

MARC records – Most commonly used fields

(yellow highlighted fields are the most important to include)

Tag	1 st ind	2 nd ind	Subfields	How to input in Evergreen
010 (LCCN)	\	\	\$a###85153773# OR \$anuc76039265#	=010 \\\$a###85153773#
Library of Congress Control Number – Correct format for LLCN is a bit complicated. Check LOC MARC Bibliographic for more information. http://www.loc.gov/marc/bibliographic/bd010.html				
020 (ISBN)	\	\	\$a9780749917388 (hardcover)	=020 \\\$a9780749917388 (hardcover)
International Standard book Number – 13 digit or 10 digit ISBN. Enter with no spaces or hyphens. Adding the format in brackets is a local practice that we are doing, not conventional. \$c can be added with the price but is not required. Add the price for an item in the copy editor.				
082 (DDCN)	0	0	\$a741.5/97 \$222	=082 00\$a741.5/97 \$222
Dewey Decimal Classification Number - Use call numbers from CIP information. 1 st ind – 0 for full edition, 1 for abridged edition 2 nd ind - # no information provided, 0 for assigned by LC, 4 for assigned by agency other than LC \$a – Classification number \$2 – DD edition number				
092 (Local Call #)	\	\	\$a741.5 RES	=092 \\\$a741.5 RES
The call number that your library will use for this item.				
100 (Author entry)	1	\	\$aNelson, Megan, \$d1975-	=100 1\$aNelson, Megan, \$d1975-
Main entry for personal name. Format is last name, first name. Only add birth/ death dates if you are checking an authority source. 1 st ind – 1 for surname (this is the most common, see LOC for more info) \$d is preceded by a comma Fields ends with a period unless there is an open ended date <i>ie.</i> 1975-				

245 (Title statement)	1 1	4 0	\$aThe Hunger Games / \$cSuzanne Collins. \$aPrivate eyeballs :\$ba golden treasury of bad taste.	=245 14\$aThe Hunger Games /\$cSuzanne Collins.
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1st ind. - 0 if you are not adding a 100 Author entry field (for anthologies, edited books, items published by a corporation)
-1 if you are adding a 100 field

2nd ind. - non-filing characters – tells the system how many spaces to skip before searching for the first word of the title

Examples – 4 for titles that start with 'The', 3 for 'An', 2 for 'A'

\$a – Title \$b Remainder of title \$c Statement of responsibility

Enter the title from the title page. Capitalize the first letter and proper nouns, all others lower case.

Statement of responsibility is entered as it appears on title page, each person separated with semi-colon
ie. /\$cKevin Wicker ; with a foreword by David Pritchard ; illustrated by Karel Feuerstein.

\$b is preceded by a :

\$c is preceded by a /

Field ends with a period.

246 Varying form of title	3 3	\ \	\$aIvy and Bean \$aIvy & Bean	246 3\$aIvy and Bean
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Use this field for titles with numbers, symbols or other variations on titles so patrons can search both ways and still find what they're looking for.

Ind. 1 – 3 for creating a (searchable) added entry with no additional note about the title

Field does not end with a period.

250 (Edition Statement)	\	\	\$a2nd ed. \$Canadian ed.	=250 \ \$a2nd ed.
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Enter edition statement as it appears on title page verso, but use abbreviations (ed. - edition, rev. - revised, 2nd, 3rd,
Field ends with a period.

260 (Publication, distribution info)	\	\	\$aToronto, Ont. :\$bHarper Collins, \$c2016. \$a[S.l.] :\$b[s.n.], \$cc2010.	=260 \ \$aToronto, Ont. :\$bHarper Collins,\$c2016.
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\$a – Place of publication – Transcribe information from the t.p. verso. Include country, state prov. etc if necessary for identification or to distinguish from another place of the same name (e. London, England; London, Ont.).

Abbreviations are used for some specific places, such as: B.C., Calif., Nfld., Ont., Sask., U.S. For more specifics, go to

http://www.itcompany.com/inforetriever/cat_260a.htm

Use first place of publication.

If place is unknown, use [S.l.] - *sino loco* (Latin for no place)

\$b – Name of publisher – Give the name in the shortest form in which it can be understood and identified (*ie.* Penguin rather than Penguin Books, Da Capo rather than Ca Capo Press Inc.)

If name is unknown, use [s.n.] - *sino nomine* (Latin for no name)

\$c – Date of publication – Give the publishing date for the edition named in the edition statement (250). If the date of publication is unknown, use the copyright date instead and use c2010.

\$b is preceded by a ;

\$c is preceded by a ,

Field ends with a period.

300 (Physical description)	\	\	\$a258 p. :\$bill., map ;\$c24 cm. +\$e1 answer book	=300 \\\$a258p. :\$bill., map ;\$c24 cm. +\$e1 answer book
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\$a Extent – number of pages. If there are two sets of numbering, include both (*ie* xvi, 215 p.)

\$b Other physical details – ill. Illustrations, col. Ill colour illustrations, map

\$cDimensions – height of book expressed in cm. If book is wider than it is tall, express as height x width (*ie* 15x 20 cm)

\$e Accompanying material – description of accompanying material

\$b preceded by a :

\$c preceded by a ;

\$e preceded by a +

No period at the end.

490 (Series statement)	0	\	\$aFull metal alchemist ;\$v18	=490 0\\\$aFull metal alchemist ;\$v18
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1st ind. - 0 - series not traced; only a 490 series statement is used and a 830 series added entry is not included

1 - series traced; an 830 field is added with an established form of the series (checked in an authority source)

\$a Series statement/ title

\$v Volume number

500 General note	\	\	\$aTranslated from German.	=500 \\\$aTranslator from German.
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504 Bibliography, etc. note	\	\	\$aIncludes bibliographical references (p. 418-421) and index.	=504 \\\$aIncludes bibliographical references (p. 418-421) and index.
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If there is a bibliography only OR a bibliography and index, used the 504 field.

If there is only an index, use the 500 Notes field (Includes index.)

520 (Summary)	\	\	\$aAn overview of the Cold War.	=520 \\\$aAn overview of the Cold War.
586 (Awards)	\	\	\$aCaldecott medal, 1989.	=586 \\\$aCaldecott medal, 1989.
595 (Local Notes)	\	\	\$aReading power \$5BSD	=595 \\\$aReading Power \$5BSD
This field is indexed (searchable) by keyword. Add the subfield \$5BSD which scopes the field to our district and in the future these fields may only be viewable within BSD.				
650 (Subject)	\	\	\$aScuba diving \$vHandbooks, manuals, etc.	
The 650 subject field is authority controlled so if you are using this field, please check LOC or LAC authorities and use the correct indicator to show the authority source. \$a Topical term \$v Form subdivision				
655 (Genre- Index term)	\	7	\$aGraphic novels \$2lcgft	=655 \$aGraphic novels \$2lcgft
This is an indexed field you can use for searching. For lists of genre authority terms, try http://id.loc.gov/authorities/genreForms.html or https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf Use the subfield \$7 to indicate which authority source you used. Check the LOC MARC website for more indicators				
690 (Local subject)	\	\	\$aFirst Nations \$5BSD	=690 \\\$aFirst Nations \$5BSD
Indexed and searchable by subject. Since this is a local field, there is not an external authority source for this and at this time we do not have an internal authority. Use subfield \$5 to scope to our district.				
700 (Added Entry- Personal Name)	1	\	\$aPapadimitriou, Christos.	=700 1\\\$aPapadimitriou, Christos.
For added authors, illustrators, etc. who were included in the 245 but not in the 100 field 1 st ind. - 1 for last name				