Common MARC Tags

MARC stands for Machine Readable Cataloging. It is a standard format for the records which describe items available in the library. A MARC record could have up to 999 fields, each represented with a 3-digit tag.

Knowing some common tags is helpful to match an item in the library's collection with an existing record when copy cataloging. Some common tags are:

020	International Standard Book Number (ISBN)
035	OCLC records number (a unique identifier in the WorldCat database)
100	Main entry (author)
245	Title and author statement
250	Edition statement
260	Publishing information
300	Physical description
5xx	Notes
6xx	Subject headings

Learn more about MARC

ICFL Adult Basic Library Education online tutorials
http://libraries.idaho.gov/able

WebJunction Online Training: Introduction to Cataloging for Non-Catalogers
http://id.webjunction.org/catalog

Introduction to MARC Tagging by OCLC
http://www.oclc.org/support/training/connexion/marc/default.htm

Original Cataloging for Small Libraries

Thank you to OCLC staff for creating most of the following content, adapted to fit this manual.

The process outlined below is meant for use by library staff with limited knowledge of MARC cataloging standards to catalog unique items. Unique items are those that do not have existing records in WorldCat and are not likely to be replicated in other libraries. Examples may include local yearbooks, memorabilia, a collection of local photographs, community recipe books, and other one-of-a-kind items.

This method of original cataloging simplifies the process by using metadata to describe the content versus creating a MARC record from scratch. It is done by utilizing OCLC's Connexion cataloging tool.

Connexion is available to OCLC users will full cataloging access. Most commonly, small libraries are use the "Express" tab in Connexion to copy catalog, or attach holdings to an existing MARC record. To create an original record for a unique item, this process will utilize the main "Cataloging" tab in Connexion.

Preparing to Catalog an Item

Make sure the item is not already in the WorldCat database.
Do this by searching http://www.worldcat.org or by searching in the Express tab in Connexion.

If a record is found, follow the copy cataloging steps found in Section 4 of the *LiLI Unlimited Users Guide*. If no record is in WorldCat, to complete a Dublin Core Worksheet.

Complete a Dublin Core Worksheet

The Dublin Core Worksheet provides an opportunity to consider how one might describe the item in question. It is recommended that a worksheet be completed before entering the information online in Connexion. A blank worksheet is provided at the end of this section.

Dublin Core is one style of metadata. Metadata is data that describes data; or, the descriptors used to describe something. Dublin Core is a commonly used style among libraries and the standard used in the WorldCat database.

It is not necessary to complete every field in the Dublin Core Worksheet. However, the more complete the descriptive data, the more likely it is that a user will be able to locate the item in the database. Some fields may have more than one answer. The fields may be repeated, or entered more than once, in the online form when that step is reached.

There are four required fields in the record:
- Title
- Date
- Description (abstract)
- Format

Dublin Core Fields

Field	Qualifier	Sub-qualifier	Definition
Title			The name given to an item. Transcribe the title as it appears on the piece, but omit articles at the beginning of the title (a, an, the). Capitalize only the first letter of the first word of the title. Proper names within the title may be capitalized.
Title	Alternative		Alternate names given to an item. Use the same format
Identifier		URI	Uniform Resource Identifier: text that identifies a resource on the Internet (URL or address). Enter it if one is available.
Identifier		LCCN	Library of Congress Control Number. May appear as 12-345
Identifier		ISBN	International Standard Book Number. Number will be 10 or 13 digits.
Identifier		ISSN	International Standard Serial Number. ISSN is 8 digits and must include a hyphen.
Contributor	namePersonal		A person responsible for making intellectual or artistic contributions to the content of the resource. Enter last name, first name, such as: Twain, Mark. Contributors may include editors or illustrators. Enter this field as many times as needed.
Contributor	nameCorporate		A corporate body (company, government agency, association, church, non-profit organization, etc.) responsible for making intellectual or artistic contributions to the content of the resource. Enter as many as needed.
Contributor	nameConference		A conference (meeting, festival, event, etc.) responsible for making intellectual contributions to the content of the resource.
Creator	namePersonal		A person primarily responsible for making intellectual or artistic contributions to the content of the resource. Enter personal names last name first, followed by a comma, such as: Twain, Mark.
Creator	nameCorporate		A corporate body (company, government agency, association, church, non-profit organization, etc.) primarily responsible for making intellectual or artistic contributions to the content of the resource.
Creator	nameConference		A conference (meeting, festival, event, etc.) primarily responsible for making intellectual contributions to the content of the resource.
Date	Issued	MARC21-Date	Creation year or best educated guess. If the date issued is not known, use the date created. If date is uncertain, use "u" for missing digits. Example "198u" when decade is known, but year is uncertain; and "1uuu" when millennium is certain, but century is unknown.
Description	Version		Information about the particular edition. Examples: 1st edition, Idaho edition, etc.
Description	Abstract		A narrative summary of the item. Always include an abstract. Keyword searching of the abstract will be the primary method of finding the item in the database. The abstract should include the type of material, information about the subject of the item, and any relevant dates, times, and names. The abstract should be objective and non-judgmental. Any quotes from the materials should be entered in quotation marks.
Format	Extent		Physical description of the item. Enter as many format fields as needed. Contents will include information such as "45 p," "3 VHS videocassettes (120 minutes)," or "267 photographs."
Language			Language of the item, if applicable. Example, "English"
Publisher			An entity responsible for making an item available. If place of publication can be determined, also enter that in this field. Examples, Random House, Office of the Governor of Idaho, Smithville Historical Society.

Entering Metadata in Connexion Browser

1. Log on to Connexion Browser at http://connexion.oclc.org/. Use the 9-digit cataloging authorization and password as previously provided.
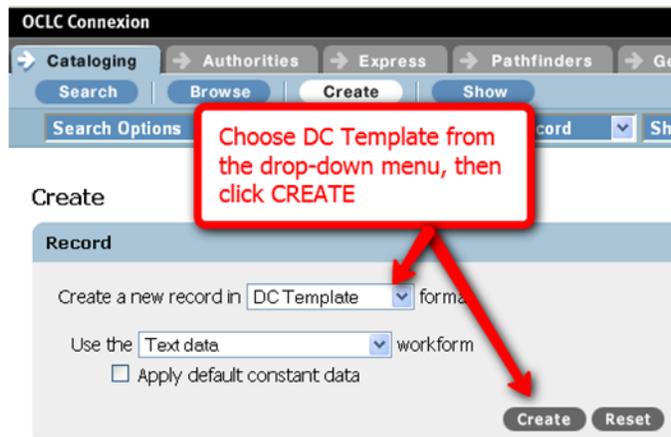
2. Click the CATALOGING tab at the top, left of the window.
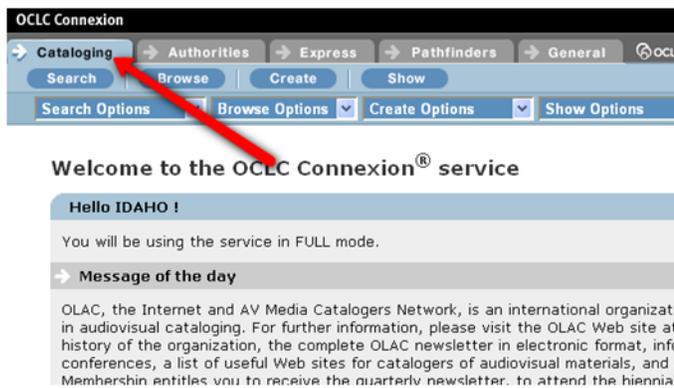
3. Start a new record by clicking CREATE.

4. Choose "DC Template" from the first drop-down menu. This selects a Dublin Core style of template. Then click CREATE.

5. Once in the workform, identify the Genre of the item. In this situation, the genre describes the contents of an item versus the container.

Example: An electronic file with the contents of a book would be identified as "text" versus a computer file. This is because the content is primarily text. An electronic file of photographs would be described as Image data.

A full list of possible Genres, their descriptions and examples is available on the next page.
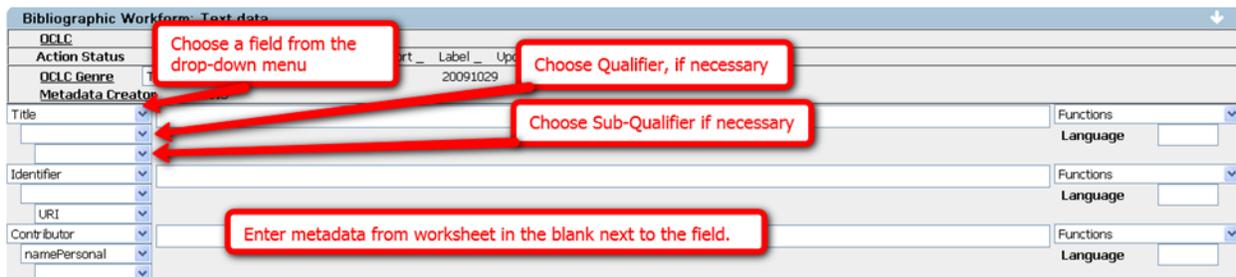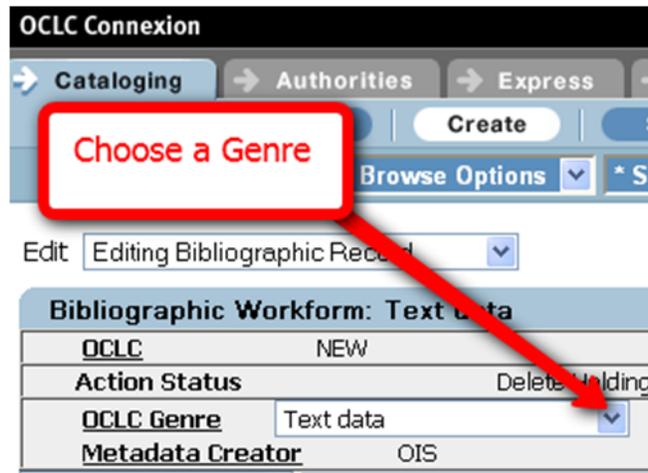
6. Enter the metadata from the Dublin Core Worksheet

a. If a field isn't found in the work form, choose it from a the drop-down menu on the left of the window.
b. Qualifiers, if necessary, may be chosen from the drop-down menu just below the field name.
c. Sub-Qualifiers, if necessary, may be chosen from the drop-down menu below Qualifiers.
d. Enter the metadata from the Dublin Core Worksheet to describe the fields that apply to the item being cataloged.
e. If additional fields are needed, use the "Functions" option on the right side of the window to add repeated fields. For example, choose to add multiple fields of a Contributor, namePer-sonal, when there is more than 1 contributor to an item.

7. When done entering the metadata from the Dublin Core Worksheet, proofread the entered data to check for spelling, typographical, or other data-entry errors.

8. Validate the record by choosing "Validate Record" from the EDIT drop-down menu at the top, left corner of the window. If displayed, correct any errors necessary.

9. Proofread the metadata again to check for spelling, typographical, or other data-entry errors.
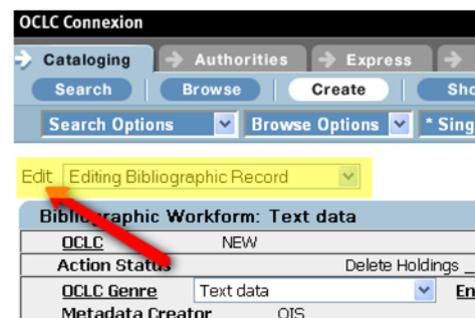
10. Add the record to the OCLC WorldCat database by choosing "Update Holdings" from the ACTION drop-down menu at the top, center of the window.
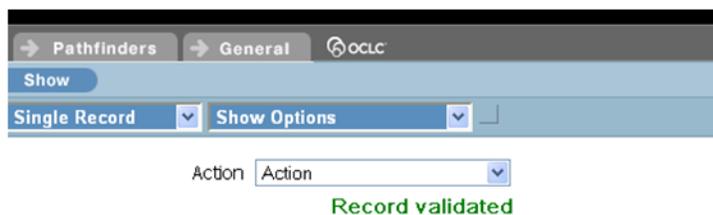
The record is now added to WorldCat. Be sure to Logoff WorldCat before closing the program.

Genres

Genre should indicate the content of an item versus the container.

OCLC Genre	Description	Examples
Collection	Any collection of material of two	A collection of photographs and
Collection, instructional	Any collection of different types of	A kit containing 2 videocassettes,
Computer file	A file of data used by a computer	A file of weather data; a file of
Computer software	A computer program that performs a function	Microsoft Word; the Oxford English Dictionary on DVD; Sim City
Electronic journal	A journal in electronic form	The online version of the New
Electronic online service	A service provided online from a	Google
Image data	Visual material	A painting; a photograph
Image dta, moving	Moving visual material	A movie on DVD; a TV program
Map data	Printed Maps	A map of the United States; a map
Map data, manuscript	Manuscript Maps	A non-published hand-drawn map
Physical object	Any physical object not covered in	A stuffed parrot; the library cat; a
Sound data, musical	A sound recording of music	A Beatles album; a Mozart CD
Sound data, nonmusical	A sound recording of anything	A CD of bird songs; an oral history
Text data	Material this is primarily printed	A book; a photocopy of text; a
Text data, manuscript	Non published text material	A cuneiform clay tablet; a letter
Text data, music manuscript	Non published music	A hand-written draft of a piece of
Text data, updating	Material that is primarily text, but	A calendar of events on a Web