



# An Introduction to MARC Tagging

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**ILLINET/OCLC Service Staff**  
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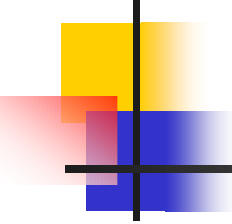


## How do library users know what the library has?

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- Libraries create **descriptions** of their items --- Information such as authors, titles, publishers, etc. and also where the item is shelved, how many copies they own and lots of other information.

All of this information, for all the items, taken together and organized so you can find things in it, is called a library catalog.



**The library catalog is made up of bibliographic records – the descriptions of items held by the library.**

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To allow computers to read and handle these records, they must be put into machine-readable form, a form that is able to be understood everywhere, so libraries everywhere can share information and resources.

To do this, there must be a single standard for machine-readable bibliographic data.



## MARC – Machine-Readable Cataloging

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- MARC is an international standard for bibliographic data in machine-readable form – the framework that allows a computer to recognize and work with bibliographic descriptions, like those in the library catalog.
- And if you work with bibliographic records, you need to know how to identify and read key parts of MARC records.

# AACR2r

## AACR2r is the Anglo-American Cataloging Rules (Second Edition)

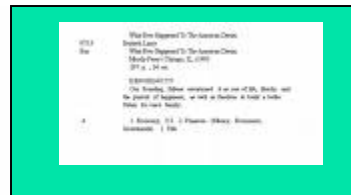
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Cataloging rules defining bibliographic elements of materials:

- The **Anglo-American Cataloguing Rules** (AACR) are designed for use in the construction of catalogues and other lists in general libraries of all sizes. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time.
- Part I deals with the provision of information describing the item being catalogued.
- Part II deals with the determination and establishment of headings (access points) under which the descriptive information is to be presented to catalogue users, and with the making of references to those headings. In both parts the rules proceed from the general to the specific.

# A cataloging record typically provides:

- A description of the item
  1. Title, edition, publication data, physical description, series and notes
  2. Access points in the form of headings for main and added entries and headings for subjects
  3. Call numbers





## MARC allows us to maintain bibliographic control in an automated catalog

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- Display bibliographic description
- Indexing certain “access points” or headings
- Managing our headings & cross references
- Displaying call numbers
- Displaying item of “holdings” records



## A comparison of AACR2r rules and the MARC field:

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### ■ AACR2r

- 1.1 Title and statement of responsibility
- 1.2 Edition Statement
- 1.4 Imprint area
- 1.5 Physical description area
- 1.6 Series area
- 1.7 Notes area

### • MARC Fields

- 245
- 250
- 260
- 300
- 4xx
- 5xx





**USMARC Terminology** Each authority MARC record is divided into fields. There is a field for the heading being authorized, a field for each cross reference and so on. Each field is marked by a 3 digit tag, which identifies the kind of data that follows it.

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- **Tag** A 3 digit code that identifies certain elements of a record
- **Field** A field is the contents of a tag that act as signposts that point to the bibliographic data.
- **Subfield** A distinct piece of data within a field that is preceded with a subfield code. Subfields index just part of a field.
- **Delimiter** A special character that precedes a subfield. The "\$" is a representation of a subfield delimiter, which alerts the computer that what follows is a new subfield
- **Indicators** These occur between the tag and the delimiter, they may appear in the 2 positions that follow each tag and convey information about that tag. The key word here is *may* appear.
- **Fixed field** This contains certain specific elements, which are represented by codes which are 'fixed' in length – eg. Date. These 'Fixed field' appear at the top of the record.
- **Variable fields** These fields are identified by a three character numeric tag. Certain tags are required in every record and others are optional. The mixture of these tags in any record reflects the information being recorded. This mixture makes up the bibliographic record. This is the larger portion of data below the fixed fields.

# MARC terms and their placement on a bibliographic record.

The screenshot displays a web browser window titled "OCLC Connexion - Mozilla Firefox" showing a MARC record. The browser's address bar contains the URL: `http://connexion.oclc.org/WebZ/NewClientTag?sessionId=cnx09.prod.oclc.org-48395-F7zcpp1c-7q16nu:dbn`. The page header includes navigation links: Home, Help, Diacritics, Contact, Logoff, and a menu with options: Cataloging, Authorities, Express, Dewey Services, Pathfinders, Selection, General. Below the header are search buttons (Search, Other) and dropdown menus for "Advanced" and "Other Options".

The main content area is titled "Full Record" and shows "Record 1 of 8". It includes buttons for "Edit Record", "Text Display", "Export Only", "View Label", and "Save to Catalog". The record details are as follows:

Record Number (1)	Ownership: No holdings in TQA - 105 other holdings
000	cam la
001	37974537
008	971120s1997 enk 000 1 eng d
040	SUC \$c SUC \$d NOC \$d OCLCQ \$d NZROD
019	42007414
020	0340717270 (hbk.)
020	9780340717271 (hbk.)
020	034068058X (pbk.)
020	9780340680582 (pbk.)
029	1 NLGGC \$b 159332729
029	1 NZ1 \$b 502303
043	n-us—
082	04 813.54 \$2 21
090	PS3556.R3559 \$b C6 1997b

Annotations on the screenshot:

- Tag:** Points to the first digit of the MARC field number (e.g., 008).
- Indicators:** Points to the second digit of the MARC field number (e.g., 04 in field 082).
- Subfield code:** Points to the letter code following a subfield delimiter (e.g., \$c in field 040).
- Subfield delimiter \$:** Points to the dollar sign character used to separate subfields.
- Variable fields:** Points to the variable-length fields (008, 040, 029, 082, 090).



## Field Tag Groups

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- 0XX Control fields Information, numbers, codes
- 1XX Main Entry Headings
- 2XX Title, Variant Title, Imprint (publishing information), Edition
- 3XX Physical Description
- 4XX Series
- 5XX Notes
- 6XX Subject Added Entries (subject headings)
- 7XX Added Entries (linking entries)
- 8XX Series Added Entries (traced differently)
- 9XX Local Use Fields



# Access Points

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**1XX Main entries**

**2XX Title statement**

**4XX Series statements**

**6XX Subject Headings**

**7XX Added entries other than subject or series**

**8XX Series added entries**



## Copy Cataloging.....

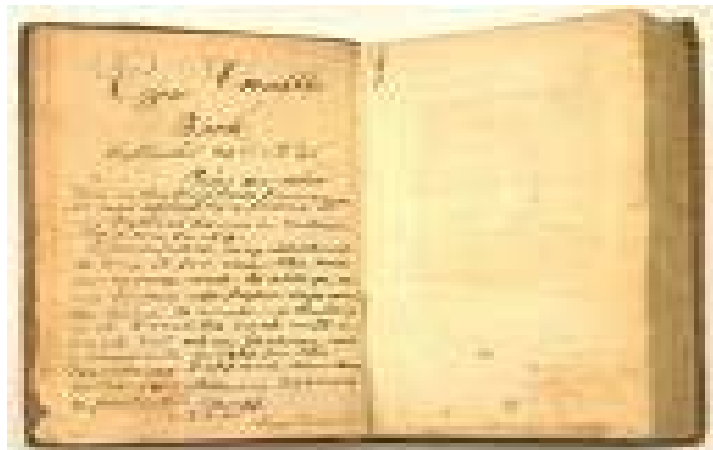
is the skill of finding a MARC record that someone has created and make an EXACT match.

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- Find the record in MARC format from OCLC
- Modify the record to contain your library holding code and any other information.
- Export the record to OCLC

Searching for a record is a *fine skill* that combines-

- Knowing **WHAT** to examine in your book
- Knowing **WHERE** on the book you are most likely to find the vital information
- Knowing **HOW** to translate the information into an effective search within the WorldCat database





# Title Page

**The chief source of information for printed monographs is:**

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- Title page (or Title page substitute that supplies the most complete information)
  - Cover
  - Caption (1<sup>st</sup> page of text)
  - Colophon (statement at the end of a book)
  - Running title or other part

## Matching.....

Involves looking for differences. Before accepting a MARC record to copy, prove to yourself that it is **NOT DIFFERENT** from what is in hand.

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- Minor differences are acceptable
- Look for a combination of elements  
(though sometimes you will reject a record based on one element)
- The **ABSENCE** of a single field in the MARC record indicates that the record does not match what you have in hand





***CRITICAL NOTE:* The ISBN (020) is NOT A MATCH POINT!**

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Using the ISBN is an excellent way to start the search process, but you must correctly and exactly compare the item you have in hand to the bibliographic record.

Using an OCLC accession number will only bring up 1 record.



## Examine closely.....

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- The bibliographic description fields 245 through 4xx

245 Title

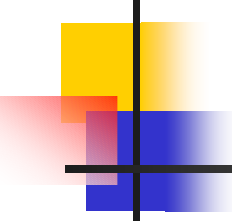
250 Edition

260 Publication (imprint)

300 Physical description

4xx Series

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- Where the Wild Things Are  
Story and pictures by Maurice Sendak  
1<sup>st</sup>. Miniature edition  
Harper Festival  
New, York, New York  
1992



**MARC elements uniquely identify the various parts of the description of an item so a computer can manipulate them.**

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- >245 10 Where the wild things are / \$c Story and pictures by Maurice Sendak
  - >250 1<sup>st</sup>. Miniature ed.
  - >260 New York, N.Y. : \$b HarperFestival, \$c 1992.



## Tags

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- The three digits that begin and identify each field are called tags.
- Tags are divided into groups. The tags shown here correspond to title, edition and publication information.

>245 10 Where the wild things are / \$c  
story and pictures by Maurice Sendak

>250 1<sup>st</sup>. miniature ed.

>260 New York, N>Y> : \$b

HarperFestival, \$c 1992.




## Indicator positions

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- All variable field tags are followed by two indicator positions. These may be blank or contain digits coded 0-9.
- Indicators provide additional information about the data in the field.

>245 10 Where the wild things are / \$c  
Story and pictures by Maurice Sendak





## Subfield codes

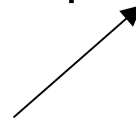
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- Within fields, there are special two-character combinations consisting of a symbol and a letter or a symbol and a number.
- These are called subfield codes and divide the data in subfields.

>245 10 Where the wild things are / \$c story and  
Pictures by Maurice Sendak.

>250 1<sup>st</sup>. miniature ed.

>260 New York, N>Y> : \$b HarperFestival, \$c 1992.





## Subfield code and delimiter

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- The subfield code symbol \$ is called a delimiter.
- The subfield code identifies the particular type of data following the code.
- Each subfield code is defined differently within each tag group.





## Additional resources....

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- An online MARC tutorial from OCLC –  
<http://www.oclc.org/support/training/connexion/marc/default.htm>
- Online cataloging tutorials from Library U-  
<http://learning.libraryu.org/home/>



# The Browser Interface to OCLC's Integrated Cataloging Service

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ILLINET/OCLC  
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## OCLC's Connexion browser interface allows users to access

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- The Cataloging Service, including the Local Holdings Service
- "Express" – a copy cataloging service
- Authorities
- Pathfinders
- Dewey Services (subscribers only)
- WorldCat Selection (subscribers only)



# Benefits

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- Only one interface to use
- Easier searching of the WorldCat database
- Enhanced save file
- Options to customize the interface
- Capacity for larger bibliographic records



## Browser versions supported

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- Internet Explorer versions 6.0 or higher
- Netscape 8.x
- Firefox 1.50.x
- Mozilla 1.7.x



Connexion's browser service is  
available at:

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**<http://connexion.oclc.org>**