MARC 21 Reference Materials

Part XI:

A Sample Record in Various Formats

A note on the sample records shown here.
The examples of catalog records in this booklet are based on records for actual publications, but some of the information has been slightly changed. In some cases, fields have been altered to show a more typical example of what you would find in a MARC record. In other cases, the record has been changed slightly to bring it in line with current cataloging rules. The examples are meant to illustrate typical MARC records, not to show the "correct" cataloging for these particular titles.

Here are examples of the same bibliographic record in various formats.

MARC 21 communications format: The block of data below is what the programmer sees when he looks at the contents of a MARC file. The tags do not appear before the fields, but a directory to the data tells which tags should be used and where each field starts (in other words, where each tag belongs).

```
01041cam  2200265 a 4500001002000000003000400020000
5001700024008004100041010002400082020002500106020000
44001310400018001750500024001930820018002171000003
20023524500870026724600036000354250001200390260000370
040230000290043950000420046852002200051065000330007
30650001200763^###89048230#/AC/r91^DLC^19911106082
810.9^891101s1990####maua###j######000#0#eng##^##$
a###89048230#/AC/r91^##$a0316107514 :$c$12.95^##$a
0316107506 (pbk.) :$c$5.95 ($6.95 Can.)^##$aDLC$cD
LC$dDLC^00$aGV943.25$b.B74 1990^00$a796.334/2$220^
10$aBrenner, Richard J.,$d1941-^10$aMake the team.
$pSoccer :$ba heads up guide to super soccer! /$cR
ichard J. Brenner.^30$aHeads up guide to super soc
cer.^##$a1st ed.^##$aBoston :$bLittle, Brown,$cc19
90.^##$a127 p. :$bill. ;$c19 cm.^##$a"A Sports ill
ustrated for kids book."^##$aInstructions for impr
oving soccer skills. Discusses dribbling, heading,
 playmaking, defense, conditioning, mental attitud
e, how to handle problems with coaches, parents, a
nd other players, and the history of soccer.^#0$aS
occer$vJuvenile literature.^#1$aSoccer.^\
```

Cracking the code, or, Interpreting the directory: Usually, only the computer programmer and the computer come into contact with the record in MARC 21 communications format, but it is interesting to understand how the directory works.

The first 24 positions are the leader. In this example the leader fills approximately 1/3 of the first line and ends with "4500." Immediately following the leader, the directory begins. Tags have been underlined in this example. Each individual tag directory is 12 characters long. The first tag is 001. Following each tag, the next four positions show the length of the field. The data in the 001 field (control number) in this record is 20 characters long. The next 5 positions tell the starting point for this field within the data string that follows the directory. The 001 field begins at the 00000 position (the first position is position 0). The next tag is 003, which is 4 characters long and begins at the 20th position (the length of the previous position -- 20 -- added to its starting spot -- 00000 -- equals 20). The next tag is 005. It is 17 characters long and begins at the 24th spot (4 + 20 = 24).

This directory tells us:

Tag	Length	Starts at
001	0020	00000
003	0004	00020
005	0017	00024
008	0041	00041
010	0024	00082
020	0025	00106
020	0044	00131
040	0018	00175
050	0024	00193
082	0018	00217
100	0032	00235
245	0087	00267
246	0036	00354
250	0012	00390
260	0037	00402
300	0029	00439
500	0042	00468
520	0220	00510
650	0033	00730
650	0012	00763

Field terminators (displayed as a ^ in this example) mark the end of the directory and the end of each field that follows. Notice that the sum of the 2nd and 3rd column in any row equals the number in the 3rd column in the next row. The starting point of one field plus its length equals the starting position of the next field.

This can be verified by counting the character positions within the data, remember that spaces count, as do the field terminators (^). (Two character positions are always reserved for indicators at the beginning of a field.) A record terminator (displayed as a \ in this example) ends each bibliographic record.

Tagged display: Most data editing screens are called "tagged displays" because they show the MARC 21 tags, inserted where they belong, as directed by the directory. A computer program has been written to do this tagging.

The example below, a sample data entry screen, is tagged.

Sample Local System Record

If a librarian uploaded this record into a library automation system the data entry screen might look like this. The descriptors in the left-hand column are not stored in a MARC record. They are part of the software program's screen display. Most systems are designed so that records can be edited to add additional fields containing local information.

```
Leader              01041cam  2200265 a 4500
Control No.         001 ###89048230
Control No. ID      003 DLC
DTLT                005 19911106082810.9
Fixed Data          008 891101s1990    maua  j      001 0 eng
LCCN                010 ## $a ###89048230
ISBN                020 ## $a 0316107514 :
                           $c $12.95
ISBN                020 ## $a 0316107506 (pbk.) :
                           $c $5.95 ($6.95 Can.)
Cat. Source         040 ## $a DLC
                           $c DLC
                           $d DLC
LC Call No.         050 00 $a GV943.25
                           $b .B74 1990
Dewey No.           082 00 $a 796.334/2
                           $2 20
ME:Pers Name        100 1# $a Brenner, Richard J.,
                           $d 1941-
Title               245 10 $a Make the team.
                           $p Soccer :
                           $b a heads up guide to super soccer! /
                           $c Richard J. Brenner.
Variant Title       246 30 $a Heads up guide to super soccer
Edition             250 ## $a 1st ed.
Publication         260 ## $a Boston :
                           $b Little, Brown,
                           $c c1990.
Phys Desc           300 ## $a 127 p. :
                           $b ill. ;
                           $c 19 cm.
Note: General       500 ## $a "A Sports illustrated for kids
                           book."
Note: Summary       520 ## $a Instructions for improving soccer
                           skills. Discusses dribbling, heading,
                           playmaking, defense, conditioning,
                           mental attitude, how to handle
                           problems with coaches, parents,
                           and other players, and the history
                           of soccer.
Subj: Topical       650 #0 $a Soccer
                           $v Juvenile literature.
Subj: Topical       650 #1 $a Soccer.
```

Formatted displays: The type of screens OPAC patrons use are formatted, since MARC tags would be meaningless to the general public. Within each particular OPAC program is a routine that formats each record in the way the designers thought would best serve the public using the online catalog. A similar transformation takes place if catalog cards are printed from a MARC record, as illustrated in the 3rd example.

Sample of a brief record display as seen by a patron:

TITLE :	Make the team. Soccer : a heads up guide to super soccer! / Richard J. Brenner.
AUTHOR :	Brenner, Richard J.
PUBLISHED :	Little, Brown, c1990.
MATERIAL :	127 p.
Copies Available :	GV943.25 .B74 1990

Sample of a full record display as seen by a patron:

TITLE :	Make the team. Soccer : a heads up guide to super soccer! / Richard J. Brenner.
ADDED TITLE :	Heads up guide to super soccer
AUTHOR :	Brenner, Richard J., 1941-
PUBLISHED :	1st ed. Boston : Little, Brown, c1990.
MATERIAL :	127 p. : ill. ; 19 cm.
NOTE :	"A Sports illustrated for kids book."
NOTE :	Instructions for improving soccer skills. Discusses dribbling, heading, playmaking, defense, conditioning, mental attitude, how to handle problems with coaches, parents, and other players, and the history of soccer.
SUBJECT :	Soccer--Juvenile literature. Soccer.
Copies Available :	GV943.25 .B74 1990

Sample of a catalog card:

GV943   **Brenner, Richard J.,** 1941-
.25   Make the team. Soccer : a heads up guide to super
.B74   soccer! / Richard J. Brenner. -- 1st ed. -- Boston :
1990   Little, Brown, c1990.

       127 p. : ill. ; 19 cm.

       "A Sports illustrated for kids book."
       Summary: Instructions for improving soccer skills. Discusses
dribbling, heading, playmaking, defense, conditioning, mental attitude, how
to handle problems with coaches, parents, and other players, and the history
of soccer.

       ISBN 0316107514 : $12.95

       1. Soccer -- Juvenile literature. 2. Soccer. II. Title: Heads up
guide to super soccer. II. Title.

Part XII:

AV Records: From Cards to MARC 21

Book vs. non-book: Audiovisual materials are cataloged following many of the same rules as for books (from AACR2) and tagged using many of the same MARC 21 content designators (from the *MARC 21 Format for Bibliographic Data*). The differences from book tagging could be summarized as follows:

1. The 06 position of the Leader is changed to reflect the type of media (see Part IX).
2. An optional 007 tag may be added. It contains fixed-length data elements similar to those in the 008 field but related to the physical format of the item.
3. Definitions for data in the 008 tag in positions 18-34 change for different types of media.
4. Because of the number of people equally involved in the preparation of an audiovisual item, AACR2 rules often dictate a title main entry. In other words, there is often no 1XX tag.
5. In the 245 field, the medium or General Material Designation (GMD) follows the title proper in subfield $h. It is enclosed in brackets. Terms which may be used as GMDs are listed in AACR2 chapter 1, rule 1.1C1.
6. The data most different from book data is the physical description (300 tag), as it changes to physically describe the audiovisual material. Rules and examples for each media type are shown in chapters 2-11 of AACR2.
7. The 300 tag often contains a subfield $e for describing accompanying material such as a teacher's guide or transparency masters.
8. A few special tags are used to accommodate the rules for cataloging different types of materials. (Some are shown in Part IX.)
9. In the notes area, in addition to some special tags, tag 500 is used liberally for additional cataloging information.

Remember: For complete details about the 007, 008, and any special tags used with audiovisual materials, see the *MARC 21 Format for Bibliographic Data*.

Examples: On the following pages are examples of cataloging for three types of non-book items. These pages show how the data on catalog cards would appear, then how the same record would be tagged with MARC 21 content designators.

Additional examples may be seen in several of the resources cited in the bibliography .

Typical *videorecording* in card format:

TH9148   **The Adventures of Safety Frog.** Fire safety
              [videorecording] / Century 21 Video, Inc. -- Van Nuys, Calif. :
              AIMS Media, 1988.

              1 videocassette (10 min.) : sd., col. ; 1/2 in.

Cataloged from contributor's data.
VHS.
Audience: Elementary grades.
Issued also as motion picture.
Summary: Safety Frog teaches children to be fire safe, explaining that smart kids never play with matches. She shows how smoke detectors work and explains why they are necessary. She also describes how to avoid household accidents that lead to fires and how to stop, drop, and roll if clothing catches fire.
For sale ($195.00) or rent ($50.00)

1. Fire prevention -- Juvenile films. 2. Fire detectors -- Juvenile films. 3. Dwellings -- Fires and fire prevention -- Juvenile films. 4. Puppet films. 5. Fire prevention. 6. Safety. I. Century 21 Video, Inc. II. AIMS Media. III. Title: Fire safety [videorecording]

Dewey Class no.: 613.6 -- dc 11   89-711816
                                                    MARC

The same record with MARC 21 content designators:

```
Leader *****ngm  22*****1a 4500
001      89711816
003 DLC
005 19891107152635.3
007 vf cbaho
008 890719s1988    cau010 c         v1eng c
010 ##   $a      8911816
020 ##   $c  For sale ($195.00) or rent ($50.00)
040 ##   $a  AIMS Media
050 10   $a  TH9148
082 10   $a  613.6 $2 11
245 04   $a  The Adventures of Safety Frog. $p Fire
             safety $h [videorecording] /
             $c Century 21 Video, Inc.
246 30   $a  Fire safety $h [videorecording]
260 ##   $a  Van Nuys, Calif. : $b AIMS Media, $c 1988.
300 ##   $a  1 videocassette (10 min.) : $b sd., col. ;
             $c 1/2 in.
500 ##   $a  Cataloged from contributor's data.
538 ##   $a  VHS.
521 ##   $a  Elementary grades.
530 ##   $a  Issued also as motion picture.
520 ##   $a  Safety Frog teaches children to be fire safe,
             explaining that smart kids never play with
             matches.  She shows how smoke detectors work
             and explains why they are necessary.  She also
             describes how to avoid house hold accidents
             that lead to fires and how to stop, drop,
             and roll if clothing catches fire.
650 #0   $a  Fire prevention $v Juvenile films.
650 #0   $a  Fire detectors $v Juvenile films.
650 #0   $a  Dwellings $x Fires and fire prevention $v
```

```
              Juvenile films.
650 #0   $a  Puppet films.
650 #1   $a  Fire prevention.
650 #1   $a  Safety.
710 2#   $a  Century 21 Video, Inc.
710 2#   $a  AIMS Media.
```

Typical *electronic resource* record in card format:

QA95   **Amazing arithmetricks.** [electronic resource]. -- Version
           1.0. -- Minneapolis, Minn. : MECC, c1993.

         2 computer disks ; 3 1/2-5 1/4 in. + 1 manual (71p.)
         Title from title screen.
         Ed. statement from disk label.
         Copy-protected.
         Same software on both disks.
         Interest grade level: 5-12.
         Summary: Using the motivating environment of a carnival setting,
students are challenged to solve a variety of puzzles. Intended to improve
logic and mathematical problem solving skills. Includes a provision allowing
students to choose a level of difficulty matched to ability.
         MECC: S/N A-336
         ISBN 0792902637 : $59.00

         1. Mathematical recreations -- Juvenile software. 2. Problem
solving --Juvenile software. 3. Mathematical recreations -- Software.4.
Problem solving -- Software. I. Minnesota Educational Computing
Corporation.

        Dewey Class no.: 513 -- dc 12   93-22553
                                                    MARC

The same record with MARC 21 content designators:

```
Leader *****cmm  22***** a 4500
001    93022553
003 DLC
005 19930731163011.2
008 930305s1993    mnun   d  b     eng
010 ##   $a    93022553
020 ##   $a  0792902637 : c $59.00
037 ##   $a  A-336 b MEC
040 ##   $a  DLC c DLC d DLC
050 00   $a  QA95
082 00   $a  513 2 12
245 00   $a  Amazing arithmetricks $h [electronic resource].
250 ##   $a  Version 1.0.
256 ##   $a  Computer programs.
260 ##   $a  Minneapolis, Minn. : $b MECC,  $c c1993.
300 ##   $a  2 computer disks ; $c 3 1/2-5 1/4 in. +
```

```
                    $e 1 manual (71 p.)
538 ##    $a  System requirements: Apple II series;
               128K RAM; floppy disk drive; color monitor
               recommended.
500 ##    $a  Title from title screen.
500 ##    $a  Ed. statement from disk label.
500 ##    $a  Copy-protected.
500 ##    $a  Same software on both disks.
521 2#    $a  5-12.
520 ##    $a  Using the motivating environment of a
               carnival setting, students are challenged
               to solve a variety of puzzles.  Intended
               to improve logic and mathematical problem
               solving skills. Includes a provision
               allowing students to choose a level of
               difficulty matched to ability.
650 #0    $a  Mathematical recreations $v Juvenile software.
650 #0    $a  Problem solving $v Juvenile software.
650 #1    $a  Mathematical recreations $v Software.
650 #1    $a  Problem solving $v Software.
710 20    $a  Minnesota Educational Computing Corporation.
```

Typical *sound recording* in card format:

RZA2283   **Fox, Ruth.**
      A story for every season [sound recording] /
[stories by Ruth Fox]. -- Baltimore, Md. : Uffigton
Productions, [1991]

    1 sound cassette (ca. 45 min.) : analog.
Narrated by Trish MacDonald.
Recorded at Invisible Sound Studios.
In container (18 cm.).

    Summary: Presents four children's stories about an oak
sapling who finds a place to grow; a seashell who is given a home; a
beaver who attempts to prolong fall; and a mountain boy who befriends a
doe. Includes sound effects and music.
    Contents: Spring. Oakie, the wonder tree -- Summer. The
seashell -- Fall. The story of a rambunctious beaver named Willie --
Winter. Amos, the mountain boy.

    1. Children's stories -- Juvenile sound recordings. 2. Trees
-- Fiction -- Juvenile sound recordings. 3. Shells -- Fiction -- Juvenile
sound recordings. 4. Beavers -- Fiction -- Juvenile sound recordings. 5.
Deer -- Fiction -- Juvenile sound recordings. I. MacDonald, Trish. II.
Title.

                93-712603
                  MARC

```
Leader *****cim  22***** a 4500
001     93712603
003 DLC
005 19930528154400.4
007 ssulunjlcnnnu
008 930524s1991    mdunnn j d      f     eng
010 ##   $a  93712603
040 ##   $a  DLC c DLC d DLC
050 00   $a  RZA 2283
100 1#   $a  Fox, Ruth.
245 12   $a  A story for every season $h [sound
             recording] / $c [stories by Ruth Fox].
260 ##   $a  Baltimore, Md. : $b Uffigton
             Productions, $c [1991]
300 ##   $a  1 sound cassette (ca. 45 min.) : $b analog.
306 ##   $a  004500
511 0#   $a  Narrated by Trish MacDonald.
518 ##   $a  Recorded at Invisible Sound Studios.
500 ##   $a  In container (18 cm.).
520 ##   $a  Presents four children's stories about an oak
             sapling who finds a place to grow; a seashell
             who is given a home; a beaver who attempts to
             prolong fall; and a mountain boy who befriends
             a doe. Includes sound effects and music.
505 0#   $a  Spring. Oakie, the wonder tree -- Summer. The
             seashell -- Fall. The story of a rambunctious
             beaver named Willie -- Winter. Amos, the
             mountain boy.
650 #0   $a  Children's stories $v Juvenile sound recordings.
650 #0   $a  Trees $v Fiction $v Juvenile sound recordings.
650 #0   $a  Shells $v Fiction $v Juvenile sound recordings.
650 #0   $a  Beavers $v Fiction $v Juvenile sound recordings.
650 #0   $a  Deer $v Fiction $v Juvenile sound recordings.
700 10   $a  MacDonald, Trish. $4 nrt
```

Selected Bibliography

Anglo-American Cataloguing Rules. 2nd ed., 2002 revision. Chicago: American Library Association, 2002.

Crawford, Walt. *MARC for Library Use*. 2nd ed. Boston: G.K. Hall & Co., 1989.

Dewey, Melvil. *Abridged Dewey Decimal Classification and Relative Index*. 13th ed. Albany, N.Y.: Forest Press, 1997.

Dewey, Melvil. *Dewey Decimal Classification and Relative Index*. 22nd. 4 vols. Albany, N.Y.: Forest Press, 2003.

Intner, Sheila S., and Weihs, Jean. *Standard Cataloging for School and Public Libraries*. 3rd. ed. Englewood, Colo.: Libraries Unlimited, 2001.

Olson, Nancy B. *Cataloging of Audiovisual Materials and Other Special Materials*. 4th ed. DeKalb, Ill. : Minnesota Scholarly Press, 1998.

Olson, Nancy B. *A Cataloger's Guide to MARC Coding and Tagging for Audiovisual Materials*. DeKalb, Ill. : Minnesota Scholarly Press, 1993.

Sears, Minnie Earl. *Sears List of Subject Headings*. 17th ed. New York: Wilson, 2000.

Taylor, Arlene G.*Wynar's Introduction to Cataloging and Classification*. 9th ed. Englewood, Colo.: Libraries Unlimited, 2000.

Selected Library of Congress
Cataloging Distribution Service Publications

Cataloger's Desktop. LC's most popular cataloging publications on one CD-ROM disc. [Web version to come]

Classification Web. LC *Classification Schedules* and *Subject Headings* on the World Wide Web.

LC Classification Schedules. Multiple vols. Irregular.

Library of Congress Subject Headings. Annual. 5 vols.

MARC Content Designation training manuals.

Name and Subject Authorities. On the World Wide Web at http://authorities.loc.gov

Understanding MARC Authority Records.

MARC 21 documentation [On the Web at www.loc.gov/marc/]
> *MARC Code List for Countries*.
> *MARC Code List for Geographic Areas*.
> *MARC Code List for Languages*.
> *MARC Code Lists for Relators, Sources, Description Conventions*.
> *MARC 21 Concise Formats*
> *MARC 21 Format for Bibliographic Data*.
> *MARC 21 Format for Community Information*.
> *MARC 21 Format for Holdings Data*.
> *MARC 21 Format for Authority Data*.
> *MARC 21 Format for Classification Data*.
> *MARC 21 Specifications for Record Structure, Character Sets and Exchange Media*.

See also:
> www.loc.gov/marc/
> www.loc.gov/cds/

MARC 21 Content Designators: A Review

Part I: Definitions. Look at this sample line from a MARC 21 record (# indicates a blank space). Then fill in the blanks with letters representing correct answers. The number of times each answer will be used is given beside that answer.

```
   260 ##   $a New York :$b Harper & Row,$c 1988.
```

Answers:

A. field/s (3)   D. subfield code/s (3)
B. indicator/s (4)   E. tag/s (3)
C. subfield/s (2)

1. The sample line represents one _____.

2. The number 260 is its _____.

3. There are two blanks in the _____ positions.

4., 5. What we see on the sample line is a _____ that is made up of three _____.

6. The characters $a, $b, and $c are three examples of _____.

7., 8. In this field, neither the first nor the second _____ has an assigned meaning. In other words, the _____ in this field are undefined.

9., 10., 11. In MARC 21 records, there are 3 types of content designators: _____, _____, and _____.

12., 13. The 260 _____ identifies this as the Publication, distribution, etc. _____.

14. This field is divided into three _____: Place, Publisher, and Date.

15. In this field, $b is the _____ that marks Publisher information.

16., 17. Authority control assures (circle 2):

   a. An author's name is always entered the same way for each book he/she has written.
   b. The library remains quiet at all times.
   c. A subject heading is always entered in the same form (in the bibliographic record for each book on that subject).
   d. The title paragraph is written correctly.

Part II: Access points. Access points include the main entry, subject added entries (often called subject headings), and other added entries.

For the book *The abolitionists* written by Dan Lacy and illustrated by Dick Tracy, draw lines to connect the right answers:

18. Lacy, Dan   A. subject added entry
19. Tracy, Dick   B. main entry
20. Slavery--United States C. other added entry

Patterned tags: The tags for access points follow a pattern.

21. If a book is written about Hayes, Helen, the subject heading is numbered 6 _ _.

22. If a book is written about the Chrysler Corporation, the subject heading is numbered 6 _ _.

23. If a book is written about Brazil, the subject heading is numbered 6 _ _.

24. If a book is written about football, the subject heading is numbered 6 _ _.

One final question:

25. For the title, *An album of great science fiction films*, the second indicator of the 245 tag should be set to _____.

Answers to MARC 21 Content Designators: A Review
1-A; 2-E; 3-B; 4-A; 5-C; 6-D; 7-B; 8-B; 9, 10, and 11 -- B, D, and E; 12-E; 13-A; 14-C; 15-D; 16 and 17 -- A and C; 18-B; 19-C; 20-A; 21-600; 22-610; 23-651; 24-650; 25-3