

Checklist for Cataloging Curriculum Materials Center Titles

For additional information on formatting MARC fields, consult OCLC's *Bibliographic Formats and Standards* online. Lists of MARC codes for languages, countries, and geographic areas are available on the Library of Congress Web site.

√	VARIABLE FIELDS	
√	Information/Field	Action
	ISBN / 020	ISBN in the bibliographic record should match the book
	Language codes / 041	Should be present if the title is or includes a translation. Most common subfields are ‡a (language code/s of text) and ‡h (language code/s of original)
	Geographic codes / 043	Should be present if the subject matter of a non-fiction works clearly pertains to a specific location. Enter up to three geographic codes
	Call number / 050 or 090	Check 090 in LC schedules; check 050 and 090 against Classification Notes. If there is neither an 050 or 090, assign a call number and insert an 090 field. If there is an 050 or 090 but the call number is inappropriate, assign a call number and insert an 099 field
	OCLC symbol / 049	Should be KZSJ for all CMC titles
	Main author / 100 or 110	Name should be the same as – though not necessarily identical in form to – the first-named of three or fewer authors in the statement of responsibility. If there are more than three main authors or if there is an editor rather than an author, there should not be a 1XX field. Check OCLC authority file for the correct form of all names appearing in bibliographic records not created by the Library of Congress
	Main title and statement of responsibility / 245	Should have a 0 in the first indicator if there is no 1XX field or a 1 if there is a 1XX field
	Main title and statement of responsibility / 245	Should have a number in the second indicator corresponding to the number of letters and spaces there are before the first significant word in the title
	Main title / 245 ‡a	‡a should contain main title as shown on the title page or on the cover if there is no title page
	General materials description / 245 ‡h	Non-print titles should have a GMD enclosed in brackets following the Main title and preceding any subtitle
	Subtitle / 245 ‡b	‡b should contain subtitle/s as shown on the title page or on the cover if there is no title page

Statement of responsibility / 245 ‡c	‡c should contain author(s), editor(s), and illustrator(s) as they are named on the title page or on the cover or other source of information if there is no title page
Edition / 250	Should contain any statement of edition found on title page or other source of information
Publisher location / 260 ‡a	‡a should contain the first-named location on the title page or other source of information
Publisher name / 260 ‡b	‡b should contain the name of the publisher from the title page or other source of information
Date of publication / 260 ‡c	‡c should contain the date of publication or copyright date as stated on the title page or other source of information
Projected publication date / 263	Delete this field. It is inserted into bibliographic records as part of the Cataloging in Publication project but should not be present in any complete record
Pagination / 300 ‡a	‡a should contain pagination, including any roman numeral numbered pages. Unpaged items should either have the page count in brackets (ex. [34] p.) or the statement 1 v. (unpaged)
Illustrations / 300 ‡b	‡b should describe illustrations, if any, present in title.
Size / 300 ‡c	‡c should contain the height of the book measured in centimeters. If the book is wider than it is tall, ‡c should contain the height and the width (ex. 16 X 24 cm.)
Series statement / 440 or 490	Should name any series of which a title is part. Check OCLC authority file for the correct form of a series title
Notes, system requirements / 538	Should contain format of videorecordings (VHS [NTSC], DVD) and hardware/software requirements for computer-based resources
Notes, general / 500	Should contain information describing a title which does not appear elsewhere in the bibliographic record. "Includes index" is the most common general note. (See also note on field 504)
Notes, bibliographical references / 504	Should contain statement "Includes bibliographical references" if the title contains a bibliography, footnotes, or other form of reference to other titles. May also include index information in place of a general note (ex. Includes bibliographical references (p. 12-13) and index)
Notes, local / 590	Should contain information related specifically

		to KU's copy. All CMC kits should contain the note "Curriculum Materials Center Kit." Gift information is another common local note (ex. Gift of the Floyd W. Boyer Memorial Fund)
	Subject headings / 600 X0	All records for biographies should contain a subject heading for the biographee/s. Check OCLC authority file for the correct form of all names appearing in bibliographic records not created by the Library of Congress
	Subject headings / 65X _0	Most fiction should contain at least one topical or geographic subject heading. All non-fiction should contain at least one topical or geographic subject heading. Check OCLC authority file for the correct form of all subject headings appearing in bibliographic records not created by the Library of Congress
	Subject headings / 6XX _?	Delete all other 6XX fields with second indicators other than 0
	Author added entry / 7XX	Should contain second- and third-named of three or fewer authors in the statement of responsibility or the first-, second- and third-named editor(s), illustrator(s), etc.. If there is only one author, there will not be a 7XX field. Check OCLC authority file for the correct form of all names appearing in bibliographic records not created by the Library of Congress
	Series added entry / 8XX	Must be present whenever a bibliographic contains a 490 field with a first indicator value of 1. Check OCLC authority file for the correct form of all series titles appearing in bibliographic records not created by the Library of Congress
	Local holdings / 949	Insert a 949 field to note that the library owns multiple copies of a title and/or that the title consists of multiple parts
√	FIXED FIELDS / LEADER	ACCEPTABLE VALUES
	Record status	Must be: a, c, n or p
	Type of record	Must be a
	Bibliographic level	Must be m
	Type of control	Must be: _ or a
	Encoding level	Must be: _, 4, 8, I, K, L, or M. Change 8 and K to I after enhancing record
	Cataloging form	Must be: a or I
√	FIXED FIELDS / 008	ACCEPTABLE VALUES
	Publication status	Most commonly: m, q, r, s, or t
	Date1 (yyyy)	Should contain year of publication as indicated

		in 260 ‡c
	Date2 (yyyy)	Must contain a date if the publication status is either m, q, or t. Otherwise will be blank
	Place of publication	Should correspond to information in 260 ‡a. U.S. state codes are the two-letter postal abbreviation followed by "u" (ex. Pennsylvania is pau, New York is nyu)
	Illustrations	Should correspond to information in 260 ‡b. Most commonly used are a, b, and c
	Audience	Select appropriate value
	Form	Select appropriate value. Usually is a _
	Contents	Should reflect information in note fields. Most commonly used is b
	Government publication	Select appropriate value. Usually is a _
	Conference publication	Select appropriate value. Usually is a 0
	Festschrift	Select appropriate value. Usually is a 0
	Index	Should be 1 if there is an index, 0 if there is not
	Literary form	Select appropriate value. Usually is a 0 for non-fiction and a 1 for fiction
	Biography	Should be _ if fiction; a, b, c, or d if biography
	Language	All values acceptable. Most commonly eng or spa
	Modified record	All values acceptable
	Cataloging source	Must be: a, c, d, or u

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S.Steely