MARC 21 Reference Materials

Part VII:

A Summary of Commonly Used MARC 21 Fields

This is a summary of the MARC 21 tags used most frequently by libraries in entering their own bibliographic records. For full listings of all MARC 21 tags, indicators, and subfield codes, see *MARC 21 Format for Bibliographic Data*.

In the explanations on these pages:

Tags -- The tags (3-digit numbers) are followed by the names of the fields they represent. In this summary, and in the *MARC 21 Format for Bibliographic Data*, if a tag can appear more than once in one bibliographic record, it is labeled repeatable (R). If it can only be used once, it is labeled non-repeatable (NR). For example, a catalog record can have several subjects, so the tags for subject added entries (6XX) are labeled repeatable (R).

Indicators -- The use of indicators is explained in fields where they are used. Indicators are one-digit numbers. Beginning with the 010 field, in every field -- following the tag -- are two character positions, one for Indicator 1 and one for Indicator 2. The indicators are not actually defined in all fields, however. And it is possible that a 2nd indicator will be used, while the 1st indicator remains undefined (or vice versa). When an indicator is undefined, the character position will be represented by the character # (for blank space).

Subfield codes -- All the data in each field (beginning with the 010 field) is divided into subfields, each of which is preceded by a delimiter-subfield code combination. The most common subfield codes used with each tag are shown. Each subfield code is preceded by the character $, signifying a delimiter. The name of the subfield follows the code.

In general, every field MUST have a subfield 'a' (**$a**). One exception that is often seen is in Field 020 (ISBN), when the ISBN information (subfield **$a**) is unavailable but the price (subfield **$c**) is known. Some subfields are repeatable. In this summary, repeatability is noted for only the more common repeatable subfields.

Examples: Examples follow the explanation for each field. For clarity, one space has been placed between the tag and the first indicator, one space has been placed between the second indicator and the first delimiter- subfield code, and one space has been inserted between the delimiter-subfield code and the subfield data.

010 Library of Congress Control Number -- (LCCN)
(NR, or Not Repeatable

> *Indicators undefined.*
> *Subfield used most often:*
> > **$a** -- Library of Congress control number

```
   Example:    010 ##  $a ###86000988#
```

020 International Standard Book Number -- (ISBN)
(R, or Repeatable)

> *Indicators undefined.*
> *Subfields used most often:*
> > **$a** -- International Standard Book Number
> > **$c** -- Terms of availability (often a price)
> > **$z** -- Cancelled/invalid ISBN (R)

```
   Example:    020 ##  $a 0877547637
```

040 Cataloging source -- (NR)

> *Indicators undefined.*
> *Subfields used most often:*
> > **$a** -- Original cataloging agency
> > **$c** -- Transcribing agency
> > **$d** -- Modifying agency (R)

```
   Example:    040 ## $a DLC
                      $c DLC
                      $d gwhs
```

100 Main entry -- Personal name -- (primary author)
(NR; there can be only one main entry)

> *Indicator 1:* Type of personal name entry element
> > 0 -- Forename
> > 1 -- Surname (this is the most common form)
> > 3 -- Family name
>
> *Indicator 2 undefined.*
> > Indicator 2 became obsolete in 1990. Older records may display 0 or 1
>
> *Subfields used most often:*
> > **$a** -- Personal name
> > **$b** -- Numeration
> > **$c** -- Titles and other words associated with a name (R)

$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)

```
  Example:    100 1# $a Gregory, Ruth W.
                     $q (Ruth Wilhelme),
                     $d 1910-
```

130 Main entry -- Uniform title -- (NR)

Indicator 1: Nonfiling characters
    0-9 -- Number of nonfiling characters present (for initial articles, including spaces)
Indicator 2 undefined.
    Indicator 2 became obsolete in 1990. (See 100 above.)
Subfields used most often:
    $a -- Uniform title
    $p -- Name of part/section of a work (R)
    $l -- Language of a work
    $s -- Version
    $f -- Date of a work

```
  Example:    130 0# $a Bible.
                     $p O.T.
                     $p Psalms.
```

240 Uniform title (NR)

Indicator 1: Uniform title printed or displayed
    0 -- Not printed or displayed
    1 -- Printed or displayed (most common)
Indicator 2: Nonfiling characters
    0-9 -- Number of nonfiling characters present (for initial articles, including spaces)
Subfields used most often:
    $a -- Uniform title
    $l -- Language of a work
    $f -- Date of a work

```
  Example:    240 10 $a Ile mystérieuse.
                     $l English.
                     $f 1978
```

245 Title Statement (NR)

Indicator 1: Title added entry

(Should the title be indexed as a title added entry?)

    0 -- No title added entry

        (indicates a title main entry; i.e. no author is given)

    1 -- Title added entry

        (the proper indicator when an author given in 1XX; the most common situation)

Indicator 2: Nonfiling characters

    0-9 -- Number of nonfiling characters present, including spaces; usually set at zero, except when the title begins with an article; e.g., for *The robe*, the second indicator would be set to 4. The letters *T*, *h*, *e*, and the space following them are then ignored in alphabetizing titles. The record will be automatically filed under "*r*" -- for *Robe*.

Subfields used most often:

    $a -- Title proper

    $h -- Medium (often used for non-book media)

    $p -- Name of part/section of a work (R)

    $b -- Reminder of title (subtitles, etc.)

    $c -- Remainder of title page transcription/Statement of responsibility

```
Example:    245 14 $a The DNA story :
                   $b a documentary history of gene
                      cloning /
                   $c James D. Watson, John Tooze.
```

246 Varying form of title (R)

Indicator 1: Note/title added entry controller

    1 -- Note, title added entry

    3 -- No note, title added entry

Indicator 2: Type of title

    # -- No information provided

    0 -- Portion of title

    1 -- Parallel title

    4 -- Cover title

    8 -- Spine title

Subfield used most often:

    $a -- Title proper

```
Example:    246 3# $a Four corners power review
```

250 Edition statement (NR)

Indicators undefined.
Subfield used most often:

    $a -- Edition statement

```
    Example:     250 ## $a 6th ed.
```

260 Publication, distribution, etc. (Imprint) (R)

Indicator 1: Sequence of publishing statements
      # -- No information provided
Indicator 2: Undefined
Subfields used most often:
      $a -- Place of publication, distribution, etc. (R)
      $b -- Name of publisher, distributor, etc. (R)
      $c -- Date of publication, distribution, etc. (R)

```
  Example:     260 ## $a New York :
                   $b Chelsea House,
                   $c 1986.
```

300 Physical description (R)

Indicators undefined.
Subfields used most often:
      $a -- Extent (number of pages) (R)
      $b -- Other physical details (usually illustration information)
      $c -- Dimensions (cm.) (R)
      $e -- Accompanying material (for example, "teacher's guide" or "manual")

```
  Example:     300 ## $a 139 p. :
                   $b ill. ;
                   $c 24 cm.
```

440 Series statement / Added entry--Title
This field was made obsolete in 2008 to simplify the series statement. See 490 and 830.

490 Series statement (No added entry is traced from field) (R)

Indicator 1: Specifies whether series is traced (whether an 8XX tag is also present)
      0 -- Series not traced
      1 -- Series traced (8XX is in record)
Indicator 2 undefined.
Subfield used most often:
      $a -- Series statement (R)
      $v -- Volume number (R)

```
    Example:    490 1# $a Colonial American craftsmen
```

500 General note (R)

Indicators undefined.
Subfield used most often:
> **$a** -- General note (Used when no specialized note field has been
> defined for the information. Examples: Notes regarding the index; the
> source of the title; variations in title; descriptions of the nature, form,
> or scope of the item.)

```
 Example:    500 ##  $a Includes index.
```

504 Bibliography, etc. note (R)

Indicators undefined.
Subfield used most often:
> **$a** -- Bibliography, etc. note

```
 Example:    504 ## $a Includes bibliographical
                        references.
```

505 Formatted contents note (R)

Indicator 1: Type of contents note
> 0 -- Complete contents
> 1 -- Incomplete contents (used with multivolume set when some
> volumes are not yet published)
> 2 -- Partial contents

Indicator 2: Level of content designation
> # -- Basic

Subfield used most often:
> **$a** -- Formatted contents note

```
 Example:    505 0# $a Pride and prejudice -- Emma
                     -- Northanger Abbey.
```

520 Summary, etc. note (R)

Indicator 1: Display constant controller
> # -- Summary
> 1 -- Review

2 -- Scope and content
        3 -- Abstract
Indicator 2 undefined
Subfields used most often
        $a -- Summary, abstract, or annotation
        $b -- Expansion of summary note

```
Example:    520 ## $a This basic guide to parliamentary
                        procedure tells how to conduct
                        and participate in a meeting
                        properly.
```

600 Subject added entry -- Personal name (R)

Indicator 1: Type of personal name entry element
        0 -- Forename
        1 -- Surname (this is the most common form)
        3 -- Family name
Indicator 2: Subject heading system/thesaurus (identifies the specific list or file which was used)
        0 -- Library of Congress Subject Headings
        1 -- LC subject headings for children's literature
        2 -- Medical Subject Headings
        3 -- National Agricultural Library subject authority file
        4 -- Source not specified
        5 -- Canadian Subject Headings
        6 -- Répertoire de vedettes-matière
        7 -- Source specified in subfield $2

(Note regarding Sears subject headings: The MARC 21 format does not provide an assigned indicator for Sears subject headings. Therefore, an indicator of 7 is used, and the MARC defined code "sears" is placed in subfield $2.)

Subfields used most often:
        $a -- Personal name (surname and forename)
        $b -- Numeration
        $c -- Titles and other words associated with a name (R)
        $q -- Fuller form of name
        $d -- Dates associated with a name (generally, year of birth)
        $t -- Title of a work
        $v -- Form subdivision (R)
        $x -- General subdivision (R)
        $y -- Chronological subdivision (R)
        $z -- Geographic subdivision (R)
        $2 -- Source of heading or term (used with 2nd indicator of 7)

```
Example:    600 10 $a Shakespeare, William,
                    $d 1564-1616
```

```
                              $x Comedies
                              $x Stage history.
```

```
    Example:     600 10 $a Shakespeare, William,
                        $d 1564-1616
                        $x Knowledge
                        $z Rome
                        $v Congresses.
```

Notice that subfields $v, $x, and $z in the 600 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

610 Subject added entry -- Corporate name (R)

*Indicator 1:*Type of corporate name entry element
    0 -- Inverted name (not used with AACR2)
    1 -- Jurisdiction name
    2 -- Name in direct order
Indicator 2: Subject heading system/thesaurus.
    See indicator 2 under 600
Subfields used most often:
    $a -- Corporate name or jurisdiction name as entry element
    $b -- Subordinate unit (R)
    $v -- Form subdivision (R)
    $x -- General subdivision (R)
    $y -- Chronological subdivision (R)
    $z -- Geographic subdivision (R)
    $2 -- Source of heading or term (used with 2nd indicator of 7)

```
    Example:     610 10 $a United States.
                        $b Army Air Forces
                        $v Biography.
```

650 Subject added entry -- Topical term (Most subject headings fit here.) (R)

Indicator 1: Level of subject
    # -- No information provided
Indicator 2: Subject heading system/thesaurus
(identifies the specific list or file which was used)
    0 -- Library of Congress Subject Headings
    1 -- LC subject headings for children's literature
    2 -- Medical Subject Headings
    3 -- National Agricultural Library subject authority file
    4 -- Source not specified
    5 -- Canadian Subject Headings

6 -- Répertoire de vedettes-matière
7 -- Source specified in subfield $2

Note regarding Sears subject headings: The MARC 21 format does not provide an assigned indicator for Sears subject headings. Therefore, an indicator of 7 is used, and the MARC defined code "sears" is placed in subfield $2.)

Subfields used most often:
   $a -- Topical term
   $v -- Form subdivision (R)
   $x -- General subdivision (R)
   $y -- Chronological subdivision (R)
   $z -- Geographic subdivision (R)
   $2 -- Source of heading or term used with 2nd indicator of 7)

```
Example:    650 #0 $a Theater
                   $z United States
                   $v Biography
                   $v Dictionaries.
```

Notice that subfields $v, $x, and $z in the 650 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

651 Subject added entry -- Geographic name (R)

Indicator 1: undefined.
Indicator 2: Subject heading system/thesaurus.
   See indicator 2 under 600
Subfields used most often:
   $a -- Geographic name
   $v -- Form subdivision (R)
   $x -- General subdivision (R)
   $y -- Chronological subdivision (R)
   $z -- Geographic subdivision (R)
   $2 -- Source of heading or term (used with 2nd indicator of 7)

```
Example:    651 #0 $a United States
                   $x History
                   $v Chronology.
```

Notice that subfields $v, $x, and $z in the 651 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

700 Added entry -- Personal name (R)

Indicator 1: Type of personal name entry element

0 -- Forename
1 -- Surname (this is the most common form)
3 -- Family name
Indicator 2: Type of added entry
-- No information provided (most common; co-authors, editors, etc.)
2 -- Analytical entry (The values for Indicator 2 changed in 1994 with Format Integration, and older records may display additional values. An analytical entry involves an author/title of an item contained in a work.)
Subfields used most often:
$a -- Personal name
$b -- Numeration
$c -- Titles and other words associated with a name (R)
$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)
$e -- Relator term (such as ill.) (R)
$4 -- Relator code (R)

```
Example:    700 1# $a Baldridge, Letitia.
```

710 Added entry -- Corporate name (R)

Indicator 1: Type of corporate name entry element
0 -- Inverted name (not used with AACR2)
1 -- Jurisdiction name
2 -- Name in direct order
Indicator 2: Type of added entry.
See Indicator 2 under 700
-- No information provided
2 -- Analytical entry
Subfields used most often:
$a -- Corporate name or jurisdiction name as entry element
$b -- Subordinate unit (R)

```
Example:    710 2# $a Sunburst Communications (Firm)
```

740 Added entry -- Uncontrolled related/analytical title (R)

Indicator 1: Nonfiling characters
0-9 -- Number of nonfiling characters present (for initial articles, including spaces)
Indicator 2: Type of added entry. See Indicator 2 under 700
-- No information provided
2 -- Analytical entry
(This field was redefined in 1994 with Format Integration. Prior to 1994, the field was also used for variant titles, such as a different wording on a spine title. In records created since Format Integration, those variant tiles appear in a 246 field.)

Subfield used most often:
    $a -- Title

```
   Example:     740 02 $a Uncle Vanya.
```

800 Series added entry -- Personal name (R)

Indicator 1: Type of personal name entry element
    0 -- Forename
    1 -- Surname
    3 -- Family name
Indicator 2 undefined.
Subfields used most often:
    $a -- Personal name
    $b -- Numeration
    $c -- Titles and other words associated with a name (R)
    $q -- Fuller form of name
    $d -- Dates associated with a name (generally, year of birth)
    $t -- Title of a work (the series)
    $v -- Volume number

```
   Example:     800 1# $a Fisher, Leonard Everett.
                       $t Colonial American craftsmen.
```

830 Series added entry -- Uniform title (R)

Indicator 1 undefined.
Indicator 2: Nonfiling characters
    0-9 -- Number of nonfiling characters present (for initial articles,
    including spaces)
Subfield used most often:
    $a -- Uniform title
    $v -- Volume number

```
   Example:     830 #0 $a Railroads of America (Macmillan)
```

Part VIII:

A List of Other Fields
Often Seen in MARC Records

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 (See Part X)
022	International Standard Serial Number (ISSN)
037	Source of acquisition
041	Language code
043	Geographic area code
050	Library of Congress call number
060	National Library of Medicine call number
082	Dewey Decimal classification number (the one recommended by the Library of Congress; locally-assigned call numbers may appear elsewhere)
110	Main entry -- Corporate name (less frequent under AACR2 rules)
256	Computer file characteristics
263	Projected publication date (indicates a CIP -- Cataloging in Publication -- record)
306	Playing time
508	Creation/production credits note
510	Citation/references note (review sources)
511	Participant or performer note
521	Target audience note (first indicator: 0 = reading grade level, 1 = interest age level, 2 = interest grade level, 3 = special audience characteristics, 4 = motivation interest level)
530	Additional physical form available note
538	System details note
586	Awards note
656	Index term -- Occupation
730	Added entry -- Uniform title
852	Location
856	Electronic location and access
9XX	Reserved for local use. (They are used by vendors, systems, or individual libraries to exchange additional data)

Part IX:

The Leader

There are 24 positions in the Leader, numbered from 00 to 23. For fuller explanation, see the *MARC 21 Format for Bibliographic Data*.

00-04	Record length (calculated by the computer for each record)
05	Record status

    a = increase in encoding level

    c = corrected or revised

    d = deleted

    n = new

    p = increase in encoding from prepublication (previous CIP)

06	Type of record

    a = language material

	c =	printed music
	d =	manuscript music
	e =	cartographic material
	f =	manuscript cartographic material
	g =	projected medium
	i =	nonmusical sound recording
	j =	musical sound recording
	k =	2-dimensional nonprojectable graphic
	m =	computer file
	o =	kit
	p =	mixed materials
	r =	3-dimensional artifact or naturally occurring object
	t =	manuscript language material
07	Bibliographic level	
	a =	monographic component part
	b =	serial component part
	c =	collection
	d =	subunit
	i =	integrating resource
	m =	monograph/item
	s =	serial
08	Type of control	
	# =	no specified type
	a =	archival
09	Character coding scheme	
	# =	MARC-8
	a =	UCS/Unicode
10	Indicator count (always "2")	
11	Subfield code count (always "2")	
12-16	Base address of data (calculated by the computer for each record)	
17	Encoding level	
	# =	full level
	1 =	full level, material not examined
	2 =	less-than-full level, material not examined
	3 =	abbreviated level
	4 =	core level
	5 =	partial (preliminary) level
	7 =	minimal level
	8 =	prepublication level (CIP)
	u =	unknown
	z =	not applicable
18	Descriptive cataloging form	
	# =	non-ISBD
	a =	AACR2
	i =	ISBD
	u =	unknown
19	Multipart resource record level	
	# =	Not specified or not applicable
	a =	Set
	b =	Part with independent title
	c =	Part with dependent title
20	Length of the length-of-field portion (always "4")	
21	Length of the starting-character-position portion (always "5")	
22	Length of the implementation-defined portion (always "0")	

23   Undefined (always "0")

Part X:

Field 008 for Books

Field 008 is used for Fixed Length Data Elements ("Fixed Field Codes"). There are 40 character positions in field 008, numbered from 00-39. Undefined positions must contain either a blank (#) or a fill character (|). Positions 00-17 and 35-39 are defined the same way for all media.

The information shown here for positions 18-34 applies only to books. For explanation of all the positions below and for positions 18-34 for other media, see the *MARC 21 Format for Bibliographic Data*.

Note that field 008 has no indicators or subfield codes.

00-05   Date entered on file (YYMMDD),
        where Y=year, M=month, and D=day
06   Type of date/publication status:
        b = no dates given; B.C. date involved
        e = detailed date
        s = single known date/probable date
        m = multiple dates
        r = reprint/reissue date (Date 1) and original date (Date 2)
        n = dates unknown
        q = questionable date
        t = publication date and copyright date
        | = no attempt to code
07-10   Date 1/beginning date of publication
11-14   Date 2/ending date of publication

Date fields contain the year(s) of publication. The type of date(s) in these elements are specified in fixed field element 06: Type of date/publication status. (For further details, see the field 008 description in the *MARC 21 Format for Bibliographic Data*.)

15-17   Place of publication, production, or execution
        For example:
        pk# = Pakistan
        cau = California (US)

(For a full list of codes used in these positions, see the *MARC Code List for Countries*.)

18-21   Illustrations (up to 4 codes):
        # = no illustrations
        a = illustrations
        b = maps
        c = portraits
        d = charts

e	=	plans
f	=	plates
g	=	music
h	=	facsimiles
i	=	coats of arms
j	=	genealogical tables
k	=	forms
l	=	samples
m	=	phonodisc, phonowire, etc.
o	=	photographs
p	=	illuminations
|	=	no attempt to code

22   Target audience:

#	=	unknown or not specified
a	=	preschool
b	=	primary
c	=	pre-adolescent
d	=	adolescent
e	=	adult
f	=	specialized
g	=	general
j	=	juvenile
|	=	no attempt to code

23   Form of item:

#	=	none of the following
a	=	microfilm
b	=	microfiche
c	=	microopaque
d	=	large print
f	=	braille
r	=	regular print reproduction
s	=	electronic
|	=	no attempt to code

24-27   Nature of contents (up to 4):

#	=	no specified nature of contents
a	=	abstracts/summaries
b	=	bibliographies (is one or contains one)
c	=	catalogs
d	=	dictionaries
e	=	encyclopedias
f	=	handbooks
g	=	legal articles
i	=	indexes
j	=	patent document
k	=	discographies
l	=	legislation
m	=	theses
n	=	surveys of literature
o	=	reviews
p	=	programmed texts
q	=	filmographies
r	=	directories
s	=	statistics
t	=	technical reports

u = standards/specifications
v = legal cases and notes
w = law reports and digests
z = treaties
| = no attempt to code

28 Government publication:
  # = not a government publication
  i = international intergovernmental
  f = federal/national
  a = autonomous or semi-autonomous component
  s = state, provincial, territorial, dependent, etc.
  m = multistate
  c = multilocal
  l = local
  z = other type of government publication
  o = government publication -- level undetermined
  u = unknown if item is government publication
  | = no attempt to code

29 Conference publication:
  0 = not a conference publication
  1 = conference publication
  | = no attempt to code

30 Festschrift:
  0 = not a festschrift
  1 = festschrift
  | = no attempt to code

31 Index:
  0 = no index
  1 = index present
  | = no attempt to code

32 Undefined (since 1990) (Earlier records may contain the values 0 or 1)
  # = Undefined
  | = no attempt to code

33 Literary form:
  0 = not fiction (not further specified)
  1 = fiction (not further specified)
  c = comic strips
  d = dramas
  e = essays
  f = novels
  h = humor, satires, etc.
  i = letters
  j = short stories
  m = mixed forms
  p = poetry
  s = speeches
  u = unknown
  | = no attempt to code

34 Biography:
  # = no biographical material
  a = autobiography
  b = individual biography
  c = collective biography
  d = contains biographical information

| =   no attempt to code

35-37   Language:
A three-letter code. For example: eng fre ger spa rus ita

(For a full list of codes used in these positions, see the *MARC Code List for Languages*.)

38   Modified record:
# = not modified
x = missing characters (because of characters unavailable in MARC character set)
s = shortened
d = "dashed-on" information omitted
r = completely romanized/printed cards in script
o = completely romanized/printed cards romanized
| = no attempt to code

39   Cataloging source:
# = national bibliographic agency
c = cooperative cataloging program
d = other sources
u = unknown
| = no attempt to code