MARC Cataloguing

A basic introduction to SWRLIN usage using UKMARC

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Machine Readable Cataloguing (MARC): A basic introduction to SWRLIN usage

Terms

Field
A field is an element of a record. A catalogue record will contain fields such as Author, Title, Publisher, Date of Publication, Classmark etc.

Tag
This is a word that is used frequently in MaRC cataloguing. A Tag is a number, which identifies each individual field. Because MaRC is an international, multilingual standard, fields do not have names, such as "Author" or "Title", they have tags. A MaRC tag comprises three digits (making up the main part of the tag number), a decimal point, and two more digits, called **Indicators**. For printed lists, indicators play an important part in ensuring that catalogue items are filed correctly.

As a standard convention, tag numbers are always circled or ringed, to stand out, when written on SWRLIN cataloguing forms

      Tag examples

      100.10 Personal Author (Main Entry)   **245.30** Title (Main Entry)

Subfield marks
A subfield mark indicates separate data elements within a field. It is shown by a "**$**" sign and a lower case letter. For example, a book imprint (Tag 260.00) contains three pieces of data: Place of Publication, Publisher and Year of Publication. In MaRC terminology, the imprint field is composed of three subfields, each separated by a subfield mark.

      Subfield mark example

      260.00 $a Harmondsworth **$b** Penguin **$c** 2001

Alphabetical O and Numerical 0
When cataloguing, a numerical 0 (nought or zero) should have a slash through it 'Ø", to indicate that it is not an alphabet letter, in cases where there could be ambiguity. It makes a great deal of difference to computer sort routines whether something is alphabetical or numerical. This is particularly important where there could be confusion with location codes and classification numbers.

      Examples

      049   WO1ØØ
      998   DØ1

Summary of Most Frequently used UKMARC Tags for Long Form Cataloguing

Tag and Indicator	Subfield Mark	Definition
001		Record Control Number
021		Paperback or alternative record number
049		Primary Classmark (*Local SWRLIN tag*)
059		Secondary Classmark (*Local SWRLIN tag*)
		Main Entry Heading - Personal names
100.10		Name of person with single surname, title etc
	$e	Title, e.g. Sir, Lady
	$h	Inverted element of name, e.g. Initials, Christian name
	$f	Baron, Chairman
		Main entry heading - Corporate names
110.10		Name of Government
110.20		Corporate name inc conferences etc (but excluding government)
	$c	Subordinate body
	$i	Number of conference
	$k	Date of conference
	$j	Location of conference
		Personal name added entry
700.10		Collaborating personal author under surname, title etc
700.11		Other AACR2 required personal name or compiler added entry
	$e	Title, e.g. Sir, Lady
	$h	Inverted element of name, e.g. Initials, Christian name
	$f	Baron, Chairman
		Corporate name added entry
710.10		Collaborating government author
710.11		Other AACR2 required government added entry
710.20		Collaborating non-government corporate author entry, including conferences
710.21		Other AACR2 required corporate author entry, including conferences
	$c	Subordinate body
	$i	Number of conference
	$k	Date of conference
	$j	Location of conference
		Title Entries
245.1		Title added entry required (where there is an author main entry).
245.3		Title main entry required (where there is no author – though there may be editors).
	$b	Sub-title (can be repeated if more than one sub-title)
	$e	Statement of responsibility
248.1		Multipart Title. Differentiate from Series. This usually includes monographs published in separate volumes or units with distinctive titles e.g. Rob and Smith's Operative Surgery
	$g	Number of volume or part
	$h	Title of volume or part
250		Edition (abbreviate to 2nd ed etc)
260		Imprint (publisher information)

260.00		Item has not been published by author
260.10		Item **has** been published by author
260.01		Item is in several parts written at different times
	$a	Place of publication
	$b	Name of publisher
	$c	Date of publication
300		Collation: number of pages, physical description
440		Series title – added entry required
	$e	Statement of responsibility
	$v	Numbering within series or subseries volume
490		Series title – added entry not required
	$e	Statement of responsibility
	$v	Numbering within series or subseries volume
509		Notes field. Include notes on previous publication of the same work, alternative titles etc as advised in AACR2. Also used to indicate "Brief Entry" and CD-ROM.
669		MeSH Headings *(Local SWRLIN tag)*
	$x	Topical sub-heading
	$z	Publication type/genre
998		Location code *(Local SWRLIN tag)*

TAG EXAMPLES

001   Control Number

The preferred control number is the ISBN of a publication. The secondary choice is the alternative ISBN, e.g. paperback/softback; both should be given if they are available. The paperback/softback number should be written into the **021** field. If no alternative control number can be found (e.g. LC, BNB), leave this section blank. The Database Office will allocate a local number. This takes the form of a "w" and nine digits.

ISBN
Always input 10 digits and ignore any punctuation such as hyphens.

E.g.   0-1234-5678-9   is written as   Ø123456789

Some older stock may have lc numbers or bnb numbers. When making additions, withdrawals or amendments to stock, write the control number as it appears on the database.

LC (Library of Congress Number)
An LC number will be up to 12 digits long. Ignore any punctuation. Sometimes, Library of Congress numbers do not have "lc" in front of the number and may be difficult to spot on the verso title page amongst all the other information.

E.g.   lc88-12345   86-345   2001-50284

LC numbers prior to 2000 should be recorded with an 'lc' and the number with no punctuation. After 1999, record the number in full but do not preface the number with 'lc'.

E.g   98-55150   is written as   lc9855150
      2001-50284   is written as   200150284

BNB

A BNB number will be a maximum of 8 digits, but may be less. The number is always prefixed with a "b" or "B".

      BAoU8820   B88-321

BNB numbers should be recorded on the SWRLIN cataloguing form prefaced by 'b' then the number with no punctuation.

E.g.   b99-23456   is written as   b9923456

049, 059   Class marks

Use the Wessex NLM schedules. The first class mark (Tag 049.00) is intended to be used for the shelf location. Tag 059.00 is a class mark added entry. For example, a book, which covers both psychiatry and psychology, might have the following class marks:

      049.00 WM1ØØ
      059.00 WLM1ØØ

100.10   Personal Author Main Entry

This tag is for *authors* only. Books with editors or compilers should have their main entry under title (Tag 245.3) with added entries for editors and compilers (Tag 700.11). Use tag 110 for corporate authors.

Tag 100.10 is used for a name that would be inverted in a simple way on a catalogue record.

E.g.   *John Harvey-Smith*
       A.P. Herbert
       Maureen O'Hara

Please Note: Some authors and editors use different versions of their names in different publications. The form of the name given on the title page is the form to be written in the Title field (245.1 or 245.3). As far as possible, however, the author main entry will use the form of the author's name given in the <u>British Library Name Authority File</u>, so please provide the fullest details possible in the 100 and 700 fields. Using both forms in the record allows retrieval of an author's works regardless of the form of name used in a publication and also retrieval by the form of name used in any one work.

e.g.   **100.10** $a Provan $h Andrew (on British Library Name Authority List)
       actually appears on title pages, as **D. Provan** (should be entered in the **245** field).

Multiple authorship

If there are up to three authors and they appear to be of equal importance, the first author will be tagged as an Author Main Entry at tag 100… Add the other authors' names at Tag 700.10

If there are four or more authors, use a Title Main Entry using the first named author in the Statement of Responsibility followed by [… et al.] Make an added entry for this first named author at Tag 700.

e.g.   **245.30** $a Stoma care $b a team approach $e compiled by Winifred Caveen [… et al]

Tag 100.10 subfield marks

The most used marks are:

> **$h**   precedes initials (or full Christian names) when name is inverted
>
> > e.g. $a Smith $h Fred
>
> **$e**   precedes initials (or Christian names) if there is another element in between these and surname
>
> > E.g. $a Brown $e Sir $h John
>
> **$f**   follows a name and precedes another element of the title
>
> > e.g. $a Schofield $h Michael $f Chairman

Examples of Personal Author Tagging

> Person with single surname: *Sheila Kitzinger*
> **100.10** $a Kitzinger $h Sheila
>
> Person with a compound surname: John Harvey-Smith
> **100.10** $a Harvey-Smith $h John
>
> Person with single surname and title: *Sir Thomas More*
> **100.10** $a More $e Sir $h Thomas

110   Corporate Author

A corporate author is an organisation or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples are associations, institutions, business firms, charities, trusts, governments, government agencies and conferences. Treat

corporate editors and compilers as **Added Entries** (710... tags). Corporate Authors' names are not usually abbreviated, except where there is a well-known acronym e.g. ASLIB. If unsure about the correct form of a corporate name, ask the Database Office to check the British Library Authority File

The most common variants of Tag 110 are:

110.10 for a corporate author that includes the name of the country or government e.g.

> **110.10** $a Great Britain $c Department of Health

110.20 for a corporate author that excludes the name of a government or country. It is also used for conferences, congresses, meetings etc.

> **110.20** $a Royal Cornwall Hospitals NHS Trust.
> **110.20** $a The Hospital Services of Western European Conference

Note that conferences should also have an entry at Tag 245... (Title and Statement of Responsibility), even though this will mean repeating information.

Multiple corporate authorship

If more than one corporate author is listed and appears to be of equal importance, the first corporate author will be tagged as the Main Author at Tag 110... The subsequent listed corporate authors will be tagged as Added Entries at 710... If there are more than three, follow the guidelines for personal authors.

Tag 110 subfield marks

The most used marks are:

> **$c**   subordinate body, agency etc or subdivision of conference (repeatable) e.g.
> Great Britain $c Department of Health $c Information
> Management Group
> **$i**   conference number
> **$k**   date of conference
> **$j**   location of conference

Note that the last three are used in the order as set out above ($i, $k, $j).

Examples of Corporate Author Tagging

Including name of Government or country

> *United States, Food and Drug Administration*
> **110.10** $a United States $c Food and Drug Administration

Great Britain, Committee of Enquiry...
110.10 $a Great Britain $c Committee of Inquiry into the Provision and Co-ordination of Services to the Family of John George Auckland

Great Britain, Parliament, House of Commons, Select Committee....
110.10 $a Great Britain $c Parliament $c House of Commons $c Select Committee (Session 1998-1999)

N.B. *Great Britain* will always be entered in full on the catalogue. Note too, the use of *Parliament*, which is in accordance with the British Library Authority File. See also tag **440** on series entries.

Excluding name of government or country

University of Plymouth
110.20 $a University of Plymouth

Royal College of Nursing
110.20 $a Royal College of Nursing

Joint Standing Committee of Health...
110.20 $a Joint Standing Committee of Health, Safety and Welfare in Foundries $c Sub-committee on Dust and Fumes

Conferences, congresses, meetings etc.

Conference on Teenage Crime Glasgow 1996
110.20 $a Conference on Teenage Crime $k 1996 $j Glasgow

154th Annual meeting of the American Psychiatric Association. New Orleans. 2001
110.20 $a American Psychiatric Association $c Annual Meeting $i 154th $k 2001 $j New Orleans

700, 710   Added Entry Authors

Apart from beginning with a 7, the tags, indicators and sub-field markers for added personal, corporate and conference entries are exactly the same as those for main personal, corporate and conference entries.

245   Title/Statement of Responsibility

This tag contains the details of the title of the publication and the responsibility for its intellectual content. The indicator numbers are slightly different depending on whether there is an Author Main Entry or Title Main Entry for the item.

Title filing indicators

Tags 245.1 and 245.3 are made up to five digits by the addition of indicators (0-9). These indicate how many characters are to be ignored by the computer when it sorts titles into order. Note that a space must be counted. E.g.

245.12 $a <u>A </u>theory …

245.33 $a <u>An </u>investigation …

245.14 $a <u>The </u>sickle cell anaemias…

245.35 $a "<u>The </u>Times" atlas

Conference titles 245.00

If the conference title information is **exactly the same** as the author information at Tag 110.20, the title should be tagged at Tag 245.00, which indicates "No title access point required". If the Conference name and title differ, use the appropriate 245.1 tag.

Tag 245 Subfield marks

The most used are:

> **$b**   subtitle (repeatable)
>
> **$e**   statement of responsibility (e.g. author, editor, illustrator, compiler, introduction etc). Only as it appears on the title page. **Note**: any fuller Author details should always be supplied in the 100/700 fields as appropriate.

248   Multipart Title/Statement of Responsibility

The 248 Tag is concerned with items that have separate sections, volumes and number (multipart items). If there is an overall title this will go in the **245** field, with the **248** field holding the specific part/volume/section details.

Title filing indicators

The title filing indicators are used in exactly the same way as the **245** field.

Tag 248 subfield marks

The most used marks are:

$g   volume or part number (not repeatable)
$h   title of volume or part (not repeatable)
$b   subtitle (repeatable)
$e   statement of responsibility (e.g. author, editor, illustrator, compiler, introduction etc).

Unlike nearly every other MaRC field which starts with subfield mark **$a**, Tag **248 MUST** start with $g or $h.

250   Edition

Tag 250 is used for the editions and revised editions.

> **250.00 $**a 3rd ed.
>
> **250.00** $a 2nd rev.ed

260   Imprint

Tag 260 contains information on the location of publication, publisher and the year of the publication. Tag 260 can use indicators and SWRLIN cataloguers use indicators **260.10** if the author is connected with the publishing of the item and 260.01 to indicate where individual volumes in a set have been published over several years.

Tag 260 subfield marks

$a   Location of publication. (Use first named place). If location is not known, write **[s.l.]** *(sine loco=without place)*

$b   Publisher. If the publisher is not given, write **[s.n.]** *(sine nomine=without name).* If Tag **260.10** is used, then abbreviations for the publisher may be used here as the full name is spelt out in the Main Entry Heading.

$c   Year of publication. If the date of publication is not known, make an educated guess and if still unsure write **[n.d.]** *(not dated).*

Imprint examples

> *An item that has not been published by the author*
> **260.00** $a London $b Collins $c 1992
>
> *An item that has been published by the author*
> **260.10** $a London $b Chartered Institute of Personnel and Development $c 2001
>
> *A multipart item that has a date for each part of the series*
> **260.00** $a Chicago $ American Library Association
> **260.01** $c 1999

300   Collation

Tag 300 is used for the pagination and physical description of the publication. E.g.

300.00 $a xiv,300p
300.00 $a 26p
300.00 $a 28p. $b ill. $c 21cm $e pbk (BNB records give book size)
300.00 $a various pagings

440   Series Title (Added Entry Required)

The 440 Tag is used where a series entry is required to provide additional information on the work and is significant enough to require an added entry. Check the catalogue to see how previous items in the series have been treated.

Government publications such as Command Papers, House of Commons Papers and Statutory Instruments **MUST** have a **440** Tag. Note that Command Papers change their numbering on a regular basis (e.g. Cmnd, Cm, C etc); be sure to copy the number **exactly** as it appears on the document.

Tag 440 subfield marks

The most used are:

> **$e**   Statement of responsibility
> **$v**   Series or sub-series volume/numbering

440 Added Series examples

> *Volume 23 of the Issues of Nursing and Health by the Royal College of Nursing*
> **440.00** $a Issues in nursing and health $e Royal College of Nursing $v 23
>
> *General Household Survey, Supplement A to Volume 23*
> **440.00** $a GHS $v Volume 23 supplement A
>
> *Command Paper Cm 4814-I*
> **440.00** $a Cm $v 4814-I
>
> *House of Commons Paper HC 279*
> **440.00** $a HC $v 279

490   Series Title (Added Entry Not Required)

The 490 Tag is used where a series entry is required to provide additional information on the work but is not significant enough to require an added entry. The same subfield marks are used in this field that are used in the **440** field. E.g

> *A series by a publisher*
> **490.00** $a Wiley series in child care and protection

509 Notes

The 509 field is used to supply additional information on the item, that cannot be described in other fields. It is also used to indicate a **Brief Entry** indicating that the Database Office is awaiting further information. E.g.

509.00 $a Includes CD ROM in pocket at back of book

509.00 $a Brief entry

509.00 $a Bulletin of the WHO 1995 Vol.73 Supplement

669   Subject Headings

Use the SWRLIN Annotated Subject Headings List or printed MeSH or the MeSH Browser http://www.nlm.nih.gov/mesh/MBrowser.html

998   Location

Tag 998 is the code to indicate which libraries hold items on the catalogue. Formerly, Tag **997** was allocated to identify the West of the SWRLIN region and 998 was allocated to identify the East of the SWRLIN region. A list of these codes is available in the <u>SWRLIN Directory of Libraries.</u>

The type of holding held by that library is in brackets after the location code, when applicable.
(C)   Collection (e.g. Historical, Special)
(R)   Reference copy held
(S)   Short loan copy
(D)   Departmental copy

These last three indicate limited access for inter-library loan

Location examples

997.00 $a RCH	RCH has the item
998.00 $a H34(2)	H34 has two copies of item (practice discontinued)
997.00 $a BRI (R)	BRI has a reference copy of item
998.00 $a H18(D)	H18 has a departmental copy of item
998.00 $ H18(D) H18(R)	H18 has copies of various types
998.00 $a W11(C)	W11 has an item that is a special or historical publication
997.00 $a SLH(S)	SLH holds an item that is only available for a short loan

Non-book Media or AV Cataloguing

Summary of Most Frequently used UKMARC Tags for Audio Visual Cataloguing

Tag and Indicator	Subfield Mark	Definition
001		Local control number allocated by the Database Office at HCLU
037		Physical description
049		Primary Classmark
059		Secondary Classmark
245.3		**Title main entry**
	$b	Sub-title (can be repeated if more than one sub-title)
	$e	Statement of responsibility
248.1		Multipart Title. Differentiate from Series.
	$g	Number of volume or part
	$h	Title of volume or part
250		Edition (abbreviate to 2nd ed etc)
260		Imprint (publisher information)
	$a	Place of publication
	$b	Name of publisher
	$c	Date of publication
	$f	Place of distribution
	$g	Distributor
	$e	Distributor statement
309		Collation: physical description
440		Series title-added entry required
509		Notes field
669		Subject Headings
	$x	Topical sub-headings
	$t	Form subheadings
		Personal name added entry Tags 700 etc *See Page 4*
		Corporate name added entry Tags 710 etc *See Page 4*
745.1		Added title entry
998		Location code

TAG EXAMPLES, AUDIO VISUAL MATERIAL

The cataloguing of audiovisual material differs slightly from that of printed material and a different form is used. Additions and variations to the Tag examples given are below.

001   Control number

Leave this blank, a local control number will be allocated by the Database Office.

037 **Physical description**

Each significant element in the programme, i.e. videocassette, slides, audiotape, etc., is identified by a code consisting of 6 upper case letters:

E.g. Videocassette (VHS) VPJEAA
Slide set (not linked to audiotape) KDEBAA
Slide set (linked to audiotape) KDEXAA
Overhead projector transparency MDAAAA
Sound cassette (mono) NRDEDE
Written material (single sheet) GDAEAA
Written material (3-48 pages) GEAEAA
Written material (over 48 pages) GFAEAA

For other types of material not listed here, please check the MARC Manual. Tag 037 **must** be repeated for each component of the programme.

E.g. VHS videocassette with accompanying book (20 pages)
037.00 $a VPJEAA
037.00 $a GEAEAA

Slide set with notes (single sheet)
037.00 $a KDEBAA
037.00 $a GDAEAA

245 **Title/Statement of responsibility**

The main entry for audiovisual material is always the title. The title must always be taken from the programme itself. For instance, in the case of a videocassette, the title should be the one that appears on the screen when the video is played. Failing this, the title information should be taken from the container. Again, in the case of a video, this means the label on the videocassette itself and not the packaging. If no information is available from either of these sources, use any accompanying material as the next source of information. The final resort is to use the title that appears on the packaging.

E.g. 245.30 $a Paediatric musculoskeletal examination $b clinical examination
$e presented by Leo T. Donnan and Mark Flowers

If the cover title differs from the on-screen title, make an added title entry at **745** Tag.

260 **Imprint**

The imprint details are the same as for printed material (Publishers details), followed by the Distributors details.
E.g. Place of production, production company, date of production
Place of distribution, distributor, distribution statement, date of distribution

It is important to distinguish between the producer and the distributor of a particular programme. Whenever possible, the date of production should be indicated. The distribution date should only be included if it is the only information available.

E.g.

260.00 $a London $b British Diabetic Association $c 1997

260.0 $a London $b St. Bartholomew's Hospital, Audio Visual Department $c 1992 $f Chelmsford $g GMAL $e distributor

309   Collation, audio visual materials

This is a SWRLIN local Tag which takes the place of the **300** Tag and has no subfield marks. **All punctuation must be included**. It is assumed that all videocassettes are VHS, that there is a commentary, and the material is in colour unless otherwise stated.

e.g.   309.00 $a 1 videocassette(10min.)
         309.00 $a 1 videocassette (U-Matic)(10min.)
         309.00 $a 20 slides: col. + 1 sound cassette (20min.) + notes
         309.00 $a 1 transparency (3 overlays): 29x29cm.

440   Series Entry

Use for all series entries. Tag 490 is not used for AudioVisual material

509   Notes

This tag should include a short synopsis of the programme and an indication of the intended audience. E.g.

         509.00 $a Basic anatomy of the limbs. Intended for students

669   Subject headings

Always add '$taudiovisual aids' as the last element to any subheading. Please note repeated use of' $t' is not permitted.

E.g.   669.00 $a PHYSIOLOGY $t audio-visual aids

745   Title Added Entry

The added entry title is used when the cover title differs from the on-screen title.

CAF
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