="checkbox"/> Display in PAC		Title: . .	
Tag	Ind	Data			
LDR		nam a22 7i 4500			
003		Pol			
007		sd fungnn ed			
006		a			
008		090505t	xxu	000 0	eng d
020		+a			
024	1	+a			
028	02	+a			
040		+erda			
100	1	+a			
245	10	+a ;#b.			
250		+a edition.			
260		+a[U.S.?] ;#b;#c. ©.			
300		+an CDs (min.) ;#bdigital ;#c4 3/4 in. ++e1 book (pages)			
336		+aspoken word#2rdacontent			
337		+aaudio#2rdamedia			
338		+aaudio disc#2rdacarrier			
336		+atext#2rdacontent			
337		+aunmediated#2rdamedia			
338		+avolume#2rdacarrier			
490	1	+a ;#v			
500		+aCompact disc.			
511	0	+aRead by			
599		+a			
650	0	+a			
655	7	+aAudiobooks.#2lcgft			
655	7	+aBooks on CD.#2local			
700	1	+a			
710	2	+a			
830	0	+a ;#v.			

Chief source of information: disc and label. Sources for title in order of preference: disc surface, container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **i** – Nonmusical sound recording

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

006: Target audience (05) = **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR**

006: Literary form (16) = **0** – Not fiction **OR 1** – Fiction **OR...**

007: Category of material (00) = **s** – Sound recording

007: Specific material designation (01) = **d** – Sound disc

007: Groove width/groove pitch (05) = **n** – Not applicable

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR p** – **Date of distribution/release/issue and production/recording date OR t** – **Publication date and copyright date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22) = **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators for books on CD publisher numbers are usually 02.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: Replace *n* with the number of discs followed by the length/duration of the work in parentheses. If there is only 1 CD, remove the “s” from the end of “CDs”. The accompanying book is described in subfield e, preceded by a plus sign.
- 336 content/337 media/338 carrier fields: For RDA records, the 336/337/338 fields are included for all formats described and can be repeated.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Book on CD with Book

Bibliographic Record

Control number:	691142	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
Title:	How do dinosaurs say good night?					

Tag	Ind	Data
LDR		nim a22 4a 4500
001		691142
003		Pol
005		20130616090558.0
006		a
007		sd fungnn ed
008		101223t20082002xxuuunnj d f eng d
020		#a0545102391 (CD)
020		#a9780545093194 (pbk.)
020		#a0545093198 (pbk.)
028	02	#aCD 611
040		#erda
099		#aFiction
100	1	#aYolen, Jane.
245	10	#aHow do dinosaurs say good night?
250		#a[Unabridged edition].
260		#a[U.S.]: #bWeston Woods Studios, #c[2008], @2002.
300		#a1 CD (8 min.): #bdigital ; #c4 3/4 in. + #e1 book (32 pages).
336		#aspooken word#2rdacontent
336		#atext#2rdacontent
337		#aaudio#2rdamedia
337		#aanmediated#2rdamedia
338		#aaudio disc#2rdacarrier
338		#avolume#2rdacarrier
490	1	#aRead along book & CD
500		#aCompact disc.
500		#aBook illustrated by Mark Teague. Blue Sky Press, 2008, ©2000.
500		#aDate on packaging: c2010.
500		#aTrack 1 (4:04) has page-turn signals ; Track 2 (3:57) has no page-turn signals.
511	0	#aRead by Jane Yolen.
599		#aCU/ktn
650	0	#aBedtime#vFiction.
650	0	#aDinosaurs#vFiction.
655	7	#aAudiobooks.#2lcgft
655	7	#aChildren's audiobooks.#2lcgft
655	7	#aBooks on CD.#2local
655	7	#aChildren's CD plus book.#2local
700	1	#aTeague, Mark#eill.
830	0	#aRead along book & CD.

This is an example of a CD with an accompanying book. You can enter information about the accompanying material in note fields. It is helpful to add a note field describing the imprint (publication) information of the book if it is different from the imprint information for the book on CD. Bibliographic records for CDs typically have a 500 note that says “Compact disc” or “Compact discs.” The 511 note is used for the participant or performer; the first indicator is 1 for a cast list, while the first indicator of 0 is typically used for a narrator.

Book on Tape template with example

Book on Tape Template

Bibliographic Template	Template Name:	BOOKonTAPE Adult Non-fiction	Template owner:	BG Cataloging Unit (lib)
	Owner:	Black Gold Cooperative Library System (sys)	<input checked="" type="checkbox"/> Display in PAC	Title: : .
	Tag	Ind	Data	
	.LDR		nim a22 7i 4500	
	003		Pol	
	007		ss [unjlc]nue	
	008		090504t xxuuunn eng d	
	020		#a	
	024	1	#a	
	028	02	#a	
040		#erda		
100	1	#a		
245	10	#a :#b.		
250		#a edition.		
260		#a[U.S.?:] :#b, #c. ©.		
300		#an sound cassettes (min.) :#banalog.		
336		#asspoken word#2rdacontent		
337		#aaudio#2rdamedia		
338		#aaudiocassette#2rdacarrier		
490	1	#a :#v		
500		#a		
511	0	#aRead by		
599		#a		
650	0	#a		
655	7	#aAudiobooks.#2lcgft		
655	7	#aBooks on tape.#2local		
700	1	#a		
710	2	#a		
830	0	#a :#v.		

Chief source of information: cassette and label. Sources for title in order of preference: label/ cassette, container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **i** – Nonmusical sound recording

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – **ISBD punctuation used** [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **s** – Sound recording

007: Specific material designation (01) = **s** – Sound cassette

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR p – Date of distribution/release/issue and production/recording date OR t – Publication date and copyright date OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators for books on CD publisher numbers are usually 02.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “e”.
- 300 field: Replace *n* with the number of cassettes followed by the length/duration of the work in parentheses. If there is only 1 cassette, remove the “s” from the end of “cassettes”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Book on Tape

Bibliographic Record	Control number:	<input type="text" value="691143"/>	Owner:	<input type="text" value="Black Gold Cooperative Library System (sys)"/>	Record status:	<input type="text" value="Final"/>	<input checked="" type="checkbox"/> Display in PAC
	Title:	<input type="text" value="The jewel that was ours."/>					
	Tag	Ind	Data				
	LDR		nim a22 4i 4500				
	001		691143				
	003		Pol				
	005		20130616091524.0				
	007		ss unj c nue				
	008		130616s1992 xxuuunn fn eng d				
	028	02	*a92315				
	040		*erda				
	099		*aFiction				
	100	1	*aDexter, Colin.				
	245	14	*aThe jewel that was ours.				
	250		*aUnabridged edition.				
	260		*a[U.S.?:] *bRecorded Books,*c©1992.				
	300		*a7 sound cassettes (9 hr., 30 min.):*banalog.				
	336		*aspoken word#2rdacontent				
	337		*aaudio#2rdamedia				
	338		*aaudiocassette#2rdacarrier				
	490	1	*aAn Inspector Morse mystery				
	511	0	*aRead by Patrick Tull.				
	520		*aPresents an Inspector Morse mystery about murder and the precious jewel of an elderly woman.				
	599		*aCU/ktn				
	650	0	*aMorse, Inspector (Fictitious character)*vFiction.				
	655	7	*aAudiobooks.*2lcgft				
	655	7	*aBooks on tape.*2local				
	655	7	*aMystery fiction.*2gsafd				
	700	1	*aTull, Patrick.				
	710	2	*aRecorded Books, Inc.				
	800	1	*aDexter, Colin.*iInspector Morse mystery (Recorded Books).				

Enter a 655 genre heading for “Audiobooks”. You can enter the names of additional people that contributed to this cassette such as performers in 700 fields, and enter group names in 710 fields. The 520 summary field is optional. The 650 subject was copied from the book record and pasted into this record. The correct form of the series statement is listed in the 800 series added entry personal name/title field.

Braille Book template with example

Braille Book Template

Tag	Ind	Data
.LDR		nam a22 5i 4500
003		Pol
008		090504t xxu jf 000 0 eng d
010		#a
020		#a
040		#erda
100	1	#a
245	10	#a# ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?] ;#b;#c. ©.
300		#a pages
336		#atactile text#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#a ;#v
500		#aText in braille.
599		#a
650	0	#a
655	7	#aBraille books;#2lcgft
655	7	#a
700	1	#a
830	0	#a ;#v.
908		#dMAT TYPE:#eCAT NOTE;p

Chief source of information: title page and verso (if no t.p. or verso is found, use cover or colophon if it has the most title and publication information)

Instructions for Fixed Fields:

Leader: Type of Record (06) = **a** – Language material

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Form of item (23): **f** - Braille

008: Literary form (33): **0** – Not fiction **OR 1** - Fiction

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 040 subfield e description conventions (for RDA records), 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry (for non-vendor records), and the 908 field if you want the book fully cataloged.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Braille Book

Bibliographic Record

Control number:	691144	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
Title:	Arthur lost and found.					

Tag	Ind	Data
LDR		nam 22 4i 4500
001		691144
005		20130616095454.0
008		991018t19981998xxua jf 000 1 eng d
010		#a97046992
020		#a0316109126
040		#erda
099		#aFiction
100	1	#aBrown, Marc Tolon.
245	10	#aArthur lost and found.
250		#a1st edition.
260		#a[U.S.?] #bNational Braille Press,#c[1998]. ©1998.
300		#a[55] pages
336		#atactile text#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aChildren's braille book club
500		#aText in braille and English.
520		#aWhen Arthur and Buster try to take the bus to Arthur's swimming lesson, they fall asleep and end up in a strange part of town.
599		#aCU/ktn
650	0	#aBuses#vFiction.
650	0	#aAardvark#vFiction.
655	7	#aBraille books.#2lcgft
655	7	#aChildren's stories.#2lcgft
830	0	#aChildren's braille book club.

This example shows a 500 note “In Braille and English”; and a 655 genre heading “Braille books.” 520 summary fields are optional, but a summary note is usually added to a record for a fiction children’s book. The summary and fiction subjects were copied from the record for the regular print edition of the book into this record. There is not a 908 CAT NOTE field in this book record example because it is fiction.

Cassette with book template example

Cassette with Book Template

Bibliographic Template	Template		
	Name:	CASSETTE+BOOK Adult Non-fiction	
	Template owner:	BG Cataloging Unit (lib)	
	Owner:	Black Gold Cooperative Library System (sys)	
	<input checked="" type="checkbox"/> Display in PAC	Title: . .	
	Tag	Ind	Data
	003		nam a22 7i 4500
	007		Pol
	006		ss unj c nue
	008		a
008		090505t xxu 000 0 eng d	
020		#a	
024	1	#a	
028	02	#a	
040		#erda	
100	1	#a	
245	10	#a #b.	
250		#a edition.	
260		#a[U.S.?:] #b,#c. ©.	
300		#an sound cassettes (min.) #banalog ++e1 book (pages).	
336		#asproken word#2rdacontent	
337		#aaudio#2rdamedia	
338		#aaudiocassette#2rdacarrier	
336		#atext#2rdacontent	
337		#aunmediated#2rdamedia	
338		#avolume#2rdacarrier	
490	1	#a ;#v	
500		#a	
511	0	#aRead by	
599		#a	
650	0	#a	
655	7	#aAudiobooks.#2lcgft	
700	1	#a	
710	2	#a	
830	0	#a ;#v.	

Description: This is a nonmusical sound cassette with an accompanying book.

Chief source of information: cassette and label. Sources for title in order of preference: label/ cassette, container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **i**

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

006: Target audience (05) = # - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR**

006: Literary form (16) = **0** – Not fiction **OR 1** – Fiction **OR...**

007: Category of material (00) = **s** – Sound recording

007: Specific material designation (01) = **s** – Sound cassette

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR p** – **Date of distribution/release/issue and production/recording date OR t** – **Publication date and copyright date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22) = **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators for books on tape publisher numbers are usually 02.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: Replace *n* with the number of cassettes followed by the length/duration of the work in parentheses. If there is only 1 cassette, remove the “s” from the end of “cassettes”.
- 336 content/337 media/338 carrier fields: For RDA records, the 336/337/338 fields are included for all formats described and can be repeated.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Juvenile Cassette with Book

Bibliographic Record	Control number:	691145	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Freckle juice.			<input type="checkbox"/> ILL		

Tag	Ind	Data
LDR		nim 22 7i 4500
001		691145
005		20130616102823.0
006		a
007		ss unj c nue
008		?????s1982 xxu eng
020		#a0440429130 (book : pbk.)
028	02	#aFTR 64
040		#erda
099		#aFiction
100	1	#aBlume, Judy.
245	10	#aFreckle juice.
250		#aUnabridged.
260		#aListening Library, #c@1982.
300		#a1 sound cassette (32 min.); #banalog ++e1 book (47 pages)
336		#asspoken word#2rdacontent
336		#atext#2rdacontent
337		#aaudio#2rdamedia
337		#aunmediated#2rdamedia
338		#aaudiocassette#2rdacarrier
338		#avolume#2rdacarrier
490	1	#aFollow the reader
500		#aBook: illustrated by Sonia O. Lisker. Dell, ©1971.
511	0	#aRead by the author.
599		#aCU/ktn
655	7	#aAudiobooks.#2lcgft
655	7	#aChildren's audiobooks.#2lcgft
700	1	#aLisker, Sonia O.
830	0	#aFollow the reader series.

The 006 field is added for the accompanying book. The 245 title field has a second indicator of 0 because there are no initial articles to skip in this title. The 511 note is used for the participant or performer. The first indicator is 1 for a cast list, while the first indicator of 0 is typically used for a narrator. You can enter information about the accompanying material in 500 note fields. Enter a genre heading for “Audiobooks” in the 655 field. You have the option to enter the names of people that contributed to this cassette such as performers in 700 fields and enter group names in 710 fields.

CD-ROM template with example

CD-ROM Template

Tag	Ind	Data
LD		nmm a22 7i 4500
003		Pol
007		co cga
008		090505t xxu eng d
020		#a
024	1	#a
040		#erda
100	1	#a
245	10	#a ;#b.
250		#a edition.
256		#aElectronic data.
260		#a[U.S.?:#b;#c. ©.
300		#a1 CD-ROM ;#bcolor ;#c4 3/4 in. ;#e.
336		#atext#2rdacontent
337		#acomputer#2rdamedia
338		#acomputer disc#2rdacarrier
490	1	#a ;#v
500		#a
538		#aSystem requirements:
599		#a
650	0	#a
655	7	#aCD-ROMs.#2lcgft
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: resource itself; e.g., title screen. Sources for title in order of preference: Disc surface (label), container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **m** – Computer file

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **c** – Electronic resource

007: Specific material designation (01) = **o** – Optical disc

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): [Enter year, based on type of date.]

008: Date 2 (11-14): [Enter year, if applicable, based on type of date]

008: Target audience (22) = **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: If more than 1 CD-ROM, change number and add “s” to end of “CD-ROM”
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a CD-ROM

Bibliographic Record	Control number:	691146	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Nuclear power plant emergency response plan.					

Tag	Ind	Data
LDR		nmm 22 7i 4500
001		691146
005		20130616103442.0
007		co cga
008		080508s2008 xxu eng d
040		#erda
245	00	#aNuclear power plant emergency response plan.
246	3	#aState of California nuclear power plant emergency response plan
250		#a2008 revision.
260		#a[U.S.?:] #bOES California Governor's Office of Emergency Services,#c©2008.
300		#a1 CD-ROM ;#bcolor ;#c4 3/4 in.
336		#atext#2rdacontent
337		#acomputer#2rdamedia
338		#acomputer disc#2rdacarrier
520		#a"The State of California Nuclear Power Plant Emergency Response Plan (NPP Plan) establishes a response structure that facilitates the state's ability to meet its responsibilities and the support of local government during a nuclear power plant emergency. This plan is a component of the California Radiological Emergency Preparedness (CalREP) Plan, which supports the State Emergency Plan"-- Introduction.
538		#aSystem requirements: PC workstation and CD-ROM drive.
599		#aCU/ktn
650	0	#aNuclear power plants#zCalifornia#xSafety measures.
655	7	#aCD-ROMs.#2lcgft
710	1	#aCalifornia.#bOffice of Emergency Services#bPreparedness Branch.#bRadiological Preparedness Unit.

System requirement information can be entered in a NOTE field or placed in a 538 System Details Note field. This optional information can include computer requirements (e.g., computer manufacturer and model, memory requirements or operating system), peripheral requirements (e.g., number of disk or drum units, number of tape drives, number of terminals, or other peripheral devices, support software or related equipment) or software programming language. Enter genre heading "655_7CD-ROMs.|2lcgft" in a 655 field. Enter the names of people that contributed to this work in 700 fields, and enter group names in 710 corporate name fields.

DVD with examples

DVD Template

The screenshot shows the 'Bibliographic Template' window for 'DVD Adult Non-fiction'. The template owner is 'BG Cataloging Unit (lib)'. The owner is 'Black Gold Cooperative Library System (sys)'. The 'Display in PAC' checkbox is checked. The title is empty. Below the form is a table of tags and their data.

Tag	Ind	Data
.LDR		ngm a22 5i 4500
003		Pol
007		vd cvaizq
008		090504p xxu v eng d
020		#a
024	1	#a
028	42	#a
040		#erda
245	00	#a ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?] ;#b;#c. ©.
300		#a1 DVD (min.) ;#bsound, color ;#c4 3/4 in. ;#e.
336		#atwo-dimensional moving image#2rdacontent
337		#avideo#2rdamedia
338		#avideodisc#2rdacarrier
490	1	#a ;#v
538		#aDVD.
546		#aEnglish.
500		#a
511	1	#a
599		#a
650	0	#a
655	7	#aNonfiction films.#2lcgft
655	7	#aFeature films.#2gsafd
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.
908		#dMAT TYPE;#eCAT NOTE;p

Chief source of information: resource itself; e.g., title frames. 2nd choice: container/disc surface. If information is not available from the chief source, take it from the following sources (in this order of preference): accompanying textual material, container, other sources. Sources for title in order of preference: title frames, container/disc surface. Local preference for title: container title.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **g** – Projected medium

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **v** – Videorecording

007: Specific material designation (01) = **d** – Videodisc

007: Videorecording format (04) = **v** – DVD

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date** OR **p** – **Date of distribution/release/issue and production/recording date** OR **t** – **Publication date and copyright date** OR **b** – **No dates given** OR...

008: Date 1 (07-10): [Enter year, based on type of date.]

008: Date 2 (11-14): [Enter year, if applicable, based on type of date]

008: Target audience (22): # - Unknown OR **j** – Juvenile OR **d** – Adolescent OR ...

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN (If no ISBN found, enter the 024 other standard identifier number; If no standard identifier number is available, enter the 028 publisher number), 040 subfield e description conventions (for RDA records), 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry (for non-vendor records), and the 908 field.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field.
- 245 field: The 245 first indicator is 1 if there is a 130 field (uniform title) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 250: Enter edition or version information such as Widescreen version; Director’s cut; Unrated full screen edition; Colorized; Digitally remastered. (This information may also appear in a 500 or a 538 note in fully cataloged records.)
- 300 field: default information supplied; change the number of DVDs if there is more than one videodisc; change “color” to “black & white” if the motion picture is in black and white or use “color & black & white” if it contains both. You can enter information about accompanying material in subfield e preceded by a “+” symbol.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

LOCAL POLICY (TV Program/Movie Titles): Based on OPAC Committee feedback on August 28, 2002, the Bibliographic Unit will generally enter the individual episode titles of TV programs in the 245 title field (for 3 or less episodes) and the authorized name of the TV program in a 730 uniform title field. Individual episodes are also often listed in 740 fields if they are not listed individually in subfield t of enhanced 505 content note fields. However, if there are more than 3 TV episode titles, the individual episode titles go in a 505 contents note and a set title is used in the 245 title field. Also enter the main title for a movie without qualifying names at the beginning. For example, enter “Psycho” rather than “Alfred Hitchcock’s Psycho” in the 245 title field.

Exceptions: If a jurisdiction decides to keep a set together or do individual records that do not follow the local policy, staff will notify the Supervising Cataloger who will add a note to the bibliographic records; e.g., “Some copies may be cataloged separately” or “as a set” (Cataloging Committee, June 6, 2012).

LOCAL POLICY (TV Programs/Movie Sets): On 8/12/2009, the Reference Committee supported the Cataloging Committee recommendations to follow two cataloging practices:

1. Catalog TV programs at the season level whenever possible.
2. Catalog movie sets as individual movies with one movie on each bibliographic record.

LOCAL POLICY (Holdings): As of November 8, 2010, the Bibliographic Unit no longer maintains OCLC holdings for DVDs/blu-rays owned by Lompoc, San Luis Obispo, and Santa Barbara jurisdictions, because these jurisdictions do not loan these materials outside of the Black Gold Cooperative Library System.

LOCAL POLICY (Genre Headings): As of February 2012, the Bibliographic Unit will not add 655 genre headings to existing OCLC records for DVDs/blu-rays, but will keep them if they are in the record.

LOCAL POLICY (Separate Records): The Reference & Adult Services Committee decided at the 5/9/2012 meeting that catalogers will provide a separate bibliographic record for a DVD/blu-ray with the same title for these versions:

- Full screen
- Widescreen. If both full screen and widescreen versions are on one DVD, they will be added to the widescreen record as the default (local exception to the national cataloging rules)
- Special features with a separate disk should have their own record
- Director’s cut
- A different number of disks
- 3D
- Unrated

LOCAL POLICY (DVD/Blu-ray Sets): As of October 1, 2012, all library jurisdictions should be using the “DVD5” Material type for sets of DVDs/blu-rays with *5 or more discs*, and the Loan period should be *3 weeks* (per Administrative Council, 8/24/2012). As of January 9, 2013, the DVD5 policy was changed to include any DVD/blu-ray title with content on 5 or more *sides*, instead of basing it only on the number of discs (per ATS Operations Committee).

LOCAL POLICY (Blu-rays): The Bibliographic Unit will no longer fully catalog blu-rays, per the Cataloging Summit held January 16, 2013.

Example of a Bibliographic Record for a DVD

Tag	Ind	Data
LDR		ngm a22 5i 4500
001		491043
003		Pol
005		20130617074657.0
007		vd cvaizq
008		091005:2000 xxu v eng d
020		#a0790756803
024	1	#a085391887720
028	42	#a18877
040		#erda
099		#aFiction
245	00	#aPay it forward /#cdirected by Mimi Leder.
250		#aWidescreen.
260		#a[U.S.?] :#bWarner Home Video, #c©2000.
300		#a1 DVD (123 min.) :#bsound, color, #c4 3/4 in.
336		#atwo-dimensional moving image#2rdacontent
337		#avideo#2rdamedia
338		#avideodisc#2rdacarrier
500		#aSpecial features include: behind-the-scenes documentary. HBO first look: the making of Pay it forward ; feature length audio commentary by Mimi Leder ; interactive menus ; cast/director film highlights ; theatrical trailer ; scene access.
511	1	#aKevin Spacey, Helen Hunt.
521	8	#aRated PG-13.
538		#aDVD.
546		#aIn English and French ; subtitles in English and French. Closed-captioned.
599		#aCU/ktn
650	0	#vDrama.
655	7	#aFiction films.#2lcfgft
655	7	#aFeature films.#2gsafd
700	1	#aLeder, Mimi.
700	1	#aHunt, Helen.
908		#dMAT TYPE:#eCAT NOTE:#p

Unique numbers (020, 024, 028 fields), title, distributor, director or primary actor), edition statements, and language note information helps the Bibliographic Unit find the correct full OCLC record to overlay the short bibliographic record in the local catalog. It's important to use the default Leader and 007 field for DVDs and verify the language code (if you have a non-English language DVD) listed in the 008 fixed field so that indexing will work correctly.

You can enter languages (including dubbing), languages of subtitles, and closed captioned/described audio information in 546 fields. You have the option to enter genre headings. According to Library of Congress practice, a videorecording that is 40 minutes or longer should get a 655 for "Feature films", while a videorecording less than 40 minutes should get a 655 for "Short films". Depending on the type of videorecording, one of the following four genre headings will also be assigned: Fiction films, Nonfiction films, Fiction television programs, or Nonfiction television programs. A closed captioned film will get a 655 for "Films for the hearing impaired" while a closed captioned TV program will get a 655 for "Television programs for the hearing impaired." Local practice is to use a 655 for "Video recordings for the hearing impaired." rather than distinguishing between films and television programs for the hearing impaired.

Example of a Bibliographic Record for 2 TV Program Episodes on DVD

Bibliographic Record	Control number:	<input type="text" value="491047"/>	Owner:	<input type="text" value="Black Gold Cooperative Library System (sys)"/>	Record status:	<input type="text" value="Final"/>	<input checked="" type="checkbox"/> Display in PAC
	Title:	<input type="text" value="Dora saves the planet ; Searching for treasure."/>					
	Tag	Ind	Data				
	LDR		ngm a22 5i 4500				
	001		491047				
	003		Pol				
	005		20130616105451.0				
	007		vd cvaizq				
	008		091005s2002 xxu j v eng d				
	020		#a0792179684				
	028	42	#a860183				
	040		#erda				
	099		#aFiction				
	245	00	#aDora saves the planet ;#bSearching for treasure.				
	246	3	#aSearching for treasure				
	250		#aFull screen.				
	260		#a[U.S.?] :#bParamount;#c©2002.				
	300		#a1 DVD (49 min.) ;#b sound, color ;#c 3/4 in.				
	336		#atwo-dimensional moving image#2rdaccontent				
	337		#avideo#2rdamedia				
	338		#avideodisc#2rdacarrier				
	521		#aNot rated.				
	538		#aDVD.				
	546		#aEnglish. Closed captioned.				
	599		#aCU/ktn				
	650	0	#vDrama.				
	655	0	#aFiction films.				
	655	7	#aShort films.#2gsafd				
	655	0	#aChildren's films.				
	730	0	#aDora the explorer (Television program)				
	908		#dMAT TYPE:#eCAT NOTE;p				

In this example, you have 3 or less TV episodes and no unique set title, so you would list all the individual episode titles in the 245 title field and the name of the TV program is entered in the 490/8XX series field or the 730 uniform title field. The first individual episode title is listed in subfield a, and then the rest are listed in subfield b. Each episode title in the 245 field is separated by space semi-colon space. When the Bibliographic Unit replaces the short record with a full record, the name of the TV program will be placed in a 730 0_field. (The first indicator is a zero and the second indicator is blank.) Staff have the option to enter the name of the TV program (using the authorized form) in the 730 0_field if they feel comfortable doing so. See example below.

Note: The 008 has the audience coded as “j-Juvenile” for this children’s DVD.

Example of a Bibliographic Record for 4 TV Program Episodes on DVD

Bibliographic Record	Control number:	491050	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Summer explorer.					
	Tag	Ind	Data				
	LDR		ngm 22 5i 4500				
	001		491050				
	005		20130617074827.0				
	007		vd cvaizq				
	008		070404s2007 cau098 j vleng d				
	020		+a9781415726990				
	020		+a141572699X				
	024	10	+a097368511743				
	028	42	+a85117				
	040		+erda				
	099		+aFiction				
	245	00	+aSummer explorer.				
	250		+aStandard.				
	260		+aHollywood, Calif. :+bParamount Home Entertainment;+c©2007.				
	300		+a1 DVD (98 min.) :+bsound, color ;+c4 3/4 in.				
	336		+atwo-dimensional moving image+2rdacontent				
	337		+avideo+2rdacontent				
	338		+avideodisc+2rdacontent				
	500		+aSpecial feature: Make you own ice cream featurette.				
	505	0	+aBaby carb -- Mixed-up seasons -- We all scream for ice cream -- Beaches.				
	521	8	+aNot rated.				
	538		+aDVD.				
	546		+aEnglish, Spanish and French. Closed-captioned.				
	599		+aCU/ktn				
	650	0	+aSummer+tvDrama.				
	655	7	+aShort films.+2gsafd				
	655	7	+aChildren's television programs.+2lcfgt				
	730	0	+aDora the explorer (Television program).				
	740	02	+aBaby carb.				
	740	02	+aMixed-up seasons.				
	740	02	+aWe all scream for ice cream.				
	740	02	+aBeaches.				
	908		+dMAT TYPE:+eCAT NOTE:p				

In this example, the DVD has 4 episodes of the TV program “Dora the Explorer” but has a unique title for the set “Summer explorer” which is used in the 245 title field. The TV program name is in the 730 uniform title field, and individual episode titles are listed in the 505 contents note and in 740 added title analytic fields.

The note fields listing the languages and special features help the Bibliographic Unit identify which version of the DVD is owned by the library jurisdiction.

Ebook template with example

EBOOK Template

Tag	Ind	Data
LDR		nam a22 3i 4500
003		Pol
008		090505t xxu s 0 eng d
006		m d
007		cr cnu
040		#erda
099		#aEBOOK
100	1	#a
245	10	#a #b.
246	3	#a
250		#a edition.
260		#a[U.S.?:] #b,#c ©.
300		#a1 online resource (pages)
336		#atext#2rdacontent
337		#acomputer#2rdamedia
338		#aonline resource#2rdacarrier
490	1	#a #tv
500		#a
533		#aElectronic reproduction.
538		#aMode of access: World Wide Web.
599		#a
650	0	#a
655	7	#aElectronic books.#2local
700	1	#a
710	2	#a
830	0	#a #tv.
856	40	#yClick here to download this eBook#uhttp://

Chief source of information: the resource itself; e.g., title screen(s). If not available, take the information from the following sources (in this order of preference): printed or online documentation or other accompanying material (e.g., publisher’s letter, “about” file, publisher’s web page about it); information printed on a container issued by the publisher.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **a** – Language material

Leader: Bibliographic level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

006: Form of material (00) = **m** – Computer file/Electronic resource

006: Type of computer file (09) = **d** - Document

007: Category of material (00) = **c** – Electronic resource

007: Specific material designation (01) = **r** – Remote

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t** – **Publication date and copyright date OR r** - **Reprint/reissue date and original date OR b** – **No dates given OR...**
008: Date 1 (07-10): **[Enter year, based on type of date.]**
008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**
008: Target audience (22) = # - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**
008: Form of item (23) = o – Online
008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “e”.
- 300 field: Enter the paging as you would for a book or use the optional default phrasing “1 online resource”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

The Bibliographic Unit usually adds bibliographic records for electronic books into Polaris. To display as an eBook format, 006 and 007 fields have to be coded correctly; 008 Form of item code is “o - Online”; the 099 EBOOK field is added; and a 655 genre heading for “Electronic books” is added if needed. The 856 field also should include a subfield y field that says “Click here to download this eBook”.

Example of a Bibliographic Record for an E-book

Tag	Ind	Data
LDR		nam 22 7i 4500
001		691147
005		20130616112724.0
006		m o d
007		cr unu
008		130513s2012 xxu o eng d
020		+a9781847173829 (electronic bk.)
040		+erda
099		+aEBOOK
100	1	+aGallagher, Brian
245	10	+aAcross the divide.
260		+aNew York :+bThe O'Brien Press,+c2012.
300		+a1 online resource
336		+atext+2rdacontent
337		+acomputer+2rdamedia
338		+aonline resource+2rdacarrier
500		+aElectronic reproduction: O'Brien Press, 2012.
599		+aCU/ktn
655	7	+aElectronic books.#2lcgft
710	2	+aOverDrive, Inc.
856	40	+yClick here to download this eBook+uhttp://blackgold.lib.overdrive.com/ContentDetails.htm?ID=21FA70F7-E89C-4AF8-86EF-8638D7C5E7E7

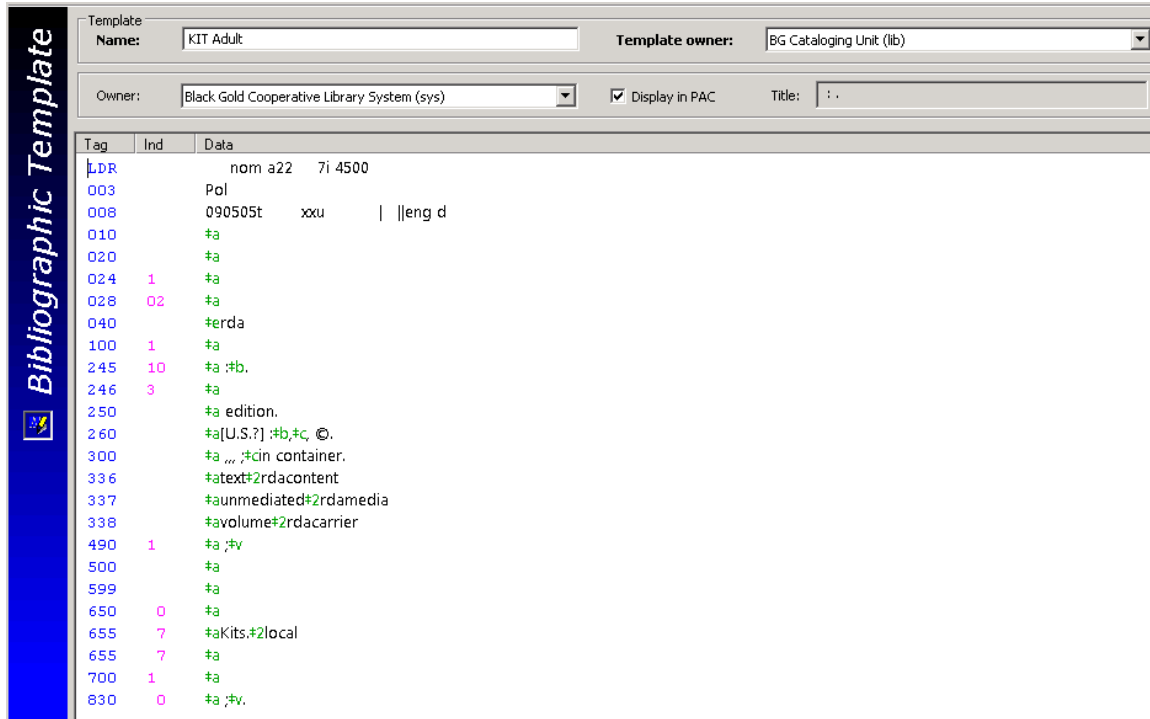
Examples of other 300 physical description fields that might apply:

1 electronic text :|bHTML file.

69 pages :|bdigital, PDF file.

Kit with example

Kit Template



The screenshot shows the 'Bibliographic Template' interface. At the top, there are fields for 'Name' (KIT Adult), 'Template owner' (BG Cataloging Unit (lib)), 'Owner' (Black Gold Cooperative Library System (sys)), and 'Display in PAC' (checked). Below these is a table of tags with columns for Tag, Ind, and Data.

Tag	Ind	Data
003		nom a22 7i 4500
008		Pol
008		090505t xxu eng d
010		#a
020		#a
024	1	#a
028	02	#a
040		#erda
100	1	#a
245	10	#a ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?:] ;#b;#c. ©.
300		#a ;#cin container.
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#a ;#v
500		#a
599		#a
650	0	#a
655	7	#aKits;#2local
655	7	#a
700	1	#a
830	0	#a ;#v.

Description:

A kit includes 2 or more material types, all equal or designed to be used together and often packaged together in a container, for educational purposes.

Chief source of information: Use the chief source of the predominant format, if there is one. If not, use the container (if available).

Instructions for Fixed Fields:

Leader: Type of Record (06) = **o** - Kit

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

Add 006 and 007 fields for materials that require them.

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22) = # - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**
008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN, 024 other standard identifier number, 028 publisher number, 040 subfield e description conventions (for RDA records), 100 personal author or 110 corporate name, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series and 599 data entry.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”. Enter the title of the item in the 245 title field as it appears on the chief source of information for that format. For kits without a predominant format, you can use the container title.
- 250 field: Enter edition or version information if applicable.
- 300 field: Give the extent of each part or group of parts belonging to each type of materials, separated by commas. Example: 300__1 book (50 pages), 2 CDs (digital ; 4 ¾ in.), 1 videocassette (sound, color ; ½ in.) ;|cin container.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Kit

Bibliographic Record

Control number:	450429	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
Title:	Hooked on phonics : ready to learn.					<input type="checkbox"/> ILL

Tag	Ind	Data
LDR		nom 22 7i 4500
001		450429
005		20130616113343.0
008		071009s:1999 xxu eng d
024	1	#a731451415623
028	02	#aGLC-067
040		#erda
099		#aKIT
245	00	#aHooked on phonics :#bready to learn.
246	3	#aHooked on phonics and ready to learn
250		#a7th edition.
260		#a[U.S.?] :#bGateway Learning Corporation,#c©1999.
300		#a9 sound cassettes (analog), 1 videocassette (sound, color ; 1/2 in.), 7 booklets, 9 sets of cards, 1 instruction guide, stickers ;#cin container.
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
500		#aA phonic reading program for beginners and those seeking remediation.
500		#aVHS video is approximately 55 min.
599		#aCU/ktn
650	0	#aReading#xPhonetic method.
655	7	#aKits:#2local
655	7	#aAudiobooks.#2lcgft
655	7	#aNonfiction films.#2lcgft
655	7	#aFeature films.#2gsafd
710	2	#aGateway Learning Corporation.

The physical description, notes, and genre headings may vary depending on the formats included in the kit. “Kits” is usually entered as a default local genre heading in the 655 field. Other genre headings can be entered based on what is included in the kit. Enter 5XX notes if needed to describe the components of the kit such as different dates, languages, or titles.

Magazines

LOCAL POLICY: Use one bibliographic record per year for each magazine title.

Historical background:

From 2002-2007, EBSCO provided a file of most of the full MARC bibliographic records for magazines. In 2008, the Bibliographic Unit became responsible for providing all magazine records. The Supervising Cataloger usually adds the next year's magazine titles by September each year based on subscription lists sent by the jurisdictions.

Do **NOT** create a short bibliographic record for new magazine title. Instead, send a request to the Bibliographic Unit to add new magazine titles.

Information Needed by the Bibliographic Unit to Add New Magazine Titles:

An issue of the magazine or a photocopy of the title page, cover, and other pages is helpful with:

- title
- alternate titles
- ISSN
- name of issuing body (organization responsible for doing the magazine)
- publication information
- frequency/volume information

Fixed Fields:

Leader: Bibliographic Level (07) = **s** – Serial

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

008: Type of serial (21): **p** – Periodical

008: Type of date (06): Type of date/Publication status = **c** – **Continuing resource currently published OR d – Continuing resource ceased published OR u – Continuing resource status unknown OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Language (35-37): Enter 3-letter code if not default **eng**

Variable Fields:

The Bibliographic Unit will either copy an existing bibliographic record or load a SkyRiver record and add/edit the following local information to magazine records:

- 099 field: add field with “MAGAZINE” in subfield a
- 245 field: add the term “[magazine]” and the current year after the main title
- 655 fields: add the Library of Congress genre heading “Periodicals” and the local genre heading “Magazines.”

Music Cassette with example

Music Cassette Template

Tag	Ind	Data
LDR		njm a22 7i 4500
003		Pol
007		ss unj c nue
008		090504t xxuuun eng d
024	1	*a
028	02	*a
040		*erda
100	1	*a
245	10	*a :#b.
250		*a edition.
260		*a[U.S.?]:#b,*c, ©.
300		*an sound cassettes (min.) #banalog.
336		*aperformed music#2rdacontent
337		*aaudio#2rdamedia
338		*aaudiocassette#2rdacarrier
490	1	*a *v
500		*a
511	0	*a
505	0	*a
599		*a
650	0	*a
700	1	*a
710	2	*a
830	0	*a *v.

Chief source of information: cassette and label. Sources for title in order of preference: cassette/ label, accompanying textual material, container, other sources.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **j** – Musical sound recording

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **s** – Sound recording

007: Specific material designation (01) = **s** – Sound cassette

008: Type of date (06): Type of date/Publication status = **s** – **Single known**

date/probable date OR p – **Date of distribution/release/issue and**

production/recording date OR t – **Publication date and copyright date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent OR ...

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators for music publisher numbers are usually 02.
- 100/110 field: Enter the 100 personal name or 110 group name when there is a single performer/group or composer responsible for the creative content of the music cassette.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: Replace *n* with the number of cassettes followed by the length/duration of the work in parentheses. If there is only 1 cassette, remove the “s” from the end of “cassettes”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Music Cassette

Bibliographic Record	Control number:	691148	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Lullabies of Latin America = Canciones de cuna de Latinoamerica.					

Tag	Ind	Data
LDR		njm 22 7i 4500
001		691148
005		20130617075339.0
007		ss unj c nue
008		990412s1998 xxusgn j spa d
020		#a1566281946
024	1	#a081227568542
028	02	#aR2 75686
040		#erda
100	1	#aDel Rey, Maria.#4voc#4itr
245	10	#aLullabies of Latin America =#bCanciones de cuna de Latinoamerica.
246	31	#aCanciones de cuna de Latinoamerica
260		#a{u.S.} ;#bMusic for Little People/Kid Rhino,#c@1998.
300		#a1 sound cassette ;#banalog
336		#aperformed music#2rdacontent
337		#aaudio#2rdamedia
338		#aaudiocassette#2rdacarrier
505	0	#aMeciendo -- Ninito Ven ; Arroro mi niño -- Negrito -- El angel de la guarda -- La muneca -- El elefante -- Duermete clavel -- San Augustine -- Duermete mi nino -- Abuelita -- Rana -- Nana de Sevilla -- Rocio -- Toronjil -- I rock my child -- Come little child -- Negrito -- Guardian angel -- My little doll -- The elephant -- Sleep rosie flower -- St. Augustine -- Go to sleep -- Grand mother -- Frog -- Nana of Seville -- Dew drop -- This beautiful child.
511	0	#aMaria Del Rey, vocals, violoncello, piano, guitar ; with additional musicians.
546		#aSung in Spanish (side 1) and English (side 2).
599		#aCU/ktn
650	0	#aChildren's songs, Spanish.
650	0	#aFolk songs, Spanish.
650	0	#aLullabies.

The 008 fixed field Target Audience was changed to “j - Juvenile” and the Language code was changed to “spa”. In the 505 contents field, you have the option to enter the titles of songs or other musical works in the contents note. Use established abbreviations for captions and separate entries with space, dash space. Capitalize only the first word of the song and any proper names. The 511 note is used for the participant or performer. The first indicator is 1 for a cast list while the first indicator of 0 is for participants like narrators or voices. You have the option to enter the names of people that contributed to this cassette such as performers in 700 fields and enter group names in 710 fields.

Music CD with example

Music CD Template

Tag	Ind	Data
LDR		njm a22 7i 4500
003		Pol
007		sd fungnn ed
008		090504t xxuuun eng d
024	1	#a
028	02	#a
040		#erda
100	1	#a
245	10	#a ;#b.
250		#a edition.
260		#a[U.S.?] ;#b;#c. ©.
300		#an CDs (min.) ;#bdigital ;#c4 3/4 in.
336		#aperformed music#2rdacontent
337		#audio#2rdamedia
338		#audio disc#2rdacarrier
490	1	#a ;#v
500		#aCompact disc.
511	0	#a
505	0	#a
599		#a
650	0	#a
655	7	#aMusic CDs.#2local
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: Disc surface and label. Sources for title in order of preference: disc surface, accompanying textual material, container, other sources.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **j** – Musical sound recording

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **s** – Sound recording

008: Type of date (06): Type of date/Publication status = **s** – **Single known**

date/probable date OR p – **Date of distribution/release/issue and**

production/recording date OR t – **Publication date and copyright date OR b** – **No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field. The indicators for CD publisher numbers are usually 02.
- 100/110 field: Enter the 100 personal name or 110 group name when there is a single performer/group or composer responsible for the creative content of the music CD.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 300 field: Replace *n* with the number of CDs followed by the length/duration of the work in parentheses. If there is only 1 CD, remove the “s” from the end of “CDs”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Music CD

Bibliographic Record	Control number:	691149	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	The complete birth of the cool.					
	Tag	Ind	Data				
	LDR		njm 22 7i 4500				
	001		691149				
	005		20130617075514.0				
	007		scl fungnn ed				
	008		?????s1998 xxu eng				
	024	1	#a724349455023				
	028	02	#aCDP 7243 4 94550 2 3				
	040		#erda				
	100	1	#aDavis, Miles.				
	245	14	#aThe complete birth of the cool.				
	260		#aHollywood, CA :#bCapitol Jazz,#c@1998.				
	300		#a1 CD (112 min.) :#bdigital ;#c4 3/4 in.				
	336		#aperformed music#2rdacontent				
	337		#aaudio#2rdamedia				
	338		#aaudio disc#2rdacarrier				
	500		#aCompact disc.				
	505	0	#aMove -- Jeru -- Moon dreams -- Venus de Milo -- Budo -- Deception -- Godchild -- Boplicity -- Rocker -- Israel -- Rouge -- Darn that dream -- Birth of the cool theme -- Symphony Sid announces the band -- Move -- Why do I love you -- Godchild -- Symphony Sid introduction -- S'il vous plait -- Moon dreams -- Budo (Hallucination) -- Darn that dream -- Move -- Moon dreams -- Budo (Hallucinations)				
	599		#aCU/ktn				
	650	0	#aTrumpet music (Jazz).				
	650	0	#aJazz.				
	655	7	#aMusic CDs.#2local				

The 245 title field has a second nonfiling indicator of 4 because there is an initial article of “The” plus the space to skip in this title. As a standard cataloging practice, bibliographic records for CDs include a 500 note with “Compact disc.” or “Compact discs.” You can enter the titles of songs or other musical works in the 505 contents note. Use established abbreviations for captions and separate entries with space dash space. Capitalize only the first word of the song/work and any proper names. The 511 note field is used for the participant or performer. The first indicator is 1 for a cast list while the first indicator of 0 is for participants like narrators or voices. In the 655 field, enter local genre heading “Music CDs”. You have the option to enter the names of people that contributed to this CD such as performers in 700 fields and enter group names in 710 fields.

Score with example

Score Template

Bibliographic Template	Template Name: SCORE Adult	Template owner: BG Cataloging Unit (lib)	
	Owner: Black Gold Cooperative Library System (sys)	<input checked="" type="checkbox"/> Display in PAC	Title: .:
	Tag	Ind	Data
	LD		ncm a22 Si 4500
	003		Pol
	008		090505t xxu eng d
	010		#a
	020		#a
	040		#erda
	100	1	#a
	245	10	#a ;#b.
	246	3	#a
	250		#a edition.
	260		#a[U.S.?] ;#b;#c, ©.
	300		#a pages of music
	336		#anotated music#2rdacontent
	337		#aunmediated#2rdamedia
	338		#avolume#2rdacarrier
	490	1	#a ;#v
	500		#a
	599		#a
	650	0	#a
	655	7	#aScores.#2lcgft
	700	1	#a
	830	0	#a ;#v.
	908		#dMAT TYPE:#eCAT NOTE:#p

Chief source of information: If the title page consists of a list of titles including the title of the item being cataloged, use whichever page provides the fullest information: “list” title page, the cover, or the caption. In all other cases, use the title page or title page substitute as you would for books. If the information is not available from the chief source, take it from the following sources (in this order of preference): caption, cover, colophon, other preliminary pages, other sources.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **c** – Notated music

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): [Enter year, based on type of date.]

008: Date 2 (11-14): [Enter year, if applicable, based on type of date]

008: Target audience (22): # - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, 599 data entry (for non-vendor records), and the 908 field.
- 245 field: The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Score

Bibliographic Record	Control number:	491177	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Greatest hits.			<input type="checkbox"/> ILL		

Tag	Ind	Data
LDR		ncm 22 5i 4500
001		491177
005		20130616115438.0
008		070628s2007 xxurc n eng d
020		+a9781423430551 (pbk.)
020		+a1423430557 (pbk.)
028	32	+aHL00306894
040		+erda
100	1	+aNicks, Stevie.
245	10	+aGreatest hits.
246	3	+aStevie Nicks greatest hits
260		+a[U.S.?] :#bHal Leonard Corp.,*c[2007?]
300		+a102 pages of music
336		+anotated music#2rdacontent
337		+aunmediated#2rdamedia
338		+avolume#2rdacarrier
490	1	+aPiano, vocal, guitar
505	0	+aAfter the glitter fades -- Beauty and the beast -- Bella Donna -- Edge of seventeen -- Has anyone ever written anything for you -- If anyone falls -- Landslide -- Leather and lace -- Rhiannon -- Rooms on fire -- Sorcerer -- Stand back -- Stop draggin' my heart around -- Talk to me.
599		+aCU/ktn
650	0	+aRock music#vScores.
655	7	+aScores.#2lcfgft
830	0	+aHal Leonard piano/vocal/guitar series.

In this example, the music publisher number was added to the bibliographic record in a 028 field with indicators 32. In most cases, you will enter the number of pages of music in the 300 physical description field (when you have multiple songs or works bound together) followed by a space and “pages of music”. If unpagged, can enter “1 score (unpagged)” or “1 volume” If more than one volume exists, you can enter the number of volumes in the 300 physical description field; e.g., “2 volumes” or use “volumes” if number of volumes is unknown or may change. The songs are listed in the 505 contents note, an optional field. The 650 subject is also an optional field. The default genre heading has the term “Scores” in the 655 field. You can enter the company that published the score in a 710 field.

Video game template with example

VIDEO GAME Template

Tag	Ind	Data
LDR		nmm a22 7i 4500
003		Pol
007		co cga
008		090505t xxu g eng d
020		#a
024	1	#a
040		#erda
245	00	#a ;#b.
250		#a edition.
256		#aElectronic data.
260		#a[U.S.?] ;#b;#c. ©.
300		#a1 CD-ROM ;#bcol. ;#c4 3/4 in. ;#e.
336		#atwo-dimensional moving image#2rdacontent
337		#acomputer#2rdamedia
338		#acomputer disc#2rdacarrier
490	1	#a ;#v
500		#aGame. For 1- players.
538		#aSystem requirements:
521	8	#aESRB rating:
520		#a
599		#a
650	0	#a#vComputer games.
655	7	#aPlayStation 3 video games.#2local
655	7	#aVideo games.#2lcsh
655	7	#aCD-ROMs.#2lcgft
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: resource itself; e.g., title screen(s). Sources for title in order of preference: Disc surface (label), container, accompanying material.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **m** – Computer file

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **c** – Electronic resource

007: Specific material designation (01) = **o** – Optical disc

008: Type of date (06): Type of date/Publication status = **s** – **Single known date/probable date OR t – Publication date and copyright date OR r - Reprint/reissue date and original date OR b – No dates given OR...**

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22) = **#** - Unknown **OR j** – Juvenile **OR d** – Adolescent **OR ...**

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 010 LCCN, 020 ISBN, 024/028 other numbers, 040 subfield e description conventions (for RDA records), 100/110 author, 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series, and 599 data entry.
- The 245 first indicator is 1 if there is a 1XX field (main author or corporate name) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “e”.
- 300 field: If more than 1 CD-ROM, change number and add “s” to end of “CD-ROM”
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

Example of a Bibliographic Record for a Video Game

Bibliographic Record	Control number:	691150	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC																																																																														
	Title:	LEGO Star wars II : the original trilogy.						<input type="checkbox"/> ILL																																																																													
<table border="1"> <thead> <tr> <th>Tag</th> <th>Ind</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>LDR</td> <td></td> <td>nmm 22 7i 4500</td> </tr> <tr> <td>001</td> <td></td> <td>691150</td> </tr> <tr> <td>005</td> <td></td> <td>20130616120149.0</td> </tr> <tr> <td>007</td> <td></td> <td>co cga </td> </tr> <tr> <td>008</td> <td></td> <td>090317c2006 xxu g eng d</td> </tr> <tr> <td>024</td> <td>1</td> <td>#a023272329761</td> </tr> <tr> <td>040</td> <td></td> <td>#erda</td> </tr> <tr> <td>245</td> <td>00</td> <td>#aLEGO Star wars II :#bthe original trilogy.</td> </tr> <tr> <td>246</td> <td>3</td> <td>#aLEGO Star wars two :#bthe original trilogy</td> </tr> <tr> <td>246</td> <td>3</td> <td>#aStar wars II :#bthe original trilogy</td> </tr> <tr> <td>250</td> <td></td> <td>#aXbox 360.</td> </tr> <tr> <td>260</td> <td></td> <td>#a[U.S.?] :#bLucasArts,#c©2006.</td> </tr> <tr> <td>300</td> <td></td> <td>#a1 CD-ROM :#bsound, color ;#c4 3/4 in. ++#e1 user's guide.</td> </tr> <tr> <td>336</td> <td></td> <td>#atwo-dimensional moving image#2rdacontent</td> </tr> <tr> <td>337</td> <td></td> <td>#acomputer#2rdamedia</td> </tr> <tr> <td>338</td> <td></td> <td>#acomputer disc#2rdacarrier</td> </tr> <tr> <td>500</td> <td></td> <td>#aGame; for 1-2 players.</td> </tr> <tr> <td>521</td> <td>8</td> <td>#aESRB rating: Everyone, 10+; cartoon violence.</td> </tr> <tr> <td>538</td> <td></td> <td>#aSystem requirements: Xbox 360.</td> </tr> <tr> <td>599</td> <td></td> <td>#aCU/ktn</td> </tr> <tr> <td>650</td> <td>0</td> <td>#aLEGO toys#vComputer games.</td> </tr> <tr> <td>650</td> <td>0</td> <td>#aStar Wars films#vComputer games.</td> </tr> <tr> <td>655</td> <td>7</td> <td>#aCD-ROMs.#2lcgft</td> </tr> <tr> <td>655</td> <td>7</td> <td>#aXbox video games.#2local</td> </tr> <tr> <td>655</td> <td>0</td> <td>#aVideo games.</td> </tr> </tbody> </table>								Tag	Ind	Data	LDR		nmm 22 7i 4500	001		691150	005		20130616120149.0	007		co cga	008		090317c2006 xxu g eng d	024	1	#a023272329761	040		#erda	245	00	#aLEGO Star wars II :#bthe original trilogy.	246	3	#aLEGO Star wars two :#bthe original trilogy	246	3	#aStar wars II :#bthe original trilogy	250		#aXbox 360.	260		#a[U.S.?] :#bLucasArts,#c©2006.	300		#a1 CD-ROM :#bsound, color ;#c4 3/4 in. ++#e1 user's guide.	336		#atwo-dimensional moving image#2rdacontent	337		#acomputer#2rdamedia	338		#acomputer disc#2rdacarrier	500		#aGame; for 1-2 players.	521	8	#aESRB rating: Everyone, 10+; cartoon violence.	538		#aSystem requirements: Xbox 360.	599		#aCU/ktn	650	0	#aLEGO toys#vComputer games.	650	0	#aStar Wars films#vComputer games.	655	7	#aCD-ROMs.#2lcgft	655	7	#aXbox video games.#2local	655	0	#aVideo games.
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338		#acomputer disc#2rdacarrier																																																																																			
500		#aGame; for 1-2 players.																																																																																			
521	8	#aESRB rating: Everyone, 10+; cartoon violence.																																																																																			
538		#aSystem requirements: Xbox 360.																																																																																			
599		#aCU/ktn																																																																																			
650	0	#aLEGO toys#vComputer games.																																																																																			
650	0	#aStar Wars films#vComputer games.																																																																																			
655	7	#aCD-ROMs.#2lcgft																																																																																			
655	7	#aXbox video games.#2local																																																																																			
655	0	#aVideo games.																																																																																			

You can enter the game platform in the 250 edition field as well as in the 538 field. Genre headings for “Video games” and “CD-ROMs” are default genre headings but other genres specific to the platform or type of computer games can be added. Examples:

655_0Nintendo Wii video games.
 655_7Xbox video games.|2local
 655_7PlayStation 3 video games.|2local
 655_0Computer war games.
 655_0Computer adventure games.

For games, you typically enter the number of players in a note field. The ESRB (Entertainment Software Rating Board) rating is entered in the 521 field. The target audience is coded in the 008 field. You have the option to add subjects with the “|vComputer games” subdivision.

Videocassette with examples

Videocassette Template

Tag	Ind	Data
LDR		ngm a22 7i 4500
003		Pol
007		vf cbahou
008		090504p xxu v eng d
020		#a
024	1	#a
028	42	#a
040		#erda
245	00	#a ;#b.
246	3	#a
250		#a edition.
260		#a[U.S.?:] ;#b;#c. ©.
300		#a1 videocassette (min.) ;#bsound, color ;#c1/2 in. ;#e.
336		#atwo-dimensional moving image#2rdacontent
337		#avideo#2rdamedia
338		#avideocassette#2rdacarrier
490	1	#a ;#v
538		#aVHS.
546		#aEnglish.
500		#a
511	1	#a
599		#a
650	0	#a
655	7	#aNonfiction films.#2lcgft
655	7	#aFeature films.#2gsafd
655	7	#a
700	1	#a
710	2	#a
830	0	#a ;#v.

Chief source of information: in this order of preference, use item itself (e.g., the title frames), cassette/label, accompanying textual material, container box, other sources. Source of title information: title frames, cassette/label. Local preference for title: container title.

Instructions for Fixed Fields:

Leader: Type of Record (06) = **g** – Projected medium

Leader: Bibliographic Level (07) = **m** – Monograph/item

Leader: Descriptive cataloging form (18)

a – AACR2 R [for records created based on *Anglo-American Cataloguing Rules*, 2nd ed.] **OR...**

i – ISBD punctuation used [for records created based on *Resource Description & Access* rules]

007: Category of material (00) = **v** – Videorecording

007: Specific material designation (01) = **f** – Videocassette

008: Type of date (06): Type of date/Publication status = **s** – **Single known**

date/probable date OR p – **Date of distribution/release/issue and**

production/recording date OR t – **Publication date and copyright date OR b** – **No dates given OR...**

Revised 10/9/2013

Cataloging Input Standards for Entering Bibliographic Records in Polaris

008: Date 1 (07-10): **[Enter year, based on type of date.]**

008: Date 2 (11-14): **[Enter year, if applicable, based on type of date]**

008: Target audience (22): # - Unknown **OR j** – Juvenile **OR d** – Adolescent OR ...

008: Language (35-37): Enter 3-letter code if not default **eng**

Instructions for Variable Fields:

- Required fields: 020 ISBN, 024 other standard identifier number, 028 publisher number, 040 subfield e description conventions (for RDA records), 245 title, 250 edition, 260 imprint, 300 description, 336 content/337 media/338 carrier (for RDA records), 490/8XX series and 599 data entry.
- 024 field: Enter other standard numbers in a 024 field without spaces or hyphens. A *UPC* (Universal Product Code) number 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.
- 028 field: Enter the *publisher number* exactly as it appears on the item in the 028 field.
- 245 field: The 245 first indicator is 1 if there is a 130 field (uniform title) used and 0 if no 1XX is used. The second indicator is the nonfiling value that indicates the number of spaces to be skipped when the title begins with an initial article like “a”, “an”, “the”, or “el”.
- 250: Enter edition or version information such as Widescreen version; Director’s cut; Unrated full screen edition; Colorized; Digitally remastered. (This information may also appear in a 500 or a 538 note in fully cataloged records.)
- 300 field: default information supplied; change the number of videocassettes if there is more than one cassette, change “color” to “black & white” if the motion picture is in black and white or use “color & black & white” if it contains both. You can enter information about accompanying material in subfield e preceded by a “+” symbol.
- 490/8XX fields: Enter the series statement as instructed in the Series Appendix. Enter the series in the 490 field as it appears on the item with a first indicator of 1, and the second indicator is blank. Enter the authorized form of the series in the appropriate 8XX field without initial articles; e.g., use an 800 field for personal name/title series with a first indicator usually a 1 and second indicator blank; use an 830 for series title with first indicator blank and second indicator a 0. The series number with abbreviated caption (if exists) goes in subfield v preceded by a semi-colon.

LOCAL POLICY (TV Program/Movie Titles): Based on OPAC Committee feedback on August 28, 2002, the Bibliographic Unit will generally enter the individual episode titles of TV programs in the 245 title field (for 3 or less episodes) and the authorized name of the TV program in a 730 uniform title field. Individual episodes are also often listed in 740 fields if they are not listed individually in subfield t of enhanced 505 content note fields. However, if there are more than 3 TV episode titles, the individual episode titles go in a 505 contents note and a set title is used in the 245 title field. Also, the main title for a movie is entered without qualifying names at the beginning. For example, enter “Psycho” rather than “Alfred Hitchcock’s Psycho” in the 245 title field.

LOCAL POLICY (TV Programs/Movie Sets): On 8/12/2009, the Reference Committee supported the Cataloging Committee recommendations to follow two cataloging practices:

1. Catalog TV programs at the season level whenever possible.
2. Catalog movie sets as individual movies with one movie on each bibliographic record.

Example of a Bibliographic Record for a Fiction Video

Bibliographic Record

Control number: Owner: Record status: Display in PAC

Title: ILL

Tag	Ind	Data
LDR		ngm 22 7i 4500
001		691151
005		20130617075816.0
007		vf bbahou
008		011123p19901933xxu116 g v leng d
020		*a0792803841
028	42	*aM65159
040		*erda
099		*aFiction
245	10	*aLittle women /#cRKO Radio Pictures ; directed by George Cukor.
246	3	*aMujercitas
250		*a[Spanish subtitled edition].
260		*a[U.S.?] :#bMGM/UA Home Video,#c[2001], ©1990.
300		*a2 videocassettes (116 min.) :#bsound, black & white ;#c4 3/4 in.
336		*atwo-dimensional moving image#2rdacontent
337		*avideo#2rdamedia
338		*avideocassette#2rdacarrier
500		*aBased on the novel by Louisa Alcott.
500		*aOriginally released as a motion picture in 1933.
511	1	*aKatharine Hepburn, Joan Bennett, Paul Lukas, Edna Mae Oliver, Jean Parker, Frances Dee, Henry Stephenson, Douglass Montgomery.
520		*aChronicles the humorous and sentimental fortunes of the four March sisters as they grow into young ladies during the harsh times of the Civil war.
538		*aVHS format.
546		*aEnglish lwith Spanish subtitles.
599		*aCU/ktn
650	0	*aMarch family (Fictitious characters)#vDrama.
650	0	*aFamily#zNew England#vDrama.
655	7	*aFeature films.#2gsafd
655	7	*aFiction films.#2lcfgt
655	7	*aFilm adaptations.#2lcfgt
700	1	*aCukor, George,#d1899-1983.
700	1	*aHepburn, Katharine,#d1907-2003.
700	1	*aBennett, Joan,#d1910-1990.
700	1	*aAlcott, Louisa May,#d1832-1888.
710	2	*aRKO Radio Pictures, inc.

This record shows an example of a video with subtitles and the specific version.

You can code the type of visual material (videorecording) and the technique (animation, live, etc.) in the 008 fixed field. The Spanish name of this video was entered in a 246 field. This record includes some extra information that not all library jurisdiction staff may add such as the note about the movie being based on a novel. Language information in the 250 and 546 fields are helpful in distinguishing this version of the movie from other versions. All video records usually have a 538 note stating this is in VHS format because that is the only videocassette format libraries add in the Black Gold System. Enter cast/performer names in a 511 field with a first indicator of 1. Enter host or narrators' names in 511 with a first indicator of 0. Enter languages (including dubbing),

languages of subtitles, and closed captioned/described audio information in 546 fields.

You can also add valid Library of Congress subject headings, genre headings, performers, and name entries to help patrons find the movie. For drama, add subdivision “|vDrama.” at the end of every subject added. According to Library of Congress practice, a videorecording that is 40 minutes or longer should get a 655 for “Feature films”, while a videorecording less than 40 minutes should get a 655 for “Short films”. Depending on the type of videorecording, one of the following four genre headings will also be assigned: Fiction films, Nonfiction films, Fiction television programs, or Nonfiction television programs. A closed captioned film will get a 655 for “Films for the hearing impaired” while a closed captioned TV program will get a 655 for “Television programs for the hearing impaired.” Local practice is to use a 655 “Video recordings for the hearing impaired” for both films and TV programs.

You can enter director, main actor(s), narrators, etc. in 700 added author field(s) to help distinguish between versions of the same titled movie. Production companies or publishers/distributors can be entered in 710 added corporate name fields.

Example of a Bibliographic Record for a Nonfiction Video

Bibliographic Record	Control number:	691152	Owner:	Black Gold Cooperative Library System (sys)	Record status:	Final	<input checked="" type="checkbox"/> Display in PAC
	Title:	Learn Access : the complete course.					
	Tag	Ind	Data				
	LDR		ngm a22 7i 4500				
	001		691152				
	003		Pol				
	005		20130616122231.0				
	007		vf cbahou				
	008		130616s1996 xxu vjeng d				
	024	1	#a731451415623				
	028	42	#aPN 5208				
	040		#erda				
	245	00	#aLearn Access ;#bthe complete course.				
	246	3	#aLearn Microsoft Access				
	250		#aVisual edition.				
	260		#a[U.S.?] ;#bJ3 Learning Co.,#c1996.				
	300		#a1 videocassette (45 min.) ;#bsound, color ;#c1/2 in. ;#e1 CD-ROM.				
	336		#atwo-dimensional moving image#2rdacontent				
	337		#avideo#2rdamedia				
	338		#avideocassette#2rdacarrier				
	511	0	#aHosted by Ally Catlett.				
	521	8	#aFor intermediate and advanced skill levels.				
	538		#aVHS.				
	546		#aEnglish.				
	599		#aCU/ktn				
	630	00	#aMicrosoft Access.				
	655	7	#aNonfiction films.#2lcgft				
	655	7	#aFeature films.#2gsafd				
	655	7	#aInstructional films.#2lcgft				
	655	7	#aCD-ROMs.#2lcgft				
	700	1	#aCatlett, Ally.				
	710	2	#aJ3 Learning Co.				

This record shows an example of a video with an added title entry in the 246 field. The accompanying material information was added at the end of the 300 physical description field. You can add valid Library of Congress subject headings and genre headings. Based on the “Microsoft Access” subject, the call number was taken from the local list “Dewey 23 Call Numbers for Specific Subjects Preferred by Black Gold Cooperative Library System.”