Guidelines for Enhancing MARC Records

These guidelines are intended to help you enhance an existing MARC record or correct errors.

These guidelines are NOT intended for:
- original cataloging
- modifications which result in a NEW bibliographic record (i.e., you determine that the item in hand does not match an existing bibliographic record but only a couple modifications would create the needed record). Perhaps the item differs only in edition, date and pagination. Since such changes result in a new bibliographic record, additional changes to control fields must also be made. Those are addressed in *Guidelines for Derived Cataloging*. Therefore, do NOT make such modifications without consulting that document.

IF MODIFYING a MARC record:
- Add $d with your LC/NUC code _____ to the 040 tag.
  If you do not know your code, it can be found at
  https://www.loc.gov/marc/organizations/

- If there is no 040 tag, enter your code in $a of the 040.

Modifications and/or Enhancements to Fixed Fields

A fill character (|) in the Leader or mandatory 007 & 008 elements should be replaced with appropriate data. MultiLIS will provide prompts and a list for each data element in the Leader, 007 and 008 tags.

The 007 field is for nonprint material. The first data element "Material Type" is an INFOhio mandatory field when applicable. MultiLIS will prompt for this if adding or editing this field. The select key will display a list of material types from which to choose.

The INFOhio mandatory 008 elements are identified in the table below. MultiLIS will prompt for elements if editing this field. The select key at the display of each element will reveal a list from which to choose.

ALL MATERIALS	
Date type: **Date 1:** **Lang:**	(If date type and/or date 1 are missing, see "Guidelines for Derived Cataloging")
BOOKS	Nonfiction = 0
Lit text:	Fiction = 1
Biog:	(Blank indicates no biographical material)
NONPRINT **Type of mat** (if not a book**):**	

Guidelines for Making Common Enhancements

020   **International Standard Book Number [ISBN] (Repeatable)**
- This tag and subfield "z" may be repeated.
- Subfields "a" and "c" may NOT be repeated.

     1st indicator---   ~~b~~   blank
     2nd indicator --   ~~b~~   blank

     $a   International Standard Book Number (NR)
     $c   Terms of availability (price) (NR)
     $z   Canceled/invalid ISBN (R)

     020     $a 0880114444
     020     $a 083214493X (pbk.)
     020     $a 0823948581 $c $$12.50
     020     $a 9780533801811

505   **Formatted contents note (Repeatable)**
- This tag is searched in a title search
- This tag is used for indicating the contents of an item. It is often used for listing the individual titles of individual filmstrips contained in a single kit or to list titles contained within a book such as an anthology.
- This tag may be used to list individual titles in a multi volume set.
- MultiLIS has a 1,000 character limit for each field. Therefore each time the content in this tag exceeds about 14 lines an additional tag must be created for the additional information.
- This tag has two indicator positions

     1st indicator -- type of contents note
         0   Complete contents
         1   Incomplete contents (The note is incomplete because all the parts haven't yet been published.)
         2   Partial contents (The note is incomplete because the cataloger hasn't filled it in yet; all the items of the set have been published.)
         8   No print constant provided
     2nd indicator -- level of detail
         ~~b~~   Basic
         0   Enhanced

     $a   Formatted contents note [Basic, second indicator must be blank] (NR)
     $g   Miscellaneous information [Enhanced, second indicator must be zero] (R)
     $r   Statement of responsibility [Enhanced, second indicator must be zero] (R)
     $t   Title [Enhanced, second indicator must be zero] (R)

According to AACR2 a space-hyphen-hyphen-space (--) is entered between each item in the contents note unless a delimiter/subfield code follows in which case there is no ending space. Contents notes may contain prescribed ISBD punctuation, e.g., statements of responsibility are preceded by a space-slash-space (/). Title searches automatically search the 505 tag. Entering ISBD punctuation will exclude from a title search an author following (/). For example, a title search on "Lion King" could retrieve titles with only the word "Lion" if a 505 tag contains an author with the name King and the ISBD punctuation (/) is not used to indicate King is an author.

505 0 $av. 1. 1900-1945 -- v. 2. 1945-1996.
505 1 $ano. 1. Cataloging -- no. 2. Reference -- no. 3. Circulation.
505 0 $a1. Addition (33fr.) -- 2. Subtraction (44 fr.) -- 3. Multiplication (48 fr.).
505 1 $aOn my way to school / by Jim Smith -- It happened one time at lunch / by
        Angela Dime -- The day it snowed / by Laura Wilson.
505 20 $tBaptisms, 1816-1872 --$tChurch members, 1816-1831 --$tHistory of the Second
        Presbyterian Church of West Durham / $rby L. H. Fellows.

- The author is not searchable in an author search. To make the author searchable,
  create a 700 tag.   700 1 $aDime, Angela. $tIt happened one time at lunch.

510   Citation/Reference Note (Repeatable)

1st indicator -- Coverage/location in source
- 0   Coverage unknown
- 1   Coverage complete
- 2   Coverage is selective
- 3   Location in source not given
- 4   Location in source given

2nd indicator -- b̶   blank

- $a   Name of source (NR)
- $b   Dates of coverage of source (NR)
- $c   Location within source (NR)

Punctuation:

- A comma is placed at the end of subfield a, b, c if another subfield follows.
- Field 510 ends with a hyphen if one is present at the end of subfield b; otherwise the
  field does not end with a mark of punctuation, unless the field ends with an
  abbreviation, initial/letter, or other data that ends with a mark of punctuation.

510   1 b̶ $aEducation index,$b1966-
510   2 b̶ $aMoving Picture world,$b1975-

520   Summary, etc. note (Repeatable)

- Use this tag for annotations and summaries. It may be repeated; the subfield may
  NOT be repeated.

1st indicator -- display constant controller
- b̶   No information provided (displays as Summary:)
- 0   Subject (displays as Subject:)
- 1   Review
- 8   No display constant generated

2nd indicator -- b̶   blank

- $a   Summary, etc. note (NR)

520     $aA misinformed boy discovers that the keys to unlocking knowledge are located in
        his school library.

521   Target audience note (Repeatable)

- Note that the indicators are **very** important. They indicate the value contained in subfield "a."
- This tag is repeatable but the subfields are not.
- If creating a 521 tag for the Fountas and Pinnell Leveled titles, be sure to identify that program in subfield $b per the example below. ($bFountas and Pinnell Leveled Books)
- For interest levels INFOhio recommends the following as the most universally used.
  - K-3; 3-6; 5-8; 7-10; 9-12

1st indicator -- display constant controller
ƀ	No information provided
0	Reading grade level
1	Interest <u>age</u> level
2	Interest <u>grade</u> level
3	Special audience characteristics
4	Motivation/interest level
8	No display constant generated

2nd indicator ƀ   blank
$a	Target audience note (NR)
$b	Source (NR)

```
521 3    $aVision impaired.
521 0    $a2
521 2    $a7-10
521 8    $aFor remedial reading programs
521 8    $aK$bFountas and Pinnell Leveled Books
521 8    $a720$bLexile
```

526   Study Program Information Note (Repeatable)

1st indicator
0	Reading program
8	No display constant generated

2nd indicator
ƀ	Undefined

$a	Program name (NR)
$b	Interest level (NR)
$c	Reading level (NR)
$d	Title point value (NR)
$5	Institution to which field applies (NR) ***MultiLIS users enter general location code.***

```
526 0 $aAccelerated Reader/Advantage Learning Systems$b5.0$c4.0$d75$5LHS
526 0 $aAccelerated Readers$c6.5$d2$5BHS
```

586   Awards Note (Repeatable)

1st indicator
ƀ	No information provided
8	No display constant generated

2nd indicator
ƀ	Undefined

$a	Award (NR)

```
586    $aAcademy award for best picture, 1987
586    $aCaldecott Medal, 1979
```

700   Added entry -- Personal name (Repeatable)

- Use a 700 tag to access the author, which may have been added to the 505 formatted contents note so that the author would display in the contents note at the OPAC.
- The tag and subfield "e" may be repeated; the other subfields may NOT be repeated.

```
1st indicator -- type of personal name entry element
          0        Forename
          1        Single surname
          3        Family name
2nd indicator -- type of added entry
          b̶        No information provided
          2        Analytical entry

$a    Personal name (NR)
$b    Numeration (NR)
$c    Titles and other words associated with a name (R)
$d    Dates associated with a name (NR)
$e    Relator term (e.g., ed. or comp.) (R)
$q    Fuller form of name (NR)
$t    Title of a work (NR)

700 1    $aWilson, Katie, $e ed.
700 12   $aShakespeare, William, $d 1564-1616. $tHamlet.
```

856   Electronic Location and Access (Repeatable)

INFOhio neither encourages nor discourages the creation of bibliographic records for Web sites. The following instructions are abridged and are provided to aid those who wish to create such records. Records for Web sites may not be exported to the INFOhio Union Catalog due to the inability of INFOhio to validate sites should the content change. *NOTE: 856 tags in records for traditional resources may not be retained in the bibliographic record when it is imported to the INFOhio Union Catalog.*

- This field may be used in a bibliographic record for a resource when that resource or a subset of it is available electronically.
- It may also be used to locate and access an electronic version of a non-electronic resource described in the bibliographic record or a related electronic resource.
- Field 856 is repeated when the location data elements vary (the URL in subfield $u or subfields $a, $b, $d when used). It is also repeated when more than one access method is used, different portions of the item are available electronically, mirror sites are recorded, different formats/resolutions with different URLs are indicated, and related items are recorded.

```
1st indicator – Access method
          b̶        No information provided
          4        http
          7        Method specified in subfield $2
```

2nd indicator -- Relationship

~~b~~	No information provided
0	Resource
1	Version of resource
2	Related resource
8	No display constant generated

$a	Host name (R)
$u	**Uniform Resource Locator (NR)**
$y	Link text (R)
	Text that will **display** in place of the URL and will link to the site entered in $u.
$z	Public note (R)
	Optional. Use if needed. See example.
$2	Access method (NR)
	The access method when the first indicator position contains value 7.

$3	**Materials specified (NR)**
	Specified the part of the bibliographic item to which the field applies.

EXAMPLES:

856 41   **$u**http://www.jstor.org/journals/0277903x.html

856 42   **$3**Finding aid **$u**http://www.cgiar.org/ifpri/reports/0297rpt/0297-fr.htm

856 40   **$u**http://jefferson.village.virginia.edu/pmc/contents.all.html

856 40 **$u**http://muse.jhu.edu/journals/ **$z**For subscribers only; follow links to resource

856 4   **$u**http://susdl.fcla.edu/cgi-bin/cgiwrap/~fdl/fdlcgi?FA00000011%2Fpd**f $y**Electronic resource (PDF)

856 40   **$ u**http://www.ref.oclc.org:2000 **$z**Address for accessing the journal using authorization number and password through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text