Ongoing – Original Cataloging

Qualifications/training required for Evergreen Indiana Certified Catalogers (Cat-1)

Each library will be provided with training on the Evergreen Indiana ILS. With the exception of stub records (see below), all catalogers wishing to add original records (bibliographic and authority), complete overlays of existing records or merges must also be certified by attending the Evergreen Indiana Cataloging Workshop and follow all policies in this document and the Evergreen Indiana Cataloging Policies and Procedures Manual.

Stub Records

All participating libraries are allowed to enter stub records based on the policies stated later in this document. Training for entering stub records will be included in the basic Evergreen Indiana ILS training.

Types of Acceptable Bibliographic Records

1. Permanent records – To Be Added By Evergreen Indiana Certified Catalogers (Cat-1) Only

2. Acceptable Encoding levels for permanent records include:

The following Bibliographic Encoding Levels (Fixed Field: ELvl) are available on MARC records contributed from the Library on Congress:

- "_" (blank) Full-level. The most complete MARC record. The record's information is derived from a physical inspection of the item.
- "1" Full-level, material not examined. The next-most-complete MARC record after the Full-level. The record's information is derived from an existing description of the material (e.g., a printed catalog card). All the information as found on the existing description is input. The physical item is not re-inspected.

The Bibliographic Encoding Levels (Fixed Field: ELvl) are available on MARC records contributed input by OCLC member libraries adding original cataloging to OCLC:

- "4" Core-level. A record that is less-than-full, but greater-than-minimal-level cataloging and that meets core record standards for completeness. Any OCLC participant may enter a Core-level record as long as Core-level input standards are followed. A Core-level record that is entered by a library participating in PCC through BIBCO or CONSER will contain an authentication code in field 042.
- "1" Full-level input by OCLC participants. A record that conforms to OCLC's
level I input standard. The level I input standard represents full cataloging. Use level I when transcribing LC or NLM copy.

- **"L" Full-level input added from a batch process.** A full-level recordbatchloaded from an institution other than LC, NLM, BL, NLC or NLA. Example: OCLC record or a member-input record directly on Evergreen

The Encoding Levels listed above are those which are preferred by the Evergreen Indiana Cataloging Committee. Catalogers are permitted to import records which have K level or lower Encoding Standards may, but the cataloger inputting library is then encouraged to change the Encoding Level to L or I and edit the records to reflect the standards set forth in this Procedures Guide.

Encoding Level “8” is used by the Library of Congress for CIP (Cataloging-in-Process) records which are created before the material is published. Catalogers are encouraged to change the Encoding Level “L” or “I” and edit the records to reflect the Evergreen Indiana cataloging standards as well.

### 3. Realia and Three Dimensional Objects - To Be Added By Certified Catalogers Only

### 4. Core Level Requirements for New Records Are:

<table>
<thead>
<tr>
<th>Element</th>
<th>Core-Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed field</td>
<td>Code fully on every record</td>
</tr>
<tr>
<td>020</td>
<td>Field 020 subfield ‡a if present on item</td>
</tr>
<tr>
<td>042</td>
<td>Include if PCC participant</td>
</tr>
<tr>
<td>050, 082, 086, etc.</td>
<td>One number from a recognized scheme</td>
</tr>
<tr>
<td>1xx</td>
<td>Include/establish if applicable</td>
</tr>
<tr>
<td>240</td>
<td>Include if known or readily inferred from item</td>
</tr>
<tr>
<td>245–300</td>
<td>Include all applicable elements</td>
</tr>
<tr>
<td>4xx</td>
<td>Transcribe series if present. If traced, PCC participants should support with authority record</td>
</tr>
<tr>
<td>5xx</td>
<td>Enter the following notes if applicable:</td>
</tr>
</tbody>
</table>

| Field 500 |
| Field 502 |
| Field 505 |
| Field 533 |

| 6xx | At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available |
| 7xx | Express primary added entry relationships and important title access information |
| 8xx (Established form of series if different from that in field 490) | If series is traced, use as appropriate |
Once again, catalogers are encouraged to upgrade any system records not meeting standards.

5. **Stub Records**

- On-order records must be upgraded after a full record has been acquired
  - On-order records should contain a minimum of the author, title, standard number and edition fields if available.
  - On-order records which are not full records must be labeled as “ON ORDER RECORD” in the 599 field.
- Equipment Records must not display in public mode. Equipment records should also be labeled as such in the 599 field.
- Temporary Records may only remain in the system for 90 days. The library adding the record is responsible for providing the full record. However, any library may add the full record within the 90 day period. If a full record is not provided within the 90 days, the Indiana Evergreen Cataloging Committee may contact the library regarding its options.
  Temporary records must include the following fields when applicable and/or available:
    - 010
    - 020
    - 022
    - 1xx
    - 245
    - 250
    - 260
    - 300
  In addition, the record must be labeled as a “TEMPORARY RECORD” in a 599 field.

### General Permanent Record Policies (Including Overlays)

**Permanent records:**

Records that are intended to be permanent records in Evergreen Indiana:

- Must follow the bibliographic matching criteria listed in this document
- Must not duplicate the specified core level elements of an existing bib record (below)
- Must use MARC 21 Format for Bibliographic Data
- Must contain core level fields as defined by Library of Congress's Bibco Core Record Standards
  - Including, where applicable, ISBN or ISSN, title, edition, publisher, and date
  - Also: type of record (leader byte 6): language material, musical sound recording, projected medium, etc.
• Must comply with AACR2R and LCRI rules (the rules in force at the time of record creation)
• Must use standard GMD terminology ("sound recording," "videorecording," "electronic resource")
• Must contain only bibliographic-level data (not "holding specific," i.e. 590 notes)
• Must be compared with item in hand
• Must use LCSH for subject headings
• Additional optional controlled subject headings may be added to the record (e.g., Bilindex, MeSH, Sears)

Special situations

Monographs Cataloged as Serials: Requirements for New Records

Circulating monographs should not be cataloged as serials. For example, Fodor’s travel guides come out on a yearly basis. Instead of being cataloged on a serial record, each year’s volume should be on its own monographic record. The Evergreen Indiana Cataloging Committee understands that many libraries have used serial records for these titles. However, due to the fact that our patrons can only place Title level holds, it is hard for them to make sure that they are placing a hold on the correct volume when a serial record has many items attached to it. As time permits, libraries should begin to edit existing records to come into compliance with this standard.

Multi-part Monographs or DVD sets: Requirements for New Records

Multi-part Monographs and DVD sets should be cataloged on one bibliographic record. Please consult with the Evergreen Indiana Cataloging Committee if there is a need for an exception to this standard. Some examples include:

245 04 The World Book encyclopedia
300 __ 22 v. : $b ill. ; c 26 cm.

100 1_ Foote, Shelby.
245 14 The Civil War : $b a narrative / $c Shelby Foote.
300 __ 3 v. : $b maps ; $c 26 cm.

245 00 Ice road truckers. $n The complete season two $h [videorecording] /$c History Channel.
300 __ 4 videodiscs (752 min.) : $b sd., col. ; $c 4 ¾ in.

Paperbacks Cataloged on Records for Hardcover Editions

Attaching paperback items on to hardcover bibliographic records is allowed when:
• The paperback and hardcover publisher is an exact match
• The edition statement is an exact match
• The ISBN for both the paperback and the hardcover are present on the bibliographic record
• The publication date is the same

Addition of Non-Standard Series Identification

In the interests of patrons, catalogers are permitted to series information to bibliographic records for monographs, even if the series is not established in the LOC authority file. Before adding a series entry to an Evergreen Indiana record, check the Library of Congress series authority file for an existing established form. The established form should be used, if any. If this series is not established in the LOC authority file, a local form may be established.

If the cataloger can determine the order of the books within the series as intended by the author, the number should be included on the 490 and 8xx fields. Sometimes that information is implied on the book, but often times it is not. There are several good sources to check to get the order of the books within a series. NoveList or the author’s website are good sources for obtaining this information. Catalogers are strongly encouraged to add this information to the records.

A note should be placed in the 500 field indicating the source of the series and/or series numeration if these are not obtained on the title page of the book.

For more information, see 490/8xx Series Fields on page 3.14-3.15.

Guidelines for Entering Permanent Original Cataloging Records in Evergreen Indiana

Procedures:

1. Search Evergreen Indiana for matching records and attach holdings.

2. Search another source via Z39.50 (i.e., OCLC, WorldCat, Library of Congress)

3. If no records are found in other sources via Z39.50, an Evergreen Indiana Certified Cataloger (Cat-1) may enter a permanent original cataloging record in Evergreen Indiana and attach holdings to this record.

4. Subsequent libraries may also attach their holdings to the record or may look for a bibliographic record to overlay via Z30.50 (i.e., OCLC, WorldCat, Library of Congress, etc.) in case the record had been cataloged at a later date. Evergreen
Indiana Certified Catalogers (Cat-1) may overlay the record if all matching points are correct.

5. Training for creating original records is mandatory for catalogers who have never done original cataloging. Please consult the Evergreen Indiana Cataloging listserv for assistance.

For certain local materials, such as locally assembled kits, vertical files, etc. which are only meant to be used for a specific length of time (i.e. Summer Reading kits, kits for class assignments for local schools) temporary records may be created. (However, libraries should remember to remove these records if the materials represented by records are weeded from their collections). See the section on up temporary records under Stub Records.

Item Categories for Local Original Cataloging Records

Items created locally and either circulated locally or not circulated.

1. Artificial kits created by the library. [NOTE: This type of record can stay in Evergreen Indiana indefinitely but should not be put in OCLC, should the library use OCLC. Libraries should remove these records when the materials in question are no longer in its collections].
2. Vertical file materials (This type of record can stay in Evergreen Indiana indefinitely).

MARC Fields to Be Used for Evergreen Indiana Original Cataloging Records input into (All Formats):

Fixed Fields:

Fixed fields must be encoded according to MARC 21 standards. It is very important for the fields to be encoded accurately, because Evergreen relies on this data for search filters and to display the correct icons for materials in the OPAC. The search filters will not work, and the incorrect icon will display if the fields are not encoded properly.

Here is a list of the of the fixed field codes:

<table>
<thead>
<tr>
<th>Element</th>
<th>Definition</th>
<th>Code</th>
<th>Code Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Type of record</td>
<td>a</td>
<td>Language material</td>
</tr>
<tr>
<td>ELvl</td>
<td>Encoding level</td>
<td>Blank</td>
<td>Full record, derived from physical inspection of the cataloged item. Record created by Library of Congress (LC), Nation Library of Canada (NLC), British Library (BL), National Library of</td>
</tr>
<tr>
<td>ELvl</td>
<td>Encoding level</td>
<td>I</td>
<td>Full record, derived by physical description of the cataloged item. Record created by other libraries</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>---</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Source</td>
<td>Cataloging Source (Creator of the original cataloging record)</td>
<td>Blank</td>
<td>Library of Congress (DLC)</td>
</tr>
<tr>
<td>Source</td>
<td>Cataloging Source</td>
<td>b</td>
<td>National Library of Medicine (NLM)</td>
</tr>
<tr>
<td>Source</td>
<td>Cataloging Source</td>
<td>d</td>
<td>Non-LC Cataloging (other libraries)</td>
</tr>
<tr>
<td>Audn</td>
<td>Target Audience</td>
<td>See the Evergreen Indiana Standards listed in the chart under Audience Field in the Fixed Fields for detailed information</td>
<td></td>
</tr>
<tr>
<td>Ctrl</td>
<td>Type of Control</td>
<td>Blank</td>
<td>No specific type of control (i.e. not archival)</td>
</tr>
<tr>
<td>Lang</td>
<td>Language</td>
<td>eng (for English)</td>
<td>Lang are in the fixed fields contains a three-letter code for the language of the work. To find the correct code, you may check the Cataloging Calculator at the following link: <a href="http://www.loc.gov/marc/languages/">http://www.loc.gov/marc/languages/</a></td>
</tr>
<tr>
<td>BLvl</td>
<td>Bibliographical level</td>
<td>a</td>
<td>Component, monograph (a bibliographic unit contained in another bibliographic unit such as a short story in a collection of short shorts can be cataloging separately)</td>
</tr>
<tr>
<td>BLvl</td>
<td>Bibliographical level</td>
<td>b</td>
<td>Component part, serial (an issue of a journal with a specific theme which can be cataloged separately)</td>
</tr>
<tr>
<td>BLvl</td>
<td>Bibliographical level</td>
<td>m</td>
<td>Monograph</td>
</tr>
<tr>
<td>BLvl</td>
<td>Bibliographical level</td>
<td>s</td>
<td>Serials</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>Blank</td>
<td>None of the following (see forms below) or not applicable (if dealing with the original printed books)</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>a</td>
<td>Microfilm</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>d</td>
<td>Large print</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>b</td>
<td>Braille</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>r</td>
<td>Regular print reproduction (for example, a photocopy)</td>
</tr>
<tr>
<td>Form</td>
<td>Form of Item</td>
<td>s</td>
<td>Electronic</td>
</tr>
<tr>
<td>Conf</td>
<td>Conference Publication (one-character code that indicates whether the item consists of proceedings, reports or summaries of a conference)</td>
<td>0</td>
<td>Not a conference publication</td>
</tr>
<tr>
<td>Conf</td>
<td>Conference Publication</td>
<td>1</td>
<td>Conference publication</td>
</tr>
<tr>
<td>Biog</td>
<td>Biography</td>
<td>a</td>
<td>Individual autobiography</td>
</tr>
<tr>
<td>Biog</td>
<td>Biography</td>
<td>c</td>
<td>Collective biography or autobiography (i.e. Who’s Who)</td>
</tr>
<tr>
<td>Biog</td>
<td>Biography</td>
<td>d</td>
<td>Contains biographical information (has to be part of the text, not just the author’s info from the dust jacket.</td>
</tr>
<tr>
<td>Biog</td>
<td>Biography</td>
<td>Blank</td>
<td>Not biographical material</td>
</tr>
<tr>
<td>MRed</td>
<td>Modified Record Code</td>
<td>Blank</td>
<td>Record not modified</td>
</tr>
<tr>
<td>Ctry</td>
<td>Country of Publication, Production or Execution</td>
<td>inu Indiana</td>
<td>CTRY contain a two- or three-character code that represents the state of country of publication. Needs to match the first city in the</td>
</tr>
</tbody>
</table>
260 field. To find the correct code, you may check the Cataloging Calculator at the following link: [http://www.loc.gov/marc/countries/](http://www.loc.gov/marc/countries/)

<table>
<thead>
<tr>
<th>Cont</th>
<th>Nature of Contents</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Nature of Contents (up to 4 codes can be used, recorded in alphabetical order)</td>
<td>Abstracts/Summaries (entire publication is a compilation of abstracts or summaries)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Nature of Contents</td>
<td>All or part of the item is a bibliography (on a specific topic) or contains bibliographies. (If the item contains bibliographical references, the bib record needs a 504 field.</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Nature of Contents</td>
<td>Catalog (entire publication is a catalog)</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Nature of Contents</td>
<td>Dictionaries (entire publication is a dictionary; also used for Glossaries and Gazetteers)</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Nature of Contents</td>
<td>Encyclopedias (entire publication is an encyclopedia)</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Nature of Contents</td>
<td>Handbooks (entire publication is a handbook to a specific topic)</td>
<td></td>
</tr>
<tr>
<td>g</td>
<td>Nature of Contents</td>
<td>Legal articles</td>
<td></td>
</tr>
<tr>
<td>h</td>
<td>Nature of Contents</td>
<td>Indexes (Item is an index or contains an index to bibliographical material other than itself)</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Nature of Contents</td>
<td>Patent document</td>
<td></td>
</tr>
<tr>
<td>j</td>
<td>Nature of Contents</td>
<td>Discographies</td>
<td></td>
</tr>
<tr>
<td>l</td>
<td>Nature of Contents</td>
<td>Legislations (the item is or contains full or partial texts of enactments of legislative bodies or texts of rules or regulations issued by executive or administrative bodies)</td>
<td></td>
</tr>
<tr>
<td>m</td>
<td>Nature of Contents</td>
<td>Theses (Item is a theses, dissertation or work identified as having been created to satisfy the requirements for an academic certification or degree)</td>
<td></td>
</tr>
<tr>
<td>o</td>
<td>Nature of Contents</td>
<td>Reviews (Publication is a book review is primarily a compilation of books reviews)</td>
<td></td>
</tr>
<tr>
<td>r</td>
<td>Nature of Contents</td>
<td>Directories (entire publication is a directory)</td>
<td></td>
</tr>
<tr>
<td>s</td>
<td>Nature of Contents</td>
<td>Statistics (entire publication is a compilation of statistical data)</td>
<td></td>
</tr>
<tr>
<td>Blank</td>
<td>Nature of Contents</td>
<td>No specific nature of content (the nature of the contents does not need a special code)</td>
<td></td>
</tr>
<tr>
<td>Blank</td>
<td>Government Publication Codes</td>
<td>Not a government publication</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Government Publication Codes</td>
<td>Federal/National (jurisdictional level)</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Government Publication Codes</td>
<td>International intergovernmental</td>
<td></td>
</tr>
<tr>
<td>l</td>
<td>Government Publication Codes</td>
<td>Local</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Government Publication Codes</td>
<td>State, provincial, territorial, etc. (can be used for a State University publication)</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Literary Form</td>
<td>Not fiction</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Literary Form</td>
<td>Fiction (in the generic sense)</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Literary Form</td>
<td>Comic strips</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Literary Form</td>
<td>Novels</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Literary Form</td>
<td>Letters</td>
<td></td>
</tr>
<tr>
<td>j</td>
<td>Literary Form</td>
<td>Short Stories</td>
<td></td>
</tr>
<tr>
<td>p</td>
<td>Literary Form</td>
<td>Poetry</td>
<td></td>
</tr>
</tbody>
</table>
### Index (Indx)

- **Index** (indicates whether the work contains an index to its own contents)
  - **0** No index
  - **1** Book contains an index or multiple indexes

### Description (Desc)

- **Description Cataloging Form**
  - **a** Evergreen Indiana requires that library use Descriptive Cataloging Form A (Record follows AACR2)

### Festschrift (Fest)

- **Festschrift** (a collection of two or more essays published in honor of a person, an institution, or a society)
  - **0** Not a festschrift
  - **1** Festschrift

### Type of Date (DtSt)

- **Type of Date**
  - **s** Single known date/probable date
  - **m** Multiple dates (used for multivolume sets not published at once)
  - **q** Questionable date (a range of years is the only date that can be specified (i.e. between 1970 and 1979)
  - **r** Reprint/reissue and original date of publication
  - **t** Publication date and copyright date

### Dates (Dates)

- **Date 1, Date 2**
  - "Dates" represents two elements: Date 1 and Date 2. Each date consists of four digits, and the dates are separated by a comma. The contents of DATE 1 and DATE 2 depend upon the value of the "DtSt" (Type of Date) code. Only numbers, blanks and the letter "u" are accepted

**Examples:**

- **DtSt: s** Dates: 1976, 1970. **(Note: do not retain the copyright symbol in the fixed field for c1976)**
  
  
  *(Copyright date from publication)*

- **DtSt: m** Dates: 1976,1978
  
  
  300 __  2 v. ; |c 25 cm.

- **DtSt: q** Dates: 1970,1979
  
  260 __  Boston : |b Macmillan, |c [197-].

- **DtSt: r** Dates: 1976,1970
  
  

- **DtSt: t** Dates: 1976,1975
  
Please note that in Evergreen Indiana:

“Desc: a” Required.
“Enc_Lvl: “k” or higher Required.

Audience Field in the Fixed Field in Evergreen Indiana

Because of the search filters, entering a value in the Audience field is required for all new records added to Evergreen Indiana, not optional. When adding holdings to existing records, remember to check that the fixed fields are correctly coded, and add a value to the Audience field if none is there. The codes for the Audience field are also tied to the 521 Audience field in the variable fields in the MARC record as well. The rules for use the codes for the audience field are as follows:

- **Unknown or unspecified.** A blank audience field indicates unknown or unspecified. The target audience for the item not known or not specified. EI: Unspecified should not be used.
- **Preschool.** The item is intended for children, approximate ages 0–5 years. EI: Should be used for board books.
- **Primary.** The item is intended for children, approximate ages 6–8 years.
- **Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year. EI: Fields a, b, and c indicate specific age groups for children. Please use these if a target audience is indicated on the item. If no age is indicated, use of a, b, and c is optional, except for board books, and j may be used for juvenile materials.
- **Adolescent.** The item is intended for young people, approximate ages 14–17 years. EI: This should be used for young adult/teen items.
- **Adult.** The item is intended for adults. EI: This should be used for books and audiobooks in adult collections. e should also be used for Rated R and Unrated movies. Movies which are Not Rated, as opposed to Unrated, may be assigned an audience as appropriate. e also may be appropriate for music with adult language and content.

**Specialized.** The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:

- Items which address a limited audience, e.g., the employees of a single organization.
- Technical software or sound recordings geared to a specialized audience.
- Training films intended for the special education of the physically or mentally handicapped.

- **General.** The item is of general interest and not aimed at an audience of a particular intellectual level. Use for items that are not covered more appropriately
by the other codes. EI: g is used for movies rated g, pg, and pg-13. Most music, unless aimed at a specific audience or containing adult material, will also get a designation of g.

**Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is **not** desired. EI: Use for juvenile materials without a specific target audience.

The filters for item form, item type, literary form, and language also depend on proper encoding of the corresponding fields in the fixed fields.

Please refer to the following site as a useful reference when encoding fixed fields:

**Variable Fields:**

**020 ISBN** Required if found on piece. Evergreen Indiana requires that both the 10-digit and the 13-digit ISBN be present in the MARC record if they are found on the material being catalog. For those libraries using OCLC, the OCLC software will create the 13-digit ISBN when the 10-digit ISBN is entered into the 020 field in the MARC record and vice versa. When the record is update and save, both ISBN numbers will be present.

**100 Personal Author Main Entry.** Required if found on piece. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

**245 Title**

$\text{a Mandatory.}$

$\text{b Required if found on piece.}$

$\text{c Required if applicable.}$

**250 Edition statement**

Mandatory if found on piece. Use abbreviations:

250 $1^{st} \text{ ed.}, 2^{nd} \text{ ed.}, 3^{rd} \text{ ed.}, \text{ Rev. ed.}, \text{ etc. (not First Edition, Second ed…)}$

**260 Publishers Information**

$\text{a Mandatory}$
$b Mandatory
$e Mandatory

Use AACR2R abbreviations for names of states/provinces if they are spelt out in full on piece:

On piece: Hollywood, California.

Use the U.S. Postal Codes for the states/provinces if they appear in the form on the materials being catalog:

On piece: Hollywood, CA
In record: 260 __ Hollywood, CA

For a list of abbreviation of states/provinces’ names: see AACR2R Appendix B14.

Helpful link for the AACR2 abbreviations and Postal Code:


**Published Materials:**

If place of publication is unknown, use [S.l.]:


If publisher is unknown, use $b [s.n.]:


If both place of publication and publisher are unknown, use:


If dates are unknown, make a guess based on information you may find on the item and put it in brackets. Most common scenerios:

260 Mukilteo, WA: $b LRS, $c [2000]

260 [S.l. : $b s.n., $c 2000?]
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260 Mukilteo, WA : $ LRS, $c [198u?]  
260 Mukilteo, WA: $ LRS, $c [19uu?]  
260 Mukilteo, WA : $ LRS, $c [1980-1990?]  
260 Mukilteo, WA : $ LRS, $c [-1980?]  
260 Mukilteo, WA : $ LRS, $c [1980-?]  

Unpublished/locally assembled materials:

Enter only subfield $c date, either real or estimated, in 260 field as follows:

260 $c 2000.  
260 $c [2000?]  
260 $c [2000-]  

300 Physical description

Mandatory (except for Vertical files)

$a. For unpaged books, follow LC practice:

300 1 v. (unpaged)

For materials with irregular paging numbers or with different numbering systems:

300 1 v. (various pagings)

For printed materials with text only on one side of a page, use, 300 (number) leaves:

300 345 leaves

$b. Illustrations:

If all color:

300 45 p. : $b col. ill. ; $c 22 cm.

If some color some blank and white:
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300 45 p.: $b ill. (some col.) ; c 22 cm.

490/8xx series fields

Mandatory if applicable.

Evergreen Indiana follows the policy established by the Program for Cooperative Cataloging (PCC) which went into effect on October 24, 2008.

This policy states that the 440 field is obsolete. Series statements should now be transcribed in the 490 field as the series appears on the material being cataloged following the definitions as defined below by the PPC.

**490 Field 1st Indicator:** Series tracing policy

The 1st indicator of the 490 field indicates if the series has no corresponding added entry (not traced) or the series has a corresponding 800-830 series added entry field (series traced differently).

**0 - Series not traced**

If no series added entry is desired for the series, use the 490 0_ format. Example:

490 0_ $a Pelican books

*[No 800-830 field in record.]*

**1 - Series traced**

When value 1 is used, the appropriate field 800-830 is included in the bibliographic record to provide the series added entry.

440 _0 Rulers, scholars, and artists of the Renaissance (Obsolete way of transcribing the series)

The obsolete 440 series statement shown above should now be changed to the 490/8xx tagging as shown below:

490 1_ Rulers, scholars, and artists of the Renaissance
830 _0 Rulers, scholars, and artists of the Renaissance.

Even though the two fields are now identical, they should both appear in the MARC record.
490 1_ Irish trilogy
800 1_ Roberts, Nora. $t Irish trilogy.

490 1_ The Baby-sitters Club ; $v #100
800 1_ Martin, Ann A., $d 1955- $t Baby-sitters Club ; $v #100.

When importing a new record into Evergreen or when adding your holdings to a bibliographic record already in the system, catalogers should edit the MARC record to make sure that the obsolete 440 tags have been changed according to the procedures established above.

Please check the Evergreen Indiana database to see if the series has already been established. Please check the authority files at LOC or OCLC for an established series title. If so, make the 8xx field match the established series. If the series has not been established in Evergreen Indiana, but should be traced, please establish the series by using other series already established as guidelines. Series that have variations in the title or series written by a single author should be traced. Since our patrons might want the works in that series in another format, such as audiobook or large print, the established 8xx field should be added to all manifestations of the work.

Since it is really useful to patrons, Evergreen Indiana catalogers are encouraged to add the numeration for un-numbered series in square brackets in the 490 0_ and the 490 1_ fields and without the brackets in the 830 0_ field. This will help our patrons read the books in the order in which the author intended the books to be read. In order to find the correct sequence for the series if it is un-numbered, you may check other resources, such as NoveList or the author’s website. Please remember if you add the numeration for these un-numbered series, you should also add a 500 note stating where the information was found. Example:

490 1_ $a Danger zone ; $v [1]
500 $a Series numeration taken from NoveList.
800 1_ $a Gilman, David. $t Danger zone ; $v 1.

For further examples on creating the 490 and 8xx fields, refer to the following links:

http://www.loc.gov/catdir/pcc/Field440.pdf
http://www.loc.gov/marc/bibliographic/bd490.html

504 Bibliographical Notes Field

Mandatory if the information in contained in the material being cataloged. The information should be transcribed according to Library of Congress.

In legacy records, the bibliography might appear as:
However, the current practice by the Library of Congress is to transcribe the information in the following way:

504 Includes bibliographical references (p. 129-135).

505 Content Notes

Optional, except for collections such as short stories, music sound recordings, etc. Evergreen Indiana encourages catalogers to put 505 contents notes into bibliographical records in order to make things like song contents in songbooks, short stories or plays in anthologies. This will make more obscure titles become searchable via keyword in Evergreen Indiana and will help our patrons.

A typical 505 field:

505 0_ Dying for franjibelle -- Tug of war -- The joyride -- The secrets of lizard magic -- The street boy -- The glass room -- You must, you must, you must -- Satanium -- Behind the mirror -- The path.

521 Audience field

Optional, but the cataloger is strongly encouraged to use this field in tangent to the Audience field in the Fixed Fields. See Section on Audience Field in the Fixed Field in Evergreen Indiana.

The 521 audience field is the variable field in which to record information which is tied to the suggested age level, reading level and ratings standards for the material being cataloged. This field, if applicable to the material being cataloged, must correspond to the Audience code in the Fixed Fields and should be entered into bibliographical records. See Fixed Fields.

The first indicator in the 521 field indicates the information to be recorded in the field.

First Indicator

Display constant controller

# (blank) - Audience
0 - Reading grade level
1 - Interest age level
2 - Interest grade level
3 - Special audience characteristics
4 - Motivation/interest level
8 - No display constant generated
When the audience information is displayed on the material being cataloged, the information should be recorded in the 521 field and the Audience code in the Fixed Fields should follow Evergreen Indiana procedures. For example:

On book: Ages 3-5 years 521 1_ 3-5 years. Audience code: a

When cataloging DVDs or Videos the 521 field is the place to record the MPAA rating given the material being cataloged. These ratings include the following: G, PG, PG-13, R, Unrated and Not Rated. The cataloger is strongly encouraged to enter the rating system from another country as well if that rating is on the DVD or video packaging. Here are some examples:

521 8_ MPAA rating: PG.
521 8_ Canadian movie rating: G.
521 8_ MPAA rating: R.
521 8_ Unrated.
521 8_ Not rated.

The ratings in the 521 8_ code for DVDs and videos are tied to the Audience code in the Fixed Fields. In Evergreen Indiana materials rated G, PG and PG-13 should have a “g” in the Audience code in the Fixed Fields. DVDs and videos rated R or Unrated should have an “e” in the Audience code in the Fixed Fields. DVDs and videos with are not rated will need to have the Audience code reflect the interest level for which the materials are intended. For example, an DVD entitled Charlie Brown’s Thanksgiving might have a 521 8_ Not rated, but have a “g” in the Audience code. Or the movie Schindler’s list might have a 521 8_ Not rated, but have an “e” in the audience code. The cataloger will have to make a judgment call based on the use of the Audience codes in Evergreen Indiana. See Fixed Fields.

For more information, please refer to the following link:

http://www.loc.gov/marc/bibliographic/concise/bd521.html

Lexile Measurements

On October 1, 2009, the Evergreen Indiana Cataloging Committee approved adding the Lexile measurements to the MARC records. These are measurements which are assigned to the title and ISBN of a specific book. Lexile Measurements are constant, even though reading programs which are based on them may change point values. Hence, the Lexile measurement themselves may be added to the MARC records, but the reading program information may not be added. (See the note on the 526 Study Program Information Note field, Evergreen Indiana Procedures Guide, p. 2.20).
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The Lexile measurements for a title and specific ISBN may be found on the MetaMetrics, Inc. website. The following link can be used to get to the search screen in order to find the Lexile measurements for specific titles and their associated ISBN.


The 521 Audience Field is the appropriate place to enter Lexile measurements. Here are some examples of to do this:

521 8_ $a Lexile: 890.

521 8_ $a Lexile: 690.

521 8_ $a Lexile: 440.

Since the Lexile measurement is tied to a specific title and associated ISBN, the number for the measurement number should NOT be copied to another MARC record for the title. Each edition of the book may have its own Lexile measurement.

526 – Study Program Information Note

At the March 9, 2009 meeting of the Evergreen Indiana Cataloging Committee it was decided to abandon the practice of using the 526 Study Program Information Note. Since there is no one single reading program in use throughout the State of Indiana with the same reading levels and points values, the Cataloging Committee felt that any information input into this field could be inaccurate and misleading to the patrons in all of the libraries which are members of the Evergreen Indiana. The Cataloging Committee has recommended that any fields containing information on Accelerated Reader or Reading Counts should be deleted from the MARC records when catalogers are editing these records. At present time the information may be found in the 526 tag as well as in some 590 and 650 tags. Please delete these fields from the MARC records.

6xx Subject Heading Fields:

Evergreen Indiana Certified Catalogers (Cat-1) are required to use at least one established (LCSH) heading to a bibliographic record. We would like to re-state our procedures for subject headings at this point:

Adding Library of Congress Subject Headings:
Catalogers are encouraged to add additional subject headings, including those found in the records of other formats of the titles (i.e. audiobooks, large print, etc.)

Local subject headings and other local practices:
No information of a strictly local nature should be added to any bibliographic record. Such data may include gift or donor information, information about the physical condition, information about the binding, location about an item, access restrictions, etc. Such local information can be put at copy level via “Copy Note” function on the Copy Editor Screen. If any such information is discovered in a bibliographic record, it should be removed since it would not be possible to determine to which copy/ies it might apply. If the person who makes the discovery does not possess an authorization level that allows for such deletion, it should be reported to the library’s Cat-1 or to the Evergreen Indiana Cataloging Committee if further assistance is needed.

Local authors, artists, musicians, actors: You may add the subject headings for Indiana authors, Indiana actors, Indiana musicians, etc. to in-coming records for materials falling into this category in the following manner:

650 0 Authors $z Indiana.
650 0 Musicians $z Indiana.
650 0 Actors $z Indiana.
650 0 Artists $z Indiana.

You may also add subject headings for these same categories for authors who live or have lived in your county or city in the following manner:

650 0 Authors $z Indiana $z Hendricks County.
650 0 Authors $z Indiana $z Plainfield.

655 Genre Headings

Adding Genre Headings are optional, but strongly encouraged. Evergreen Indiana Catalogers should consult the genre headings lists created by the Library of Congress or

Link to the Library of Congress Genre headings:
http://www.hahnlibrary.net/libraries/formgenre.html

Link to GSAFD Genre headings:
http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19

Link to OCLC MARC 21 standards for using Genre headings:
http://www.oclc.org/bibformats/en/6xx/655.shtm

7xx Added Entry Headings

Required if found on material being cataloged. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the
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materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

8xx Series Added Entries

Required if applicable. See the procedures under the 490/8xx Series fields.

856 Electronic Location/Access

In Evergreen Indiana, the 856 Electronic Location and Access field is optional, but catalogers are encouraged to add this information to the bibliographic records since this is a linking field which allows patrons to use the MARC record to access other information on the World Wide Web by clicking on the link.

Definition

The information required to locate and access an electronic item. Use field 856 in a bibliographic record for a resource when that resource or a subset of it is available electronically. In addition, use field 856 to locate and access an electronic version of a non-electronic resource described in the bibliographic record or a related electronic resource.

Repeat field 856 when the location data elements vary (the URI in subfield ‡u or subfields ‡a, ‡b and ‡d, when used) and when more than one access method is used. Repeat field 856 also when different portions of the item are available electronically, mirror sites are recorded, different formats/resolutions with different URIs are indicated and related items are recorded.

1st Indicator

Access method. The access method to the electronic resource. If the resource is available by more than one access method, repeat the field with data appropriate to each method. The methods defined are the main TCP/IP (Transmission Control Protocol/Internet Protocol) protocols.

When recording a URI in subfield ‡u, the value corresponds to the access method (URI scheme) which is also the first element in the URI string.

No information provided. No information about the access method is provided.

E-mail. Access to the resource is through e-mail. Include information on subscribing to an electronic journal or electronic forum through software intended to be used by an e-mail system.

856 0 ‡u mailto:ejap@phil.indiana.edu ‡i ejap subscription
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1 FTP. Access to the resource is through File Transfer Protocol (FTP).
856 1 ‡u ftp://path.net/pub/docs/um2urc.ps

Remote login (Telnet). Access to the resource is through remote login (Telnet).
You may include information in the subfields to enable users to connect to the
resource electronically. (This is equivalent to a URI telnet: scheme.)
856 2 ‡u telnet://pucc.princeton.edu ‡n Princeton University, Princeton, N.J.

Dial-up. Access to the electronic resource is through a conventional telephone line
(dial up). Use subfields to record information that may enable the user to connect to
the resource.
856 3 locis.loc.gov ‡b 140.147.254.3 ‡m lconline@loc.gov ‡t 3270 ‡t line mode
(e.g., vt100) ‡v M-F 6:00 a.m.-21:30 p.m. USA EST, Sat 8:30-17:00 USA
EST, Sun. 13:00-17:00 USA EST

HTTP (Hypertext Transfer Protocol). Access to the electronic resource is
through Hypertext Transfer Protocol.
856 40 ‡u http://jefferson.village.virginia.edu/pmc/contents.all.htm

Method specified in subfield ‡ 2. Access to the resource is through a method other
than the defined values and for which an identifying code is given in subfield ‡2.
856 7 ‡3 b&w film copy neg. ‡d dag ‡f 3d01926 ‡2 file

2nd Indicator

Relationship. The relationship between the electronic resource at the location identified
in field 856 and the item described in the record as a whole. Use subfield ‡3 to provide
further information about the relationship if it is not a one-to-one relationship.

No information provided. No information is provided about the relationship of the
electronic resource to the bibliographic item described by the record.

Resource. The electronic location in field 856 is for the same resource described by
the record as a whole. In this case, the item represented by the bibliographic record
is an electronic resource. If the data in field 856 relates to a constituent unit of the
resource represented by the record, use subfield ‡3 to specify the portion(s) to
which the field applies. The display constant Electronic resource: may be provided.
245 10 Proceedings of the Seminar on Cataloging Digital Documents, October 12-
14, 1994 ‡h [electronic resource] / ‡c University of Virginia Library,
Charlottesville, and the Library of Congress
856 40 ‡u http://lcweb.loc.gov/catdir/semdigdocs/seminar.html

Version of resource. The location in field 856 is for an electronic version of the
resource described by the record. In this case, the item represented by the
bibliographic record is not electronic, but an electronic version is available. If the
data in field 856 relates to a constituent unit of the resource represented by the
record, use subfield ‡3 to specify the portion(s) to which the field applies. The
display constant Electronic version: may be provided.
245 00 American quarterly.
856 41 ‡u http://muse.jhu.edu/journals/american_quarterly/
Related resource. The location in field 856 is for an electronic resource related to the bibliographic item described by the record. In this case, the item represented by the bibliographic record is not the electronic resource itself. Use subfield ‡3 to further characterize the relationship between the electronic item identified in field 856 and the item represented by the bibliographic record as a whole. The display constant Related electronic resource: may be provided.

Limit use to electronic resources that have a specific bibliographic relationship to the resource described in the body of the record. This would include links to such resources as a finding aid for an archival collection or the Web site of a musical group on a bibliographic record for a sound recording. This would not, however, include Web sites that have merely a general subject relationship to the resource.

245 00 ‡k Papers, ‡f 1932-1970 ‡g (bulk 1932-1965)
856 4 2 ‡ 3 Finding aid ‡ u http://lcweb2.loc.gov/ammem/ead/jackson.sgm
245 10 White blood cells ‡h [sound recording] / ‡c the White Stripes.
856 4 2 ‡ 3 Song lyrics ‡ u http://www.whitestripes.com/discs/wbc.html
8 No display constant generated. The value that specifies that a display constant is not generated.

For more information on the 856 tag, please see the following:
http://www.loc.gov/marc/bibliographic/bd856.html

Large Print materials in Evergreen Indiana

When adding large print materials, you will need to add a large print statement to the 300 field (after the pagination) as well as including a genre heading of "Large type books."

245 10 Against medical advice : $b a true story
300 xii, 348 p. (large print) ; $c 25 cm.
655 _0 Large type books.

If applicable, you may also include an edition statement (250 field) indicating that the item is a large print edition:

250 __ Large print ed.

Since Evergreen displays the 300 field in the search results (and will also display the edition statement, if present), it is not necessary to add any GMD information, (ie, $h[text
(large print)]] to the 245 field, and such GMD fields should be deleted from existing records. A patron will easily be able to tell which item is the large print version.

Remember to add "d" to the fixed fields entry labeled "Form." This indicates that the item is large print and will be helpful with filtered searching. If the "d" is not present, the item will not appear in a search that has been filtered to show only large print items.

**Foreign Language Videos and DVDs in Evergreen Indiana**

The Evergreen Indiana Cataloging Committee has established the following procedures for cataloging foreign language videos and DVDs: The 245 $a should contain the title of the film as it is reflected on the DVD or video container. Whether the title on the container is in English or in the foreign language, this will be the title by which the film is most commonly known in the United States. Hence, the cataloger should use the title on the container as the title proper and transcribe it in the 245 $a. The parallel title should be transcribed in the 245 $b. A 246 should be added to the MARC record for the parallel title and a 500 note should be added to the record of the source from which both of the titles were taken. Here are some examples:

245 00 Life is beautiful $h [videorecording] = $b La vita è bella

246 30 Vita è bella

500 __ Title from container; parallel title from title frame.

245 00 Chocolat $h [videorecording] = $b Chocolate

246 30 Chocolate

500 __ Title and parallel title from container.

**Digital Copy Discs for Books on CD and DVDs in Evergreen Indiana**

The Evergreen Indiana Cataloging Committee has approved the following policy for extra digital copy discs included with books on CD and DVDs:

If the DVD or the book on CD comes with a one-time only downloadable disc, please pull that disc from the packaging and do not include it in the MARC record.

Here is an example: A DVD arrives in the library. The first disc is the movie itself and all of the special features. The second disc contains a copy of the movie which can be
downloaded one time onto a computer or MP3 player. The second disc should be pulled from the container.

The 300 field of the MARC record for this DVD should be the following:

300 __ $a1 videodisc (102 min.) :$b sd., col. ;$c 4 3/4 in.

This same process should be when a book on CD comes with a **one-time only** downloadable disc of the book or another book to a computer or a MP3 player. The disc containing the one-time only downloadable book should be removed from the packaging and should not be indicated in the MARC record. A book on CD arrives in the library. The first 11 discs contain the sound recording of the book on CD. There is a 12th disc which the cover indicates is the **one-time only** downloadable copy of the book for a MP3 player plus an excerpt from another book by the author. That disc should be pulled from the container.

The 300 field of the MARC record for this book on CD should be the following:

300 __ $a11 sound discs : $b digital ; $c 4 ¾ in.

If the digital disc for this book and/or another book can be downloaded **more than one**, please keep the disc with the packaging and record its existence in the MARC record.

**Monthly Comics in Evergreen Indiana**

In order to help our patrons find comic books that are published monthly, these items should be cataloged like other monthly periodicals. A record for each new title should be added to the catalog, and holdings for individual issues should be attached to the title record.

Here is an example of the MARC record for such a comic:

245 00. $a Superman : $b world of new Krypton.

260 __. $a New York : $b DC Comics, $c 2009-

300. __ $a v. : 4b col. ill. ; $c 29 cm.

310 __. $a Monthly

362 0_ $a No. 1 (May, 2009)-
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500 __. $a Title from indicia.

650 _0. $a Comic books, strips, etc.

650 _0. $a Superman (Fictitious character) ‡vComic book, strips, etc.

710 2_. $a DC Comics.

For information on how to add each issue as a volume, See Chapter 23 in the Evergreen Indiana Training Manual for Adding Magazine Issues)

**Cataloging Kits in Evergreen Indiana**

The Evergreen Indiana Cataloging Committee has approved the following policy for cataloging kits:

If one of the items in a group of items sold as a package seems to be the primary material, base the catalog record on that item. If the kit contains media and a book which seem to be of equal importance, prefer the media as the most important item.

Here are a few examples:

A book which comes with a CD in the back of the book:

100 1_ $a Canyon, Christopher.
245 10 $a John Denver's Grandma's feather bed / $c adapted and illustrated by Christopher Canyon.
246 30 $a Grandma's feather bed
250 __ $a 1st ed.
300 ___ $a 1 v. (unpaged) : $b ill. ; $ c 28 cm. + $e 1 sound disc (digital ; 4 3/4 in.)
520 ___ $a A picture book adaptation of the song written by Jim Connor, and made popular by John Denver, which celebrates the fun of visiting grandmother's house. Includes facts about Connor and Denver, their grandparents, and their music.
650 _0 $a Children's songs $z United States $v Texts.
650 _1 $a Beds $v Songs and music.
700 1_ $a Denver, John.
700 1_ $a Connor, Jim, $d 1938-

A book and sound recording which come in a bag and both are equally important:

100 1_ $a Creech, Sharon.
245 12 $a A fine, fine school $h [sound recording] / $c by Sharon Creech.
300 __ $a 1 sound cassette : $b analog + $e 1 book (1 v. (unpaged) : col. ill. ; 29 cm.).
508 __ $a Music, Chris Obie.
511 0 __ $a Narrated by Harry Bliss.
518 __ $a Recorded at ACME Recording Studios, Mamaroneck, N.Y.
520 __ $a When a principal loves his school so much that he wants the children to attend classes every day of the year, it's up to his students to show him free time is a good thing, too.
650 _1 $a Schools $v Fiction.
650 _1 $a School principals $v Fiction.
650 _0 $a Schools $v Juvenile fiction.
650 _0 $a School principals $v Juvenile fiction.
700 1 _ $a Bliss, Harry, $d 1964-