

Slide 1: ABLE 8 - Introduction to the MARC System

Written and updated by Catherine Poppino, MLS.

This course paid for in part with funds from the federal Library Services and Technology Act (LSTA), administered by the Institute for Museum and Library Services (IMLS).

Slide 2: Welcome!

The course is designed for members of the library community who do not have formal library training. It will help you understand basic information about the Machine Readable Cataloging (MARC) system, which is the foundation for library cataloging in electronic formats. If you have not already done so, you may want to take ABLE 5: Introduction to Technical Services and Cataloging, as it covers material that would be helpful for taking this course.

The course is divided into four sections, with content and a self-evaluation test. The course takes approximately two hours to complete. You may stop working on the course at any time. When you re-enter, you will be returned to the point you stopped.

Click on the Attachments tab to download a Word file providing Course Examples that will be used during this unit. You may want to print this document to have on hand for your reference as you complete the course.

After you complete the final examination, you will be prompted to access a course survey which will allow you to print your own certificate of completion for the course.

Slide 3: Course Objectives

In this course, you will learn about:

- The history and purpose of MARC
- How MARC is organized
- How MARC tags are used, and
- Special issues with non-book cataloging, copy cataloging, and cooperative cataloging.

Slide 4: Course Sections

This course contains the following sections:

- MARC Defined
- Organization of MARC
- Understanding a MARC Record
- Non-Book MARC Records

Use the links to navigate to the next section you need to complete. Once you have successfully completed all four sections, then click on “Complete Final Survey and Print Certificate.”

Slide 5: Section 1. MARC Defined

What Is “MARC?”

MARC is an acronym for Machine Readable Cataloging. This is a computerized method of recording the information needed in a cataloging record: the descriptive cataloging, the subject headings and other access points, and the classification numbers and other call number information. Creating these computer-readable cataloging records means that computer programs can be designed to search for and display specified pieces of the information stored in a cataloging record.

MARC makes the computerized catalogs that exist in most libraries today possible, and a basic understanding of how it works is essential for anyone

working with modern cataloging and classification issues.

Slide 6: MARC: A Brief History

The Library of Congress developed MARC in the 1960's. Their intent was to create a computer-readable format that could be used for bibliographic records, enabling libraries to share cataloging and information as well as search all parts of a cataloging record.

Before MARC was developed, libraries had shared cataloging through union catalogs, usually in book or microfilm form. These union catalogs were composed of copies of the card catalog record for each item in the library. Union catalogs were not realistic for most libraries to own because they were expensive to create, difficult to update, and often cumbersome to use.

As more was learned about the possibilities that computers offered, the Library of Congress decided that computers were very compatible with cataloging. The goal was to create a program that could encode all of the information needed in a cataloging record and make that information available to any user. Originally the Library of Congress program was called LC MARC.

Changes and adjustments have been made to the original MARC format to reflect changes in newer editions of AACR2, and to reflect the current practices and needs in libraries. In North America during the 1980's and 1990's, two slightly different standards were being used, USMARC and CAN/MARC. Since 1999, these two formats have been joined together into the current format, sometimes referred to as MARC 21.

The current database of MARC records maintained by the Library of Congress, and added to by libraries all over the country, has become a union catalog of much greater proportions than was probably envisioned when this project began.

Slide 7: MARC Example

This is what a typical MARC record looks like. Click on the Attachments tab in the upper right corner to print this record for reference as you go through the course.

There are a number of basic terms used in MARC cataloging that must be understood before it can be learned and used properly. The following slides will introduce several of these key terms.

Slide 8: Basic MARC Term: Field

This is the term used to describe the various sections of cataloging information. Following AACR2 rules, each area of information from the complete cataloging record is given a field in MARC. These fields make up the MARC record.

For example, one of the fields, Title Statement, contains the information found in the title and statement of responsibility area of the AACR2 rules.

Here is the Title Statement field from the previous example of a MARC record.

Slide 9: Basic MARC Term: Tag

This is the three-digit number assigned to each field in the MARC record. There are many tags that can be used, and often the tag indicates specific information about the field. For example, a topical subject heading has a different tag than a geographic subject heading.

The tag for the Title Statement field in our example is 245.

Slide 10: Basic MARC Term: Indicator

There are two spaces that follow each field in a MARC record. These spaces are for the Indicators. These are one-digit codes (numbers 0-9) that are listed right after the tag number. Together, they often look like a five digit number.

The first indicator is used to give the computer processing instructions. In the 245 field, a '0' indicates that no title added entry is needed, while a '1' indicates that there should be a title added entry.

The second indicator gives information about the contents of the field. In the 245 field mentioned above, this number is used to indicate how many non-filing characters are at the beginning of the title (initial articles such as A, An, or The, that are ignored in the alphabetical filing).

Each field has its own indicators, and the same numbers will indicate different things, depending on what the requirements of each specific field are. From the earlier MARC example, here is the 245 field shown again.

In this field, there are two indicators after the field tag. The first indicator, '1', shows that a title added entry is needed for this record. The second indicator, '4', shows the number of non-filing characters present in this title entry. This means that there are 4 spaces at the beginning of the title that should be skipped when the computer alphabetizes, or files, this record in a list. This tells the computer to ignore the word 'The' and the space following it at the beginning of the title when listing it alphabetically.

Slide 11: Basic MARC Term: Subfield

Most of the fields in a MARC record contain several, separate pieces of information. Each of these pieces is important, and often these pieces of information need to be searchable in the library catalog. Each of these pieces is called a Subfield and there are various ways to set these apart and to let the computer know where specific pieces of information can be

found. Some of the possible subfields in the 245 Title Statement field are title, subtitle, statement of responsibility, and format (also called medium).

In this example of the 245 field, there are two subfields: the title 'The school library media manager,' and the author 'Blanche Woolls.'

Slide 12: Basic MARC Term: Delimiter

This is a character or symbol that is used in front of each subfield in the MARC record. The delimiter indicates to the computer that a different piece of information is coming. There are several different characters that can be used as delimiters, but the most common ones are \$, ≠, and _.

In our example, as in all of the examples in this course, the delimiter seen is '\$'. Here it occurs before the title and again before the author's name.

Slide 13: Basic MARC Term: Subfield Code

This is an alphabetical indicator that specifies the type of information in each Subfield shown in a MARC record. Depending on the style of the MARC display, the Subfield Code will be listed immediately after each delimiter or the Subfield Codes will be grouped together after the five digits of the tag and indicators. Subfield Codes are similar to Indicators, because the same letter may mean different things in different fields. It is very important in MARC records that the Subfield Codes are correctly specified.

For the 245 Title Statement field, \$a indicates the title, \$b indicates the subtitle, \$c indicates the statement of responsibility, and \$h indicates the format, or medium.

In our example, two subfield codes occur, matching the two subfields indicated above. In the 245 field, the subfield code 'a' indicates the title, and the subfield code 'c' indicates the statement of responsibility

Slide 14: More Examples

Here are two more examples from complete MARC records, showing just the 245 field that we have been using as an illustration.

As you can see from these examples, the integrity of the AACR2 cataloging guidelines is preserved in the MARC record format. Delimiters are inserted when needed, but the punctuation and style of the AACR2 rules is still intact in the MARC record.

Please complete the following quiz and then proceed to the next section.

Slide 15: Quiz: MARC Defined

Slide 16: Section 2. The Organization of MARC

MARC is the standard used by computerized cataloging programs. Though MARC provides the standard, there are differences from one program to the next. These differences come in the detail of information allowed and in the type of input given to the cataloger. Some programs allow for more MARC fields than others. Some programs have an input screen that displays the MARC tags, while other programs give information prompts similar to the type of display that patrons view when using the catalog.

Information displayed in a MARC record is organized into broad categories. As in the Dewey Decimal System, these categories are number-based. The first digit of the three-digit display is an indicator of the category:

0XX Control information, identification numbers, etc.

1XX Main entry

2XX Title and statement of responsibility

3XX Physical description

4XX Series

5XX Notes

6XX Subject headings

7XX Added entries (additional access points)
8XX Series added entries
9XX Local use access points and information

The "X's" in the tens and unit places in these numbers indicate that the numbers in these places can vary.

Slide 17: Dividing the Categories

Most of these ten broad categories mirror the various sections of the AACR2 cataloging rules, giving structure to the MARC format. As seen in the list provided, it is possible to create a range of numbers within each category that covers many different types of information. MARC cataloging done by the Library of Congress uses the unabridged AACR2 rules, allowing for several different ways of entering the information in each descriptive area, depending on the level of detail needed.

For example, an author might be a single word, a forename-surname combination, a name with an honorary title, the name of a business or corporation, the name of a meeting or conference, a government department, etc.

In the 1XX section of MARC, a different tag can be assigned to each of these possibilities, making the cataloging information very precisely coded.

Slide 18: Category Example: Main Entry

Following are some examples of these options for the Main Entry, MARC category 1XX:

100 Main entry—personal name

First indicator 0 Forename

This indicator is used in cases where the author uses only a single forename. An example of the use of this tag and indicator would be:

100 0 \$aSaki,\$d1870-1916.

First indicator 1 Single surname

This indicator is used in cases where the author uses a single surname. An example of the use of this tag and indicator would be:

100 1 \$aWoolfs, Blanche.

First indicator 2 Multiple surname

This indicator is used in cases where the author has two names that serve as his or her surname. An example of the use of this tag and indicator would be:

100 2 \$aGarcía Márquez, Gabriel,\$d1928-

Slide 19: Category Example: Main Entry

110 Main entry—corporate name

First indicator 0 Inverted name

This indicator is used when the corporate name begins with a personal name in inverted order. An example of the use of this tag and indicator would be:

110 0 \$aNewman (Jean and Dorothy) Industrial Relations Library.

First indicator 1 Jurisdiction name

This indicator is used when the corporate name is part of a larger jurisdiction. An example of the use of this tag and indicator would be:

110 1 \$aUnited States.\$bCongress.\$bSenate.\$bSpecial Committee on Aging.

First indicator 2 Name in direct order

This indicator is used when the corporate name is in a regular, direct order. Examples of the use of this tag and indicator would be:

110 2 \$aRussell Sage Foundation.\$bCharity Organization Dept.

110 2 \$aPlymouth Cordage Company, Plymouth, Mass.

Slide 20: Category Example: Main Entry

111 Main entry—conference name

The indicators for this tag are the same as in 110 Main entry—corporate name.

First indicator 0 Inverted name

First indicator 1 Jurisdiction name

First indicator 2 Name in direct order

An example of the use of this tag and indicator would be:

111 2 \$aWorkshop on Intelligent NDE Sciences for Aging and Futuristic Aircraft \$d(1997 :\$cUniversity of Texas at El Paso)

Each of these different tags very clearly defines the type of Main Entry that follows, and the correct use of these tags can make very detailed searches of the cataloging information possible. If needed, a computer catalog search can be designed to specify just corporate authors, or just conference names, etc. While very few, if any, libraries use this level of detail for searching their catalogs, the possibilities are built into the MARC format, allowing for future development of this option.

Slide 21: Using MARC Manuals

It is important when creating MARC records to be aware of the possible tags that can be assigned to cataloging information in each of the numbered categories in MARC. This is true whether a library is downloading MARC records from another source, purchasing MARC cataloging from a vendor, or creating original MARC records for items in their collection.

The best approach is to have a manual or guidebook that lists all of the tags and their possible indicators, subfields and subfield codes. One such

example is Concise Input Standards, 3rd ed. published by OCLC, a vendor of a cataloging database.

Most cataloging database vendors and the Library of Congress publish MARC guides to aid in finding necessary information. These manuals contain a numerical listing of possible tags, the various indicators needed, and the subfield codes with their meanings. Because each indicator or subfield code can change meaning with different tags, it is important to have such a manual to keep track of the various options.

Slide 22: How MARC Tags are Used

The following slides will look at the various MARC categories in greater detail. Looking at the tags section by section may help illustrate how they are used in recording cataloging information. All of the cataloging records below were copied from the MARC database found at the Library of Congress website: www.loc.gov.

Some of the records provided as examples were adjusted or shortened for ease of viewing.

Slide 23: 0XX Control information, ID numbers, etc.

Here is a list of many of the commonly used MARC field names and their tags in the 0XX area. These fields with 0XX tags are control fields. They contain information that helps to identify the item being cataloged. For example, the 020 field has the ISBN number, a unique identifying number assigned to books and often to CDs and videos.

The cataloging source, 040, indicates what library did the cataloging for this MARC record. This is an important field because many libraries will check the source of the cataloging, wanting to be sure that a knowledgeable library is doing the MARC tagging. Often this field will contain the letters 'DLC' indicating that the cataloging comes from the Library of Congress.

The call numbers found in the 050 and the 082 fields are usually ones assigned by LC. The second indicator in this field will show a '0' if LC assigned the call number, and a '4' if they didn't. However, these assigned call numbers do not have to be used by the library copying or using this cataloging.

The 090 and 092 fields are specifically for recording the local call numbers used, if they vary from the LC assigned one. The subfield codes for these fields can indicate the classification number (\$a) and cutter (or author) number (\$b).

Slide 24: Example of OXX

Here is an example of the use of these fields from the sample MARC record at the beginning of this course.

In this example, the 010 tag indicates a control number assigned to this record by the Library of Congress.

Following that field are two entries for 020, the ISBN number. (Note: some tags may be used more than once in the same record.) One of these entries is for a hardbound version of the book while the other is for a paperback version.

The 040 field in the example indicates the cataloging source to be DLC, or the Library of Congress. The three subfield codes indicate 'a' the original cataloging agency, 'c' the transcribing agency, and 'd' the modifying agency.

The 043 field is the Geographic Area Code, here indicating that the cataloging was done in the United States.

The Library of Congress call number assigned to this work is listed in the 050 field. The two indicators '00' show that the item is in the Library of Congress and that LC assigned the classification number. The two subfields shown are: 'a' classification number and 'b' item number (the

author number used by LC).

The last field shown in this section is 082, the Dewey Decimal call number. The indicators used here, '00', show that the full edition of Dewey was used and that LC assigned the number. The subfields shown are: 'a' classification number and '2' edition number, indicating that the classification number was created using the 21st edition of Dewey. This is one of the rare uses of a number as a subfield code.

Slide 25: 1XX Main Entries

Here is a list of the commonly used MARC field names and their tags in the 1XX area.

The 1XX fields are for the various types of main entry. The AACR2 rules allow for main entry under personal names, corporate names and conference names. All of these are assigned different tags in this section.

A tag is also available for uniform titles, which are used for works such as the Bible, for anonymous works, or for works that may be known by several variations of the title but are filed under one chosen version for easier searching (for example, fairy tales, classic literature, etc.). The indicators and subfields for these fields help to indicate details of these names, such as a more complete name for an author using initials.

In this example from the sample record, the main entry is a 100 tag, indicating that it is a personal name. The use of a '1' in the first indicator field shows that the name has a single surname and a forename. There is only one subfield, which has the code 'a', indicating the personal name.

Slide 26: 2XX Titles, Publishing Information

Here are several of the commonly used MARC field names and their tags in the 2XX area.

The 2XX fields are concerned with the title and statement of responsibility area of the cataloging description, along with the edition statement (if needed) and the publication information. This is the information that is contained in the first paragraph of a card catalog style record.

The indicators for the title statement, 245 field, determine whether there will be an added entry for the title and how many characters of the title should be skipped in alphabetizing it (A, An, The). The subfield codes for this field separate sections such as the title, subtitle, statement of responsibility, and format.

The edition statement, 250 field, has subfields to indicate the edition and any additional information that accompanies it, such as an editors name or publisher.

The publication area, 260 field, does not use any indicators, but has several subfield codes covering the different sections of this field, such as the place of publication, name of publisher and date.

Slide 27: Example of 2XX

Here is an example of the use of the 2XX fields from the sample MARC record provided earlier.

The 245 field has two indicators, showing that a title added entry is necessary, and that 4 characters must be skipped when filing this title. The two subfields are for title and statement of responsibility.

In the 250 field, the edition is named and the subfield 'a' indicates the edition statement. Even if only one piece of information is included in a

MARC field, a subfield code must still be listed, indicating exactly what that piece of information is.

The 260 field has three subfields, indicating the place of publication, the name of the publisher and the date of publication.

Slide 28: 3XX Physical Description

The 300 field is the most commonly used of the various options in the 3XX area. This field contains the information in the physical description area of the cataloging description. The subfield codes for this section cover the extent of item (i.e. the number of pages), other physical details (i.e. illustrations), dimensions and accompanying materials. There are other tags assigned in this section that cover information such as the length of a play for a video or CD, frequency of publication for a serial, or the price of an item.

In this example of the physical description field, there are two subfields used. The first one shows the number of pages. Because this record uses unabridged cataloging rules, this includes the number of preliminary pages (indicated with Roman numerals) as well as the main section of pagination for the book. The second subfield used here is for the physical size of the book. Because there is no indication of illustrations in the cataloging information, that subfield has been omitted.

Slide 29: 4XX Series Statements

There are several different fields in the series statement, 4XX section. The most commonly used ones are 440, indicating that the series title will need an added entry, and 490, used for series statements where the title will not need an added entry. The subfields in these fields indicate the title, volume number, and ISSN (International Standard Serial Number).

In this example, the series statement uses the 490 field. This field is used when either the series title will not need an added entry (also called

tracing), or when the added entry used may be slightly different than this version of the series. Here the indicator shown, '1', means that the series will be traced differently.

Slide 30: 5XX Notes

The 5XX fields contain all the many possibilities for notes as laid out in the AACR2 rules. This includes general notes (500), bibliographies (504), contents (505), scale for maps (507), performers (511), computer system requirements (538) and summary (520), among many others. Each of these fields have indicators and subfield codes that are specific to the information in each particular note, so a manual with that information is critical in getting all of these notes entered correctly.

In our MARC example, there is only one note. This particular note tells that a bibliography and an index are included in the book. The only subfield needed is used to indicate the bibliography statement.

Slide 31: 6XX Subject Entries

The fields in the 6XX section are designed to cover the various types of subject headings that are listed in either the Sears or Library of Congress subject heading books. These fields can be used over and over again, as many times as is necessary to include all of the specified subject headings. The most commonly used of these are the ones for personal name, corporate name, topical terms and geographic terms. Each of these uses the second indicator to list the source of the subject heading (Sears, LC, etc.).

The subfield codes for subject added entries are concerned with the initial subject heading, and the various types of subdivisions that might be added to that heading. Again, these vary considerably, so a manual illustrating the many options is a necessity.

Here are the two subject heading entries from the provided MARC record.

Both are for topical subject added entries. The '0' indicator in the second place shows that the subject headings are both from the Library of Congress subject headings list. Both subject headings have three subfields: 'a' for the topical term, 'z' for a geographic subdivision, and 'x' for a general subdivision. By labeling each type of subdivision with a different subfield code, the cataloger can easily indicate the purpose of the subdivisions in the MARC tagging.

Slide 32: 7XX and 8XX Added Entries

Additional access points are contained in the 7XX section, Added entry, and the 8XX section, Series added entry. As with the subject heading fields, these may be used as many times as is necessary to enter all of the access points required for complete cataloging. These sections contain tags for the various types of additional entries that might be needed in a cataloging record. The most commonly used are the 700, 710, and 800.

Each of the fields in the 7XX section has indicators and subfield codes to show the types of names being listed and the details of those names, such as dates, titles, full names, etc.

The 800 field uses indicators and subfields to show more details about the series title, editors, volume numbers, etc.

Slide 33: 7XX and 8XX Added Entries

Here is the 8XX from our MARC record example. Because there is only one author, and only one version of the title of this book, the only other type of added entry is one for a variation of the series title.

This 830 tag indicates a uniform title for a series. Uniform titles are assigned when a work has several slight variations in the title from one edition to another. The uniform title is chosen as a standard form of added entry to help gather all variations of the title together so the patron can search and find all the works easily.

In this case, the uniform title 'Library science text series' varies slightly from the series title given in the above cataloging information: 'Library and information science text series.' For consistency in searching and retrieval, the uniform title is listed in the 830 field of the cataloging record.

Slide 34: 9XX Local Information

The 9XX section is used for recording local information. This section is where local libraries might list information about: their specific copy's condition, who donated the item to the library, the copy number, purchase history, processing history, etc. Because there are many possibilities in this section, again a manual is very important in creating the correct fields and tags.

Here is the 9XX from our MARC record example. This gives local call number information, most of which is taken from the Library of Congress' catalog. The \$bc indicates that the book is included in the general collection. The \$h indicates the call number. The \$oam indicates the book was cataloged in North America. The \$t indicates the copy number, and the \$w indicates that the item is a book.

Please complete the following quiz and then proceed to the next section.

Slide 35: Quiz: The Organization of MARC

Slide 36: Section 3. Understanding a MARC Record

In understanding how MARC works, it is helpful to look at the information in various cataloging records, and compare how they look in an average computer display and how the same record looks in a MARC display.

This section will provide a comparison of cataloging in the two different formats. The cataloging records below were copied from the MARC database found at the Library of Congress website: www.loc.gov. Some of

the records were adjusted or shortened for ease of viewing.

Slide 37: Display in a Public Catalog

Here is a record displayed in a commonly seen computer display.

This cataloging record was done before the book was published. This is possible to determine because the number of pages and the size of the book are not entered in the description area. Many times publishers send pre-publication proofs to the Library of Congress, so that the final book can have the CIP on the back of the title page. Library of Congress does as much of the cataloging as possible, and the library copying the cataloging will have to enter the rest of the information in their record as they create it.

Other indications that this record was created before the book was published are the lack of information about illustrations and the lack of notes. Again, the cataloger who is using this record will have to add in the necessary information.

Slide 38: MARC Display

Here is the same cataloging record, but shown in MARC format. The information is not presented in the same order, but it is possible to identify all of the information shown in the record above. As you scan through this record, look for familiar pieces of information, such as the 020 field, containing the ISBN number. Find the name of the library that created this record in the 040 field. (DLC stands for the Library of Congress.)

More information is given in the MARC record than in the display usually seen by the library patron. In this record, in addition to the information that the patron would see, it is possible to find out who originally cataloged this item and see the suggested Library of Congress call number.

In this display, it is also possible to see that many times the tags for the various fields are not entered in numerical order. Many computer-

cataloging programs will let the cataloger enter information into a template for the type of item being cataloged, such as a book or a video. These templates will list the regularly required field tags in numerical order. If the cataloger adds any additional tags, they may be added at the beginning or the end of the record, and thus out of order numerically.

Slide 39: Learning MARC

As catalogers become more familiar with the information contained in MARC records, they begin to memorize the most commonly used tags, easily spotting the main entry in 100, the title and author statement in 245, the publishing information in 260, the physical description in 300, the notes in the 5XX and the subject headings in the 6XX. Just like any other aspect of cataloging, recognizing these standards in each record helps make sense out of the list of information on the page or computer screen.

Please complete the following quiz and then proceed to the next section.

Slide 40: Quiz: Understanding a MARC Record

Slide 41: Non-Book MARC Records

Many times the cataloging record for non-book items is much longer than the record for books. This is due to the fact that there are more pieces of information needed in a non-book record. The physical description is often longer, and there are usually more notes that are useful or required in a non-book record.

Slide 42: Public Catalog Display: Computer File

Here is an example of a public catalog display for a computer file. This record has notes related to the system requirements, the contents, and the accompanying materials, all of which take up several lines of space.

Slide 43: MARC Display: Computer Program

Here is the same item in the MARC format. As you scan through this record, look carefully at the 245 and 246 fields. Although they are very similar, their differences will be discussed on the following slide.

Refer to this record in the Attachments printout for the discussion that follows.

Slide 44: Title Information for Non-Book Items

Many times in cataloging non-print items for a library, there is a concern with the title information. AACR2 rules specify that the title listed in the title and statement of responsibility should be taken directly from the item being cataloged. This works quite well with a book that has a title page.

Problems arise with non-book items that have one title on the item, another title listed on the documentation accompanying it, and perhaps a third title on the package. These titles may all be similar, but there is a problem with how to list these variations in the cataloging record. A patron may remember one title, but perhaps it will not be the one on the item itself.

MARC allows for this type of situation by having a field, 246, that is specifically for variations in the title. In our example, there are two different variations listed. Having these variant titles in the 246 field will allow them to be searched just like the title in the 245 field when a patron is looking for the item in the library catalog.

Slide 45: Non-Book MARC

Also, in looking at the tagging for this item, it should be noted that several of the fields are missing. There is no 100 field for this computer program. This means that this encyclopedia does not fit into the rules for an author main entry as outlined in the AACR2. This makes the item a title main entry, and the 1XX section, Main entry, is not needed.

Also, there are no added entries in the 7XX section for personal names, just ones for corporate names (710). These details are important to pay attention to when doing original or copy cataloging in the MARC format.

Slide 46: Another Example

Here is an example of a book done in a card catalog style of display. Each area of information is shown in the correct order and with the required punctuation.

Slide 47: MARC Display

This MARC display shows the same record, but contains the additional areas that are possible with the computerized format. This includes two ISBN numbers, the symbol for the cataloging library, both LC and Dewey call numbers, and local information in the 9XX section relating copy information and the history of this item at the library.

As noted, this MARC record has two entries for ISBN number (020 field). This is because many times the MARC record is made for a title issued by a particular publisher, but whether that book is published in hardback or paperback doesn't matter. As long as the number of pages is consistent and the size of the book doesn't change, the record will be correct.

Sometimes a MARC record will need to be edited if it was created for a hardback, and the paperback is a different size or has a different pagination. It is important to pay attention to these details, so that they can be adjusted when the record is copied for download into the library catalog.

It is frustrating to staff members and patrons to be looking on the shelf for a large hardback when the item is actually a smaller paperback. Any MARC record that is obtained by a library should be carefully compared to the item in hand, before being entered into the catalog, to be sure that all of the physical description information is correct.

Slide 48: Challenges of Non-Book Cataloging

Many times, non-book library items are more of a challenge to the cataloger than books. Whether using copy cataloging or doing original cataloging, the many different pieces of information available on the container and the item itself can be confusing and difficult to understand.

As mentioned above, non-book cataloging records are often longer than those for books. For this reason, the cataloger reviewing an existing record must pay careful attention to detail, and compare the information in the record against the item at hand.

Slide 49: Another Example: Videocassette

Again, here is a computer catalog display, this time of a videocassette:

Notice that the information in this cataloging record is fairly brief. Many times, with non-book materials, the details that are easy to find in cataloging books are harder to pinpoint. There is no statement of responsibility, and no publisher is listed. This could be because the information used to catalog was pre-publication copy, or because the information was not found on the videocassette or packaging. This record was copied from the Library of Congress database, but some libraries may wish to develop a more complete record of their own for their patrons' use.

Slide 50: Copy Cataloging

When presented with an item such as in the last example, libraries may be able to save much time in cataloging by using a record that another library has already created. This sharing of records is called copy cataloging. However, copy cataloging does not necessarily mean that a library must take every record as it was originally created. The library may still make changes to their catalog records as needed.

Slide 51: MARC Display: Videocassette

Here is the MARC display for the previous cataloging record of the videocassette.

If a library was copying this into their cataloging database, the cataloger might want to edit this record and input some additional information. For the average library user, more information might be of use. It should be possible to determine the publisher or distributor, and a summary of the contents might be helpful. Extra information should be added if the cataloger feels it would be of benefit to the patrons who will be using the library catalog.

Slide 52: Editing Copy Cataloging

While many records are well done by the libraries that input MARC cataloging into shared databases, an individual library should be able to edit and add to records if there is a need. As long as the guidelines for using MARC are followed and careful attention is paid to the correct usage of field tags, indicators, and subfield codes, a library can edit and adjust records as needed for the best use by their patrons.

When a library does feel that major editing is needed in a MARC record, these adjusted records can be submitted to the reviewers at the cataloging database. Most vendors of cataloging have staff members whose jobs are to review changes and recommendations made by member libraries. Many libraries who edit MARC records for their own catalog will just make minor changes, adding local call numbers and access points as needed. These adjustments are usually done in the fields intended for local use and so will not show up in the MARC record contained in a cataloging database. In this way, the many libraries that participate in a cataloging network can share cataloging records that can still be individualized for each member library.

Slide 53: Specificity of MARC Tags

Below is a computer catalog display of one of the previous book examples. When looking again at this record, notice that it contains two different subject headings, one for a topic and one for a name.

Slide 54: MARC Display

Here is the MARC display for this same record. Again, look for the two different subject headings.

Remember that MARC assigns different tags to different types of information within each section. The 600 tag in the subject headings section means that the subject heading is a personal name. The 651 tag for a subject heading indicates a geographic heading. This distinction provides for the option of searching only for geographic headings or only for name headings.

Slide 55: Evaluating MARC Cataloging Software

Sometimes a computer-cataloging program will use MARC tagging but will only use a limited number of the possible fields within each section of MARC. For example, a simplified MARC-compatible program might assign all subject headings a 650 tag (topical), bypassing the more specific name and geographic tags that can also be used for subjects.

This type of simplifying may be found in several of the sections of MARC. Many times these programs may prompt the cataloger with a blank to fill in for 'author' or 'subject', rather than giving the cataloger a screen with a MARC template in it. Some programs will provide a MARC template but will not allow the cataloger to add fields and tags as needed. This is as restricting as not being given a MARC template at all.

Slide 56: Evaluating MARC Cataloging Software

Problems may arise when a computer program that limits the use of some MARC fields tries to search a database that uses all of the fields for MARC. Sometimes the more limited programs are not able to find all of the possible records in a complete MARC database because they do not tag the information in the same way.

While these problems occur less frequently than they have in the past, it is important to understand the difference between MARC-compatible or simplified MARC (using MARC-style tagging, but not all of the MARC fields) and full-MARC or complete MARC (generating a MARC template for full use of all available fields). Any libraries that plan to participate in a network or share cataloging, now or in the future, should be using cataloging programs that make available the full range of MARC fields.

Please complete the following quiz and then proceed to the conclusion of this course.

Slide 57: Quiz: Non-Book MARC Records

Slide 58: Conclusion

For additional resources related to the MARC system, download the files provided under the Attachments tab in the upper right corner of the course window.

The next slide will be the Final Exam for this course.

Slide 59: ABLE 8: Final Examination

Slide 60: Certificate of Completion

Click on the link to access the course survey. Completing this survey will allow you to print a personalized Certificate of Completion for your

continuing education files.

Be sure to check the attachment “States Recognizing ABLE” to see if your state is on the list of recognizing ABLE as a continuing education credit for your state’s required library certification.

Thank you for taking the Alternative Basic Library Education Introduction to the MARC System course.