

UNIT 11 MARC-21 CATALOGUING

Structure

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11.0 OBJECTIVES

After reading this Unit, you will be able to:

- identify the main elements in the MARC 21 bibliographic format;
 - understand how MARC 21 encodes bibliographic content;
 - learn strategies for “reading” a MARC 21 record; and
 - prepare MARC21 records.
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11.1 INTRODUCTION

The bibliographic description of a document includes all the data elements necessary to uniquely identify it, along with its access points. Bibliographic description is based on an internationally agreed standard (ISBD). While practicing cataloguing with AACR 2R through units 8-10 in this block you learnt that the basic elements of a card catalogue are:

- 1) Main entry (heading section, either author or title)
- 2) Title and statement of responsibility (author and other collaborators)
- 3) Imprint (Publication details)
- 4) Physical description
- 5) Note
- 6) Resource identifiers (Class number, book number and Accession)
- 7) Subjects
- 8) Access points (name, title or other elements as added entries)

AACR2 and MARC are two different entities. AACR2 provides rules for describing items in a catalog record whereas, MARC is a communication standard and provides a framework for catalogue record.

MARC is the basic format for representing library resources in the catalog. For records entered into an online catalog, the MARC format is generally used. MARC

is a generic term loosely used to refer to all standard machine readable formats developed by international agencies viz. UNIMARC, LCMARC, USMARC, MARC 21 as well as all national level MARC standards. In this unit we will discuss MARC 21 format and learn the process of cataloguing with it.

11.2 MARC STANDARDS

MARC (MAchine Readable Cataloguing) is a standard for the description of items catalogued by libraries and used for the exchange of bibliographic information among automated library systems. During 1966-1968.

It was developed by Henriette Avram at Library of Congress as pilot project to create records that can be read and interpreted by computers, and also shared among libraries. It was used for automation of process to print cards or catalogs (book catalogs, microfiche catalogs, etc.)

By 1971, MARC formats evolved as a national standard for dissemination of bibliographic data in the United States, and gradually became an international standard by 1973. Several versions of MARC developed around the world at national and international level (LC MARC in the 1960s, US MARC in the 1980s, MARC 21 in late 1990s). MARC 21 is a result of the harmonization of U.S. and Canadian MARC formats and UNIMARC (widely used in Europe) is the current and most predominant standard now. The MARC 21 standards include formats for authority records, holdings records, classification schedules, and community information, in addition to the format for bibliographic records.

MARC is the basic format for representing the library's resources in the catalog. However, not everything in MARC is captured on OPAC display of a record. MARC allows the information contained in a catalog record (or bibliographic record) to be exchanged between systems. This has facilitated copy cataloguing which enables you to import records from LOC or OCLC.

There are five widely used MARC 21 communication formats for the representation and exchange of bibliographic, authority, holdings, classification, and community information data in machine-readable form.

11.3 MARC 21 STRUCTURE

The structure of a MARC record is divided into three elements:

- **Record structure** – It is the overall framework for the record based on international standard *Format for Information Exchange* (ISO 2709) and its American counterpart, *Bibliographic Information Interchange* (ANSI/NISO Z39.2).
- **Content designation** – set of symbols by which data in the record are identified and manipulated. Codes and conventions are established explicitly to identify and further characterise the data elements within a record and to support the manipulation of that data.
- **Data content of the record** – record-specific information field by field. This is based on external standards such as the *International Standard Bibliographic Description* (ISBD), *Anglo-American Cataloguing Rules* (AACR2) or other

cataloging rules, *Library of Congress Subject Headings* (LCSH), any subject thesauri, and classification schedules used by the organization that creates a record (DDC, UDC etc.).

Record structure of a MARC record includes the leader, which identifies the beginning of a new record. Record structure also includes the record directory. Content Designation has both fixed fields and variable fields. Data Content comprises description, subject headings, classification numbers, and main and added entries. A MARC 21 record in its communication format therefore comprises three basic sections of data:

- 1) Leader
- 2) Directory
- 3) Data Content

We will elaborate each of these sections in the following paragraphs:

- 1) **Leader:** first 24 characters (character positions 00-23 of each bibliographic record) of a record contains data related to the record length, type of record, bibliographic level, encoding level, descriptive cataloguing form, etc. It consists of data elements that contain numbers or coded values that define the parameters for the processing of the record. This is something that catalogers do not have much control. Only a few coded data are needed to be determined by the cataloguer viz. type of record, bibliographic level.
- 2) **Directory/ Record directory:** The directory begins immediately after the leader. The directory consists of several 12 character entries. It is generated by the computer for locating data fields with the help of their address. The address mechanism comprises three components- field tag, field length and starting position, which are placed consecutively without any space in between. The first 3-digit of each entry contains tag. Following each tag the next four positions show the length of the field and the next five positions tell the starting point for this field. It also contains 12 characters. Field terminators mark the end of the directory.
- 3) **Data Content:** This section has the related bibliographic data as data fields. The data in a MARC record is organised into variable fields, each identified by a 3-digit tag that is stored in the Directory entry for the field. Each field ends with a field terminator character. The last variable field in a record ends with a field terminator and with a record terminator. Two types of variable fields are found: Variable control fields and Variable Data fields. The variable control fields may contain either a single data element or a series of fixed-length data elements identified by relative character position. These fields are identified by field tag but they do not contain indicator or subfield codes. Variable Data fields are also identified by a field tag. Two kinds of content designation are used within variable data fields: indicators and subfield codes. The indicators are two one-character positions that contain values that interpret the data found in the field. Every field does not have the indicator. Each subfield code is preceded by a character called delimiter and is followed by an alphabetic or numeric character.

The following table illustrates some sample MARC tags with the indicators and subfields.

Table 11.1: Sample MARC Tags with Indicators and Subfields

Main Entry	1st Indicator	2nd Indicator	Subfields
Personal name	0 Forename	Blank	a Name (NR)
100(NR)	1 Surname		q Qualification (NR)
	3 Family		c Titles [e.g. King] (R) d Dates (NR)
Corporate name			
100(NR)	0 Inverted name	Blank	a Name (NR)
	1 Jurisdiction name		b Subordinate unit (R)
	2 Name in direct order		n Number (R) d Date (R) c Location (NR)
Meeting name			
111(NR)	0 Inverted name	Blank	a Name (NR)
	1 Jurisdiction name		n Number (R)
	2 Name in direct order		d Date (R) c Location (NR) e Subordinate unit (R)
Conference name			
111(NR)	0 Inverted name	Blank	a Name (NR)
	1 Jurisdiction name		n Number (R)
	2 Name in direct order		d Date (R) c Location (NR) e Subordinate unit (R)
Uniform title			
130(NR)	0-9 Nonfiling characters	Blank	a Title (NR) n Number of part of work (R) p Name of part of work (R) l Language (NR) s Version (NR) k Form subheading (R) f Date of work (NR)

Sample catalogue entry from Library of Congress is reproduced below both in general format and the MARC format to illustrate the representation of a MARC bibliographic record. Fig. 11.1 shows the LC online catalogue entry for a book.

Personal name	Herath, R. M., author.
Main title	Cost & return of agricultural crop production : paddy other field crops vegetables / by Dr. R.M. Herath, V.D. Nirusha Ayoni ; assistance, S. Mathangaweera.
Published/Produced	Peradeniya : Socio Economics and Planning Centre, Department of Agriculture, 2011.
Description	vi, 46 pages ; 21 cm
Portion of title	Cost and return of agricultural crop production
Cover title	Crop enterprise budget
Related names	Nirusha Ayoni, V. D., author. Mathangaweera, S., author. Sri Lanka. Socio-Economics and Planning Centre, issuing body.

Notes	Includes statistical tables.
Reproduction no./ Source	Library of Congress — New Delhi Overseas Office
LCCN	2012354742
Geographic area code	a-ce---
Overseas acq no.	C-E-2012-354742; 25
Type of material	Book
Content type	text
Media type	unmediated
Carrier type	volume

Fig. 11.1: LC Online Catalogue Entry

The same record is represented in the MARC 21 format in Fig. 11.2 to compare the bibliographic representation in both cases.

```

000 01327cam a22003375i4500
001 17375048
005 20141003092408.0
008 120706s2011 ce s 0000 0 eng
906 __ $a 7 $b par $c origode $d 3 $e ncip $f 20 $g y-gencatlg
925 0_ $a acquire $b 1 shelf copy $x policy default
955 __ $c wd46 2013-10-01 to ASME $a cg00 2014-10-03 to ASME/SEASA
010 __ $a 2012354742
025 __ $a C-E-2012-354742; 25
037 __ $b Library of Congress — New Delhi Overseas Office
040 __ $a DLC $b eng $c DLC $e rda $d DLC
042 __ $a lcode
043 __ $a a-ce—
100 1_ $a Herath, R. M., $e author.
245 10 $a Cost & return of agricultural crop production : $b paddy other field crops vegetables / $c by Dr. R.M. Herath, V.D. Nirusha Ayoni ; assistance, S. Mathangaweera.
246 30 $a Cost and return of agricultural crop production
246 14 $a Crop enterprise budget
264 _1 $a Peradeniya : $b Socio Economics and Planning Centre, Department of Agriculture, $c 2011.
300 __ $a vi, 46 pages ; $c 21 cm
336 __ $a text $2 rdacontent
337 __ $a unmediated $2 rdamedia
338 __ $a volume $2 rdacarrier
500 __ $a Includes statistical tables.
700 1_ $a Nirusha Ayoni, V.D., $e author.
700 1_ $a Mathangaweera, S., $e author.
710 2_ $a Sri Lanka. $b Socio-Economics and Planning Centre, $e issuing body.
985 __ $e ODE-nd

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Fig. 11.2: LC MARC Record

11.4 MARC 21 TAGS AND SUBFIELDS

The MARC 21 tags are grouped by hundreds, according to what type of fields they are. If you want to refer to a group of tags in the same say 100, the shorthand for this will be “1XX”. The major tag groups are listed below:

- 0XX Control info, classification, codes, etc.
- 1XX Main entries
- 2XX Titles, edition, imprint
- 3XX Physical description, etc.
- 4XX Series statements
- 5XX Notes
- 6XX Subject access fields
- 7XX Added entries
- 8XX Series added entries, holdings, location, etc.
- 9XX Locally-defined uses

In subsequent sections we will discuss different tag groups with relevant examples.

The 001 field is generated by OCLC, LC, or your local library management system, wherever the record is created.

00X Control Fields-General Information

Control numbers and other kinds of control and coded information that are used in the processing of machine-readable bibliographic records. These fields have no indicators or subfield codes.

- 001 Control Number
- 003 Control Number Identifier
- 005 Date and Time of Latest Transaction
- 006 Fixed-Length Data Elements — Additional Material Characteristics
- 007 Physical Description Fixed Field
- 008 Fixed Length Data Elements

The leader (000), control number (001), MARC code for organisation (003) and date and time of last transaction (005) are computer generated fixed fields and the cataloguer has no control over it. The Coded general information (008) is partially computer generated fixed fields that.

The 006 field and 007 fields are used to describe physical characteristics that can't be coded in the fixed fields. The 006 field is used for additional material information that is not included in the fixed field for instance if you have a serial that is issued on CD then this field may be used. The 007 is used to describe additional physical characteristics that cannot be covered in the fixed field such as electronic resources.

Example:

- 000 01327cam a22003375i 4500
- 001 17375048
- 005 20141003092408.0
- 008 120706s2011 ce s 000 0 eng

Fields 01X-09X contains standard numbers, classification numbers, codes, and other data elements relating to the record. Some commonly used ones are listed here.

- 020 International Standard Book Number
- 022 International Standard Serial Number
- 080 Universal Decimal Classification Number
- 082 Dewey Decimal Classification Number
- 083 Additional Dewey Decimal Classification Number

In the case of tag 020 (ISBN) the field may include terms of availability and cancelled or invalid ISBNs, such as ISBNs with invalid check digits or that are not applicable to the item being catalogued. The indicators and subfields for this tag are listed below:

Main Entry fields

- 100 Main Entry - Personal Name (NR)
- 110 Main Entry - Corporate Name (NR)
- 111 Main Entry - Meeting Name (NR)
- 130 Main Entry - Uniform Title (NR)

The main entry fields are not repeatable. As an illustration the indicators and subfield codes for the personal name as main entry field is given below. For each of the above fields you may refer to the Library of Congress website at: <http://www.loc.gov/marc>.

100 - Main Entry - Personal Name (NR)

First Indicator

- 0 - Forename
- 1 - Surname
- 3 - Family name

Second Indicator

- # Undefined

Subfield Codes

\$a - Personal name (NR)	\$1 - Language of a work (NR)
\$b - Numeration (NR)	\$n - Number of part/section of a work (R)
\$c - Titles and words associated with a name (R)	\$p - Name of part/section of a work (R)
\$d - Dates associated with a name (NR)	\$q - Fuller form of name (NR)
\$e - Relator term (R)	\$t - Title of a work (NR)
\$f - Date of a work (NR)	\$u - Affiliation (NR)
\$g - Miscellaneous information (NR)	\$0 - Authority record control number (R)
\$j - Attribution qualifier (R)	\$4 - Relator code (R)
\$k - Form subheading (R)	\$6 - Coverage (NR)
	\$8 - Field link and sequence number (R)

Example:

100 1_ \$a Herath, R. M., \$e author.

In the above example first indicator is 1 which indicates the entry is under the Surname as indicated in the table above and second indicator is left blank. The subfield code \$a indicates the personal name of the author and the \$e indicates the relater term which in this case is the author.

Title and Title-Related Fields

- 210 Abbreviated Title (R)
- 222 Key Title (R)
- 240 Uniform Title (NR)
- 242 Translation of Title by Cataloging Agency (R)
- 243 Collective Uniform Title (NR)
- 245 Title Statement (NR)
- 246 Varying Form of Title (R)
- 247 Former Title (R)

The commonly used tag in this group is 245 for the title statement. Let us look into the indicators and the subfields in this case:

245 - Title Statement (NR)

First Indicator	Second Indicator
0 – No added entry	0 – No nonfiling character
1 – Added entry	0-9 – no. of non filing character
Subfield Codes	
\$a - Title (NR)	\$n - Number of part/section of a work (R)
\$b - Remainder of title (NR)	\$p - Name of part/section of a work (R)
\$c - Statement of responsibility, etc. (NR)	\$s - Version (NR)
\$f - Inclusive dates (NR)	\$6 - Linkage (NR)
\$g - Bulk dates (NR)	\$8 - Field link and sequence number (R)
\$h - Medium (NR)	\$k - Form (R)

Example:

245 00 \$a Advancing library education: \$b technological innovation and instructional design / \$c Ari Sigal, editor.

In the above example 245 is the tag for title statement. Indicator 1 is zero (0) indicating no added entry is required for this as the heading is made under the title. The second indicator again is zero (0) which indicates that in the title there is no non filing characters as we see that the title is not starting with any article like 'a', 'an', or 'the'.

Edition, Imprint, Etc. Fields

- 250 Edition Statement (NR)
- 254 Musical Presentation Statement (NR)
- 255 Cartographic Mathematical Data (R)
- 256 Computer File Characteristics (NR)
- 257 Country of Producing Entity (R)
- 258 Philatelic Issue Data (R)
- 260 Publication, Distribution, etc. (Imprint) (R)
- 263 Projected Publication Date (NR)
- 264 Production, Publication, Distribution, Manufacture, and Copyright Notice (R)
- 270 Address (R)

250 - Edition Statement (NR)

First Indicator	Second Indicator
# - Undefined	# - Undefined
Subfield Codes	
\$a - Edition statement (NR)	\$6 - Linkage (NR)
\$b - Remainder of edition statement (NR)	\$8 - Field link and sequence number (R)

260 - Publication, Distribution, etc. (Imprint) (R)

First Indicator	Second Indicator
# - Not applicable	# - Undefined
2 - Intervening publisher	
3 - Current or latest publisher	
Subfield Codes	
\$a - Place of publication, distribution, etc. (R)	\$g - Date of manufacture (R)
\$b - Name of publisher, distributor, etc. (R)	\$3 - Materials specified (NR)
\$c - Date of publication, distribution, etc. (R)	\$6 - Linkage (NR)
\$e - Place of manufacture (R)	\$8 - Field link and sequence number (R)
\$f - Manufacturer (R)	

Example:

250 _ \$a Sixth edition.

264 _1 \$a Hoboken, New Jersey : \$b Wiley, \$c [2014]

In the above example you will notice that in the case of the tag 250 for edition statement there is no indicator digit and the space has been left blank. The imprint statement is indicated by the tag 264 which has three subfields- \$a - Place of publication, \$b - Name of publisher and \$c - Date of publication. You will notice that same convention of using punctuation marks that we used for AACR-2R for the imprint area is also being used here. For instance the place of publication is followed by a colon (:).

By now you must have got a fair idea on preparing MARC 21 entry for any record. For your reference following figure compares the fields in the second level of description in AACR 2R with the MARC format to help you in creating MARC records.

Second level description AACR2 R	MARC format
Title proper = Parallel title: other title information / first statement of responsibility ; each subsequent statement of responsibility.—Edition statement / first statement of responsibility relating to the edition. —First place of publication, etc. : First publisher, etc, date of publication, etc. —Extent of item : other physical details ; dimensions. —(Title proper of series / statement of responsibility relating to series) — Note(s). — Standard number	020## \$a 13-digit ISBN 245 XX \$a Title = \$b Parallel title : other title information / \$c first statement of responsibility ; each subsequent statement of responsibility. 250 ## \$a Edition statement / \$b first statement of responsibility relating to the edition. 260 ## \$a First place of publication, etc.: \$b First publisher, etc, \$c date of publication, etc. 300## \$a Extent of item: \$b other physical details ; \$c dimensions. 490 0# \$a Title proper of series / statement of responsibility relating to series ; \$v series vol. no. 500 ## \$a Note(s).

Fig. 11.3: Description of AACR2R and MARC 21

Some worked out examples of different types of publications are given below to further familiarise with the MARC 21 format:

Example 1

Main title	An evaluation study of Lahaul & Spiti District / Government of Himachal Pradesh, Department of Economics & Statistics.
Published/Created	Simla : Directorate of Economics & Statistics, Himachal Pradesh, [1977]
Description	ii, 56 p. ; 27 cm.
Subjects	Lahul and Spiti (India)—Statistics. Lahul and Spiti (India)—Rural conditions—Statistics.
Dewey class no.	330.954/52
Type of material	Book

MARC 21 Format

043 __ \$a a-ii—
 082 00 \$a 330.954/52
 245 03 \$a An evaluation study of Lahaul & Spiti District / \$c Government of Himachal Pradesh, Department of Economics & Statistics.
 260 __ \$a Simla : \$b Directorate of Economics & Statistics, Himachal Pradesh, \$c [1977]
 300 __ \$a ii, 56 p. ; \$c 27 cm.
 651 _0 \$a Lahul and Spiti (India) \$x Statistics.
 651 _0 \$a Lahul and Spiti (India) \$x Rural conditions \$x Statistics.
 710 1_ \$a Himachal Pradesh (India). \$b Directorate of Economics and Statistics.

Example 2

Main title	Event volunteering : international perspectives on the volunteering experience at events / edited by Karen Smith and others.
Published/Produced	New York : Routledge, 2014.
Description	xviii, 211 pages ; 24 cm
ISBN	9780415821032 (hardback)
Subjects	Voluntarism—International cooperation. Special events—International cooperation. BUSINESS & ECONOMICS / Industries / Hospitality, Travel & Tourism. TRAVEL/General.
Notes	Includes bibliographical references and index.
Series	Routledge advances in event research series
Dewey class no.	302/.14

020 __ \$a 9780415821032 (hardback)

082 00 \$a 302/.14 \$2 23

245 00 \$a Event volunteering : \$b international perspectives on the volunteering experience at events / \$c edited by Karen Smith and others.

264 _1 \$a New York : \$b Routledge, \$c 2014.

300 __ \$a xviii, 211 pages ; \$c 24 cm

504 __ \$a Includes bibliographical references and index.

650 _0 \$a Voluntarism \$x International cooperation.

650 _0 \$a Special events \$x International cooperation.

650 _7 \$a BUSINESS & ECONOMICS / Industries / Hospitality, Travel & Tourism. \$2 bisacsh

650 _7 \$a TRAVEL / General. \$2 bisacsh

Example 3

Main title	Evaluating the HRSA Traumatic Brain Injury Program / Committee on Traumatic Brain Injury, Board on Health Care Services ; Jill Eden and Rosemary Stevens, editors.
Published/Created	Washington, DC : National Academies Press, c2006.
Description	326 p. : ill. ; 23 cm.
ISBN	0309101131 (pbk.)
Variant title	Evaluating the Health Resources and Services Administration Traumatic Brain Injury Program
Subjects	HRSA Traumatic Brain Injury Program. Brain damage—Patients—Rehabilitation—United States. Brain damage—Patients—Services for—United States—Evaluation.
Notes	Includes bibliographical references. This study was supported between the National Academy of Sciences and the Department of Health and Human Services Contract No. HHSN25056028
Dewey class no.	362.196/8

MARC 21 Format

020 __ \$a 0309101131 (pbk.)

082 00 \$a 362.196/8 \$2 22

245 00 \$a Evaluating the HRSA Traumatic Brain Injury Program / \$c Committee on Traumatic Brain Injury, Board on Health Care Services ; Jill Eden and Rosemary Stevens, editors.

246 3_ \$a Evaluating the Health Resources and Services Administration Traumatic Brain Injury Program

260 __ \$a Washington, DC : \$b National Academies Press, \$c c2006.
300 __ \$a 326 p. : \$b ill. ; \$c 23 cm.
504 __ \$a Includes bibliographical references.
536 __ \$a This study was supported between the National Academy of Sciences
and the Department of Health and Human Services \$b Contract No.
HHS-25056028
610 20 \$a HRSA Traumatic Brain Injury Program.
650 _0 \$a Brain damage \$x Patients \$x Rehabilitation \$z United States.
650 _0 \$a Brain damage \$x Patients \$x Services for \$z United
States \$x Evaluation.
610 22 \$a HRSA Traumatic Brain Injury Program.
700 1_ \$a Eden, Jill.
700 1_ \$a Stevens, Rosemary, \$d 1935-
710 2_ \$a Institute of Medicine (U.S.). \$b Committee on Traumatic Brain Injury.
710 1_ \$a United States. \$b Department of Health and Human Services.

Example 4

Main title Academy for Studies in Business Law journal.
Published/Created Cullowhee, NC : Allied Academies, Inc., 1998-2001.
Publication history Vol. 1, no. 1 and 2 (1998)-v. 4, no. 1 and 2 (2001).
Current frequency Two no. a year
ISSN 1524-7260
Linking ISSN 1524-7260
Continued by Journal of legal, ethical and regulatory issues
Subjects Law—United States—Periodicals.
Commercial law—United States—Periodicals.
Dewey class no. 346

MARC 21 Format

022 0_ \$a 1524-7260 \$l 1524-7260 \$2 1
082 10 \$a 346 \$2 13
210 0_ \$a Acad. Stud. Bus. Law j.
222 _0 \$a Academy for Studies in Business Law journal
245 00 \$a Academy for Studies in Business Law journal.
246 30 \$a Journal
260 __ \$a Cullowhee, NC : \$b Allied Academies, Inc., \$c 1998-2001.
310 __ \$a Two no. a year?
362 0_ \$a Vol. 1, no. 1 and 2 (1998)-v. 4, no. 1 and 2 (2001).
650 _0 \$a Law \$z United States \$v Periodicals.

650 _0 \$a Commercial law \$z United States \$v Periodicals.
710 2_ \$a Allied Academies.
785 00 \$t Journal of legal, ethical and regulatory issues

Self Check Exercise

- Note:** i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.
- 1) Identify the correct TAG for each field in the following record.

XXX 1# \$a Travers, P. L. \$q (Pamela Lyndon), \$d 1899-1996.
XXX 10 \$a Maria Poppina ab A ad Z / \$c scripta a P.L. Travers ; picturas delineavit Mary Shepard ; latine reddidit G.M. Lyne
XXX ## \$a London : \$b Collins ; \$c 1968 cm.
XXX ## \$a [56] p. : \$b ill. ; \$c 20 cm.
XXX ## \$a Features twenty-six vignettes, one for each letter of the alphabet, starring Mary Poppins and other characters from the Mary Poppins novels.
XXX ## \$a Latin translation of: Mary Poppins from A to Z.

- 2) Prepare a MARC 21 record for the following title.

Main title	Deep map country : literary cartography of the Great Plains / Susan Naramore Maher.
Published/Produced	Lincoln ; London : University of Nebraska Press, 2014.
Description	xxiv, 228 pages : illustration, map ; 23 cm
ISBN	9780803245020 (hardback)
Subjects	American prose literature—Great Plains—History and criticism. LITERARY CRITICISM / American / General. Great Plains—In literature.
Dewey class no.	810.9/97648

11.5 SUMMARY

Machine-readable cataloguing for assigning labels to various parts of a bibliographic record is a convenient method in which information can be identified and used by computers. The structure of a machine-readable record is known as a format. MARC 21 is a General format for representing bibliographic information and is a standard for the representation and communication of data in machine-readable form.

In this Unit we discussed in detail the structure and format of a MARC 21 record. The common tags and corresponding indicators with subfields have covered with examples to familiarise you with the process of creating MARC 21 records. A detailed list of tags with related indicators and subfield codes is appended with this Unit for your ready reference.

11.6 ANSWERS TO SELF CHECK EXERCISES

- 1) 100 1# \$a Travers, P. L. \$q (Pamela Lyndon), \$d 1899-1996.
245 10 \$a Maria Poppina ab A ad Z / \$c scripta a P.L. Travers ; picturas delineavit Mary
Shepard ; latine reddidit G.M. Lyne
264 ## \$a London : \$b Collins ; \$c 1968 cm.
300 ## \$a [56] p. : \$b ill. ; \$c 20 cm.
500 ## \$a Features twenty-six vignettes, one for each letter of the alphabet, starring Mary Poppins and other characters from the Mary Poppins novels.
546 ## \$a Latin translation of: Mary Poppins from A to Z.

- 020 __ \$a 9780803245020 (hardback)
082 00 \$a 810.9/97648 \$2 23
100 1_ \$a Maher, Susan Naramore, \$e author.
245 10 \$a Deep map country : \$b literary cartography of the Great Plains /
\$c Susan Naramore Maher.
264 _1 \$a Lincoln ; \$a London : \$b University of Nebraska Press, \$c 2014.
300 __ \$a xxiv, 228 pages : \$b illustration, map ; \$c 23 cm
650 _0 \$a American prose literature \$z Great Plains \$x History and criticism.
651 _0 \$a Great Plains \$x In literature.
650 _7 \$a LITERARY CRITICISM / American / General. \$2 bisacsh

11.7 KEYWORDS

- Delimiters** : Tell the computer where each subfield starts. Sometimes denoted with \$, #, _, or ≠
- Field** : Each bibliographic record is divided logically into fields. There is a field for the author, a field for title information, and so on. These fields are subdivided into one or more “subfields.” They are represented by 3-digit tags.
- Indicators** : Two character positions follow each tag (with the exception of Fields 001 through 009). One or both of these character positions may be used for indicators. When an indicator position is not used, that indicator is referred to as “undefined” and the position is left blank.
- Tag** : Each field is associated with a 3-digit number called a “tag.” A tag identifies the field — the kind of data — that follows. The tag is always the first 3 digits.

Library of Congress. MARC standards <<http://www.loc.gov/marc/>>

OCLC Bibliographic formats and standards <<http://www.oclc.org/bibformats/en>>

Understanding MARC bibliographic <<http://www.loc.gov/marc/umb/>>

MARC 21 Tags with Indicators and Subfield Codes

Tag Group	Function
fixed	Fixed fields (006, 008)
0xx	Bibliographic control numbers and coded information
1xx	Main entries
2xx	Titles, edition and imprint information, etc.
3xx	Physical description, etc.
4xx	Series statements
5xx	Notes
6xx	Subject access added entries
7xx	Other added entries rather than subject or series, and linking fields
8xx	Series added entries and holdings
9xx	Local use fields

MARC 21 Tag	Contents	Indicators	Subfield Code	Display Constant/Code/ Meaning / What To Input
003		-	-	-
005	Transaction info	-	-	Date and Time of Latest Transaction
006	^ Additional Material Characteristics	-	-	Additional Material Characteristics
007	Physical characteristics	-	-	Codes for colours, bytes, dimensions, media, etc.
008	Additional Material Characteristics	-	-	Fixed field
010	Lo C number	--	\$a	Library of Congress control number (card number)yy-xxxxx(x) or yyyy-xxxxx(x)y is 2- or 4-digit year
017	Copyright or legal deposit	--	\$a \$b	Copyright registration number Assigning agency
020	ISBN	--	\$a	International Standard Book Number- repeatable
024	UPC	1	\$a	Universal Product Code- repeatable
028	Publisher Number	xx	\$a \$b	Formatted publisher number (for scores and recordings)- repeatable publisher or label
033	Event time and place codes	0 0 0 1 1 1 2 1	\$a	Single capture date (e.g., record date for television) Single broadcast date Multiple single broadcast dates Range of broadcast dates

040	Cataloging Source	--	\$a	Original, language, transcribing, modifying agencies
041	Language code(s)	1 _	- \$a \$b \$h	Item is or includes a translation Text / soundtrack Subtitle Original language from which translated
043	Subject area codes	--	\$a	Geographic area code for each subject term in 6xx
044	Maker area codes	--	\$a	Code for each country of producer and/or publisher
045	Time period	0 _ 1 _ 2 _ - \$a \$b	-	Single date/time period of content Multiple single date/time period Range of dates/time periods of content Time period code Formatted 9999 B.C. through A.D. time period
050/80	Library of Congress Number	0 0	\$a	Item is in LC, number assigned by LC
082/92	Dewey Classification Number	0 0 1 0	\$a	From full DDC edition From abridged DDC edition
100	Main entry personal name	0 _ 1 _ 3 _ - \$d	-	Forename Surname Family name Dates, \$d 1988-
110	Main entry corporate name	0 _ 1 _ 2 _	-	Inverted name [pre AACR2, obsolete] Jurisdiction name Name in direct order
111	Main entry meeting name	--	\$a	See 110 corporate name
130	Main entry uniform title	0 _ - \$l \$f \$s	-	Standardized titles of journals, broadcasts, movies, etc. when work has appeared under varying titles Language Date of work Version
245	Title	0 _ 1 _ - x	-	Title is main entry replace "[]" with "()" and "..." with "—", but at start use no space replace foreign characters: [beta]order: a.\$n,\$p\$h [] : \$b /\$c. Title is only an added entry; there is already a 1xx Number of nonfiling characters present

		-	\$b	Remainder of title
			\$c	Statement of responsibility; includes authors, editors, production company, producers, directors, writers...introductions, authorized by, prepared by, compiled by, sponsored by, made by, selected by, translated from the __ by ...Includes forewords..., not prefacesUse One Name ... [et al.] for more than three
			\$h	General material designator see AACR2 1.1C[GMD]s include: braille, cartographic material, electronic resource, kit, manuscript, microform, motion picture, music, sound recording, text (large print), videorecording; (add 'large print' or 'tactile' anywhere, add 'braille' except text or braille)
			\$n	Number of part/section
			\$p	Name of part/section
246	Variant title	-	\$a	Portion, translation, different spelling, expansion/contraction of abbreviation or symbol (&)... "Note" means using \$i to introduce e.g., "On spine: " "Added entry" creates an entry point in database T = type, see OCLC 246 reference t = - no type specified t = 0 - portion of title
		0 t	-	Use note, do not create added entry
		1 t	-	Use note, create added entry (entry term)
		2 t	-	Do not use note, do not create added entry
		3 t	-	Do not use note, create added entry
250	Edition	--	\$a	Edition, issue, version, revision must abbreviate via AACR2 appendix
			\$b	Remainder of edition statement
260	Publication	--	\$a	Place (or [S.I.], unknown location)
			\$b	Distributor (or [s.n.], unknown name)
			\$c	Date (precede with 'c' if copyright, or 'p' if music copyright)hyphens are used for unknown date digits, in brackets, e.g. [19—]008's dates use u's, e.g. 19uu
300	Physical dimension(s)	--	\$a	SMDsp. (page(s)) v. (volume(s)) broadside(s) case(s) column(s) leaf

				/ leaves part(s) pamphlet(s) pieces(s) portfolio(s) sheet(s) sound disc(s) videodisc(s)_ of plates(large print)CD-ROMsDVD-ROMs new things
			\$b	Other details
			\$c	Dimensions: height (xx cm.), diameter (4 3/4 in.)...
306	Playing time	--	\$a	Playing time in hours, minutes and seconds, two digits each
440	Series title as added entry	_x	\$a	Exactly what's on the item - this *IS* the traced/controlled series statement x = number of non-filing characters \$a is title proper
490	Series title NOT added entry	0_	\$a	Exactly what's on the item - not traced/controlled, there exists no added entry
		1_		Exactly what's on the item - traced/controlled differently, for controlled added entry use an 8xx
500	General notes	--	\$a	(bibliographical material forces 504 instead of 500 regardless of index)
504	Bibliography, etc.	--	\$a	-
505	Formatted contents	x0	\$a	Contents, separated by '—' otherwise use 511 to list performers, songs NO articles!! first indicator: 0 - full contents 1 - incomplete, not all available 2 - partial, although all are available 8 - don't generate a display constant/leader
		x1		Finely formatted details \$t title \$r (performers) \$g (year) (duration) / \$r statement-of-responsibility
508	Creation & production credits	--	\$a	Significant participants in production those behind the camera
510	Citation / reference	-	\$a	Where item has been cited or reviewed
		3_		Material's specific location in source cited given
		4_		Material's specific location in source cited given
511	Participants, performers	0_	\$a	No display constant generated
		1_		Cast:
518	Event time, place	--	\$a	Date/time and/or place of broadcast, capture, or creation Use 033 for coded version

520	Summary, etc.	x _	\$a	_ = Summary:0 = Subject:1 = Review:2 = Scope and content:3 = Abstract:8 = none
530	Additional Physical Form Available Note	_ _	\$a	-
538	Systems details	_ _	\$a	Video, computer formats, etc.(AACR2 x.7B1)- Computer model- Memory- Opsys- Software- Peripherals- Modifications
546	Language	_ _	\$a	Languages
590	Local notes	_ _	\$a	Information retained everywhere
		0 _		Info not retained in institution records
		1 _		Information retained everywhere (same as _)
600	Personal	0 x	\$a	Forename only
	name	1 x		Inverted (surname first)
		3 x		Name of family
		_ y		Specific thesaurus, e.g.,0 - Library of Congress subject heading4 - Source not specified8 - Sears subject heading
610	Corporate name	2 0	\$a	Corporate name (direct order), source NAF
611	Meeting name	2 0	\$a	Meeting name (direct order), source NAF
630	Uniformtitle	x _	\$a	Number of non-filing characters
		_ y		Specific thesaurus (see 600)
650	Topical term	_ y	\$a	Topical subject heading, source LCSH
			\$v	Form subdivision
			\$x	General subdivision
			\$y	Chronological subdivision
			\$z	Geographic subdivision
				For order, consider building a sentence backwards:650 _0 Authors, English \$y 20th century \$v Biographies.A biography of 20th century English authors
651	Geographic name	_ y	\$a	Geographic heading, source, LCSH/ NAF
655	Genre/form	_ 0	\$a	Genre/form heading from LCSH
		_ 2		Medical Subject Headings

		_ 7		Genre/form heading, source in \$2
700	Added entry personal name	0 _ 1 _ 3 _ x _	\$a \$4	Forename first Surname first (inverted) Name of family relator codes
710	Added entry corporate name	0 _ 1 _ 2 _	\$a	Surname, inverted Place, or place and name Name (direct order)
730	Added entry uniform title	x y	\$a	Title portion not generatable by other means such as 630 Series Added or 830 Subject Added May include anonymous works, journals, radio, TV and motion pictures
		x _		Number of non-filing characters present
		_ 2		Analytical entry; portion of document, e.g., chapter
		—		No information provided
740	Added entry uncontrolled title	x y x _ _ 2 —	\$a	Title not controlled by authority file or other bibliographical record Number of non-filing characters present Analytical entry; portion of document, e.g., chapter No information provided
830	Series added uniform title	_ x	x \$a	Number of non-filing characters present Uniform title
9xx	User-option data	—	\$a	Data of local interest