

Basic Cataloging 101...

[Note: the ^, *, @, # symbols indicate footnotes.]

010 __ = Library of Congress Control Number
020 __ = ISBN
^050 04 = LC classification number
^082 04 = Dewey classification number
^090 __ = Local LC classification number
^092 __ = Local Dewey classification number
100 1_ = Author surname, first name, |d birth-death date.
*245 __ = Title : |b subtitle / |c statement of responsibility (author's name ; illustrated by... ; photography by ...).
250 __ = Edition statement
260 __ = Place published : |b Publisher name, |c date published or copyright date.
300 __ = Pagination or volumes : |b ill. ; |c size. + |e supplemental materials
336 __ = RDA field, Content type term |b content type code |2 source
337 __ = RDA field, Media type term |b media type code |2 source
338 __ = RDA field, Carrier type term |b carrier type code |2 source
@490 0_ = Series statement ; |v volume or part number
500 __ = Note field (Example: Includes index.)
#505 __ = Contents note
650 0_ = Subject heading (refer to LCSH or **authorities.loc.gov** for help)
700 1_ = Additional authors (refer to **authorities.loc.gov** for help)

^You are not required to include these MARC tags in short bibs you create. These have been included so you'll know where to look for classification numbers in a MARC record.

*1st indicator = 0 if no 100/110 field present
*1st indicator = 1 if there is a 100/110 field present.
*2nd indicator = 0-9; depends on title and *which letter* you want SIRSI to index title by.
*|c Statement of responsibility can also include: directed by, produced by, written by (think videos & DVDs), or who illustrated it (think juvenile books)

@490 __ = Series not traced or is traced differently. (Refer to Bibliographic Formats and Standards for this one.)

#1st indicator = 2 if contents note is partial or incomplete
#1st indicator = 0 if contents note is complete
#1st and 2nd indicator both = 0 if contents note is enhanced. Enhanced contents will have a |t before each title and |r before each note of responsibility.
Ex. 505 00 |t Essay or chapter title / |r Author -- |t Essay or chapter title / |r Author.

ALWAYS refer to Bibliographic formats and standards for tag and indicator help at

<http://www.oclc.org/bibformats/en> or <http://www.loc.gov/marc/bibliographic>

Need help with RDA? Refer to Colleen's RDA shortcuts at

http://www.nccommunitycolleges.edu/sites/default/files/library-services/rda_cheat_sheet_shortcuts.docx

NOTE: If you create a record and include RDA fields 336-338, then you'll need to change the Desc fixed field from "a" to "l".