MARC Tags and Associated Standards

From AACR2, 1998 Revision, including 2001 Ammendments

Tag	Content	Standards
020	ISBN	• ISBN without dashes or spaces
100	Main Entry	• Author (the only one or the first listed) • Lastname, Firstname
240, 245a	Title Information	• Exactly as it appears. • Capitalize only first word and proper nouns
245b	Other Title Information	• Only proper nouns capitalized (first word not capitalized unless proper noun) • Can be omitted if too lengthy or unimportant
245c	Statement of Responsibility	• List in order that they appear (like responsibility separated by commas, different responsibilities separated by semi-colon) • If more than 3 people listed for one responsibility, omit all but first listed and add " … [et al.]" • Omit names for minor responsibility • Omit titles or qualifications associated with names
245h	General Material Designation	Enter in square brackets the appropriate designation from the list in the AACR2
246	Variant Title	Exactly as appears except omit first article, capitalize as per title
250	Edition	As appears, except use abbreviations and replace words with numbers. Eg. New ed., Rev. ed., 3rd ed., etc.
260a	Place of Publication	• If item has 2 or more places, give the first named place, the place in your country, or the most predominant • If state/province/country listed, use if required. If none listed, can add in square brackets if required.

		Can use abbreviations.
		• If unknown use [S.l.]
260b	Name of Publisher	• Use the shortest form possible in which it can be understood and identified. Omit accompanying words that imply publishing function.
		• If unknown use [s.n.]
260c	Date of Publication	• Give the year of publication, distribution, etc. of the edition named. Ignore dates of later issues.
		• If no edition, give the year of first publication.
		• If no date of publication, use the latest copyright year, preceded by "c"
		• If no dates given, approximate and precede with "ca." or use [n.d.]
300a	Extent of Item	**Books** – use the number of pages in the main numbered sequence. If no numbers or many sequences, use "1 v." **Sets of books** – use the number of volumes, eg. "22 v." **Other media** – count the number of items and use the GMD or conventional terminology (eg. 1 DVD, 2 maps) **Videos** - # of videocassettes with time in brackets eg. 1 videocassette (23 min.)
300b	Other Physical Details	**Books** – illustrations, eg. "ill.", "col. ill.", "ill. (some col.) **Videos, Computer files** – graphic display and sound, eg. "col., sd.", "b & w, sd." **2-Dimensional graphics** – physical measurements
300e	Accompanying Material	Give the number of physical units and the name of any significant material accompanying the main item eg. + 1 teacher's guide.
440a,v	Series	Use the exact title and numbering of the series, capitalization as per title.

500a	General note	Index note – Includes index.
		Series frequency of issue – Weekly.
		Adaptation information – Based on short stories by …
		Title notes – Title on container, Cover title, etc.
		Edition history – Rev. ed. of the Irish history newsletter.
		Publication extras – Distributed in Canada by Scholastic.
		Physical details extras – In two containers.
504	Bibliography, etc.	Includes bibliographical references (p. 310-325) and index.
505	Formatted Contents Note	A list of contents in the form of: Title / Author -- Title / Author -- Title / Author.
508	Creation/Production Credit	A list of persons (other than cast) who have made an important contribution to the production of a motion picture, sound recording, videorecording, etc. and who are not listed in statements of responsibility, eg. Producer, Peter Rogers ; director, Gerald Thomas.
520	Summary, etc.	An objective description of the contents in one or two sentences.
530	Additional Physical Forms Available	Eg. Issued also on cassette tape.
538	System Details	Eg. System requirements: PC Pentium II ; 400 MHz ; Windows 98 ; 128M RAM.

Standards for Headings

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Determining Main Entry

Enter a work by one person under the heading for that person.

Enter a work by a corporate body under the heading for that corporate body.

Enter a work by two or three people or corporate bodies under the first listed name or corporate body and create Added Entries for the others responsible.

Enter a work under its title when:
- The author is unknown and no corporate body is responsible
- The work has more than three authors and none of them is the principle author (create an Added Entry for the first person listed only)
- It is a collection or work produced under editorial direction (create and Added Entry for the editor)

Special Circumstances:
- Enter abridgments of, and excerpts from, existing works under the heading for the original work
- Enter translations of exiting works under the heading for the original work
- Enter paraphrases, adaptations for children, and substantial revisions of original works under the heading for the new work

Determining Added Entries

Added Entries will be created for:
- Authors – If 3 or less, for those who were not main entry. If 4 or more, for the first author listed
- Illustrators
- Editors
- Translators
- Authors of the original work

Added Entries can be created for:
- Performers
- Producers / Directors
- Others with significant contribution
- Others designated by your library as necessary access points

Headings for Persons

- Choose the name by which a person is known (omitting terms that appear with the name, other than those of nobility)
- Format is Lastname, Firstname Secondname. (Hyphenated names are considered one name)

Some examples of headings for persons:

Name	Proper Heading
Trisha Lake	Lake, Trisha
Florence Griffith-Joyner	Griffith-Joyner, Florence
Adelaide Ann Procter	Procter, Adelaide Ann
Anne Finch, Countess of Winchilsea	Winchilsea, Anne Finch, Countess of
E. Arnot Robertson	Robertson, E. Arnot
Rebecca De Mornay	De Mornay, Rebecca
Wernher Von Braun	Von Braun, Wernher
Pope John XXIII	John XXIII, Pope
K.M.	K.M. (Kate Maclellan)

Headings for Corporate Bodies

- Most corporate bodies are entered under their own names. Eg. American Library Association, Church of England, University of Alberta.

- May add the name of the country or local place where the body is located. Eg. Royal Hospital (Victoria, B.C.)

- Subordinate bodies are usually entered under their own name unless they are a government agency. Eg. "Library and Information Technology Association" even though it is part of the American Library Association

Government Agencies
Enter the name of a body created or controlled by a government under the heading for that government. Examples:
- Alberta. Alberta Learning.
- Australia. Ministry of the Interior.
- United States. Marine Corps.
- Canada. Prime Minister.

If the subordinate body or agency is part of another subordinate body or agency, omit the intervening bodies unless the heading would not provide adequate identification without them. Example: Great Britain. Department of Employment. Personnel Division.