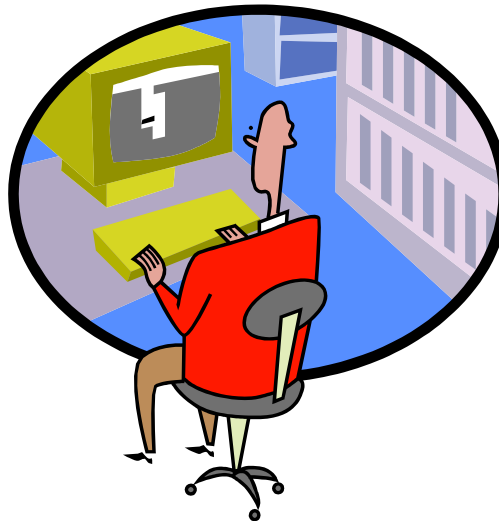


CATALOGING MANUAL FOR BOOKS AND MEDIA FOR Fayette County Public Schools LIBRARY MEDIA CENTERS



Fourth Edition
2009



Cataloging Manual for Books and Media for Fayette County School Library Media Centers
In March of 2009, the Media Services staff began updating the third edition (2002). Standards have been updated to assist LMS in creating Machine Readable Cataloging Records (MARC). The Cataloging Manual for Books and Media for Fayette County School Library Media Centers was designed to help School Library Media Specialists and Media Services staff maintain a standard specific to not only AACR2 but to Fayette County Public Schools.

**The automation system used in FCPS libraries is Follett Destiny.
Within the cataloging module, MARC help is also provided for the tag by clicking on the help icon.**



A committee of cataloging representatives was established for the Third Edition (2002) standards booklet. Committee members included:

Stacie Musgrave, Stonewall Elementary School
Candy Zaluski, Lansdowne Elementary School
Melissa Brewer, Bryan Station Traditional Middle School
Emily Damron, Winburn Middle School
Marilyn Seiler, Lafayette High School
Barby Hardy, Media Services
Mary Lou Corman, Media Services

The Fourth Edition (2009) standard booklet is based on the editing of the Third Edition (2002) and was done by Media Services Staff:

Judy Carman
Frankie Langdon
Margaret Roberts
Nell Valentine
Nancy Ward
Barby Hardy
Candy Zaluski

Cataloging Standard for Books



Book (Monograph) Template

Title

Material Type	Book (monograph)
Subtype	Artifact (fossil, rock, toy, etc.) Book (monograph)
Leader	Computer File
Gen Info	Electronic Book (eBook)
<input type="checkbox"/> LCCN	Equipment
<input type="checkbox"/> ISBN	Kit (book and nonmusical cassette)
<input type="checkbox"/> Cataloging Source	Manuscript Language Material
<input type="checkbox"/> Dewey Class Num	Maps, Globes and Atlases
<input type="checkbox"/> ME: Pers Name	Mixed Material
<input type="checkbox"/> Title	Music (printed)
	Picture, Study Print, Photograph, Chart
	Serial (printed periodical, etc.)
	Sound Recording (musical)
	Sound Recording (nonmusical)
	Video (film, filmstrip, transparency)

Notes:

- Nonfiction books call numbers may be carried out no more than four digits after the decimal point.
- Individual biography will be cataloged using 921 and the first three letters of the book's subject as the cutter. All books except **E** will use as cutter the first **three** letters of the author's last name. Books without authors are cuttered by the first three letters of the title excluding *A*, *An*, and *The*. **E** is the first letter of the call number of picture books. The first letter of the author's last name follows it. In the case where there is no author, the first letter of the title follows it.
- **R** is the first letter in the call number of reference books such and encyclopedia, dictionary, almanac, **atlases** and like books. Cutter letter in call numbers will be in all capital letters.
- Paperback books will be cataloged the same as hardback books; **PB** will not be added to the beginning of call numbers. It is suggested that schools who maintain a separate paperback shelving use the 'sublocation' function of Follett to indicate this to OPAC users.
- All books with paperback binding will be denoted so in the copy screen by using in the description/enumeration area - **binding: paperback**
- **SC** is the first letter in the call number of books that have a grouping of short stories by one or more authors.
- **P** is the first letter in the call number of books that are used by staff in a school as a professional resource.
- Sears subject headings will be used.
- Definitions of key terms for MARC record cataloging of books can be found in the glossary.
- Big Books are cataloged under the Mixed Material Template

BOOK MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS
Leader	000	nam a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d Only use publishing or copyright dates. When the publisher, pages and author are the same, an additional date can be added. Editing rights allow for clicking on the 008 tag to make changes. Fields that may be changed: When adding 2 dates change to (m) for multiple dates; the most recent date is in the first position and the other date in the second; change eng to mul if text is in two or more other languages.
LCCN	010	a0000000000 or 00000000
ISBN tag is repeatable	020	a0000000000 a0000000000000 If record comes from vendor or Alliance it is not necessary to remove binding info (ex. pbk.) It is not necessary to remove the \$ amount from subfield c
ME: Pers Name	100 1	aSurname, Forename. (Author, Reteller or Adaptor)
Title	245 10	aMain Title bsubtitle cauthor ; illustrator ; editor Note that ending punctuation is dependent on the subfields use. Check Destiny help. If the Title is the Main Entry then the 100 tag is not needed and the 1 st Indicator should be 0. The <i>2nd indicator</i> is the number of non-filing characters – <u>ex. A-2, An-3, The-4</u> . Possessive titles are in the 245; non- possessive are in the 246. Ex. 245 Barron's ACT : or 246 ACT.
Title:Var'nt	246 30	aCan be a portion of the title, a cover title etc. See below. Do not repeat the 245b tag. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5-Added title page title, 6-Captioned title, 7- Running title, 8-Spine title. No ending punctuation on this tag.
Edition:	250	aEdition statement (ex.2 nd edition.) True edition only. This is not the publishing edition or printing edition.
Publication	260	aPlace of Publication : Both city and state acceptable. Use 2 letter state abbreviations. bPublisher's Name, Use only one publisher. cDate of Publication. (ex. 1990, c1989.) Only use copyright and/or publishing date. Do not use the printing or edition dates. The copyright date should be preceded by a c. If there are 2 dates and you have editing rights both should be used if all other item information is the same. The most recent date will come first.
Phys Desc	300	aThe number of pages : (ex. 150 p. /unp./or [25] p. :) b col. ill., maps. (Use any of the above that apply) Also include any prepaging. If preface is iv pages, then it should be iv, 150 p. :
Series: Title	490	aSeries title ; vVolume number There is no indicator for nonfiling characters so the leading article shall be dropped when adding a series name. No ending punctuation on this tag.
Note:General tag is repeatable	500	a Any information not assigned another 5xx tag.

Note:Content if applicable	505	0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.) Original cataloging requires 25 titles or fewer. If there are 10 titles or fewer they would also be repeated in the 740 tags.
Note:Summary	520	0	aA concise, objective description of the book.
Note:Audience tag is repeatable so that the interest level and/or grade level on the book may be added	521	8	aLexile number (ex. 380) bLexile. <i>1st Indicator</i> 8 means no display constant generated aReading Grade Level (ex. 3.6.) <i>1st Indicator</i> 0 means this will display the reading grade level aInterest Grade Level (ex. K-3.) <i>1st Indicator</i> 2 means this will display the interest grade level aInterest level by age (ex. 4-6) <i>1st Indicator</i> 1 means this will display the interest age level
Language	546		aLanguage note (ex. Spanish) This requires a change in the 008 tag
Note:Awards	586		aAwards note (ex. Newbery Medal, 1986) no ending punctuation

One of the subject tags must be used - 600, 650 or 651. Use of multiple tags is optional.

Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. *Subjects come from current Sears List of Subject Heading.* Punctuation: A period should be placed at the end of the last subfield.

Subj:Pers	600	1 7	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears
Subj:Topical	650	7	aTopical heading (ex. Bilingual books) zGeographic subdivision yChronological subdivision xGeneral subdivision (ex. English-Spanish) vForm subdivision (ex. Fiction) 2sears
Subj:Geog	651	7	aGeographic name xGeneral subdivision vForm subdivision 2sears
AE:Pers Name	700	1	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) eIllustrator, joint author, editor, or translator (ill, jt. aut., ed., tr.)
AE:Analytical Title tag is repeatable	740	0 2	aAnalytical title The <i>1st indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4. The 2 nd indicator of 2 tells that the type of entry is an analytical entry. This tag allows the specific titles in the 505 contents note to be title indexed.
Elec Loc	856	4	uUniform resource locator (ex http://www.leftbehind.com) x nonpublic note (ex. Website for the Left Behind series) <i>Indicator 1</i> : Access method: 0 with line through it-No information provided, 0-E-mail, 4-HTTP, 7-Method specified in subfield 2. <i>Indicator 2</i> : Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-Version of resource, 2-Related resource, 8-No display constant generated.
Local Call #	900		aLocal call number (ex. 973 AME)

Book Title Main Entry

Control # ID	003		KyLxFCS
Date & Time	005		20010807165716.0
Fixed Data	008		990127s1993 xxu 000 0 eng d
LCCN	010	<input type="checkbox"/>	93018541 /AC/r95
ISBN	020	<input type="checkbox"/>	1564583287 : \$39.95
Sys Control#	035	<input type="checkbox"/>	(KyLxJRE)848C448B5AFB11D38B580004ACB9DD63
Sys Control#	035	<input type="checkbox"/>	(DLC) 93018541 /AC/r95
Cat. Source	040	<input type="checkbox"/>	DLC DLC DLC
LC Call#	050	<input type="checkbox"/>	Q121 .D67 1993
Dewey Call#	069	<input type="checkbox"/>	04051547
Dewey Call#	082	<input type="checkbox"/>	503 20
Title	245	<input type="checkbox"/>	a The Dorling Kindersley science encyclopedia.
Edition	250	<input type="checkbox"/>	a 1st American ed.
Publication	260	<input type="checkbox"/>	a London ; a New York : b Dorling Kindersley, c 1993.
Phys Desc	300	<input type="checkbox"/>	a 448 p. : b col. ill. ; c 29 cm.
Note:General	500	<input type="checkbox"/>	a Includes index.
Note:Summary	520	<input type="checkbox"/>	a An illustrated guide to all the major branches of science.
Subj:Topical	650	<input type="checkbox"/>	a Science x Dictionaries. 2 Sears

Book Author Main Entry

Leader	000		nam
Control #	001		85E8DCF98C4011D59F8500508BC23F18
Control # ID	003		KyLxFCS
Date & Time	005		20010808182939.0
Fixed Data	008		990126s1991 xxu 000 0 eng d
ISBN	020	<input type="checkbox"/>	082340854X : \$14.95
Sys Control#	035	<input type="checkbox"/>	a (KyLxST0)CB64BF5956FC11D388900004AC9D2FED
Sys Control#	035	<input type="checkbox"/>	a 90039215 /AC
Cat. Source	040	<input type="checkbox"/>	a DLC c DLC d DLC
LC Call#	050	<input type="checkbox"/>	a P28.K527 b Bab 1991
Dewey Call#	082	<input type="checkbox"/>	a 398.22/0947 20
ME:Pers Name	100	<input type="checkbox"/>	a Kimmel, Eric A.
Title	245	<input type="checkbox"/>	a Baba Yaga : b a Russian folktale / c retold by Eric A. Kimmel ; illustrated by Megan Lloyd.
Edition	250	<input type="checkbox"/>	a 1st ed.
Publication	260	<input type="checkbox"/>	a New York : b Holiday House, c 1991.
Phys Desc	300	<input type="checkbox"/>	a [32] p. : b col. ill. ; c 29 cm.
Note:Summary	520	<input type="checkbox"/>	a When a terrible witch vows to eat her for supper, a little girl escapes with the help of a towel and comb given to her by the witch's cat.
Subj:Topical	650	<input type="checkbox"/>	a Folklore

Cataloging Standard for Computer Software



Computer File Template

Title

Material Type	Book (monograph)
Subtype	Artifact (fossil, rock, toy, etc.) Book (monograph)
Leader	Computer File
Gen Info	Electronic Book (eBook)
<input type="checkbox"/> LCCN	Equipment
<input type="checkbox"/> ISBN	Kit (book and nonmusical cassette)
<input type="checkbox"/> Cataloging Source	Manuscript Language Material Maps, Globes and Atlases Mixed Material
<input type="checkbox"/> Dewey Class Num	Music (printed)
<input type="checkbox"/> ME: Pers Name	Picture, Study Print, Photograph, Chart Serial (printed periodical, etc.) Sound Recording (musical)
<input type="checkbox"/> Title	Sound Recording (nonmusical) Video (film, filmstrip, transparency)

Call Numbers and Definitions - Computer File template

- **CCD** – Computer Compact Disc

Notes:

- **MCS** continues to be used for computer software, which is available through a 3.5 diskette; however it is recognized that new computer software is not produced in this format.

COMPUTER MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	nmm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
Title	245 00	aMain Title h[computer compact disk] : bsubtitle / cauthor ; illustrator ; editor. If the Title is the Main Entry then the 100 tag is not needed and the 1 st Indicator should be 0. The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var`nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5-Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260	aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300	a1 computer compact disk : bsd., col. ; c4 ¾ in.
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)
Note:Summary	520 0	aA concise, objective description of the computer program.

Note:Audience	521 8	a Target audience note. Indicator 1 - 8 no display constant generated
Note:Ad Form	530	aAvailability in a different format
Note:Sys Det	538	aSystem detail notes (ex Macintosh or Windows)
One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.
Local Call #	900	aLocal call number (ex. CCD 973 Ame)

Computer Compact Disk Record

		Close	Save	Insert	Delete	Insert	Delete	Diac's	Headings	Help
Leader	000									
Control #	001									
Control # ID	003									
Date & Time	005									
Fixed Data	008									
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>							
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>							
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>							
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>							
Source Acq	037	<input type="checkbox"/>	<input type="checkbox"/>							
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>							
Title	245	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>							
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>							
Note:General	500	<input type="checkbox"/>	<input type="checkbox"/>							
Note:Sys Det	538	<input type="checkbox"/>	<input type="checkbox"/>							
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Elec Loc	856	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>							

```

nmn a
A5843E3B8B411D59F8500508BC23F18
KyLxFCS
20010807104147.0
001017s2000      n || |||u| |||||eng
LCCN
ISBN
Sys Control# (KyLxLHS)D8F850C3AE611D4AFE3006097DDA578
Sys Control# fcs00114385
Source Acq
Cat. Source LHS
              d LHS
Title      245 00  a Bugling bulls screen saver
              h [computer compact disk].
Publication 260   a Berthoud, CO :
              b Nature's Photo Shop,
              c 2000.
Phys Desc  300   a 1 computer compact disk :
              b sd., col. ;
              c 4 3/4 inch.
Note:General 500  a Screen saver with fifteen still images separated with 5 action aud
              o clips.
Note:Sys Det 538  a System requirements: Windows 95/98 NT or 2000.
Subj:Topical 650  a Computer software.
Subj:Topical 650  a Elk
              x Computer programs.
              z sears
Elec Loc    856  u http://www.naturesphotoshop.com
              x Nature's Photo Shop web site.
Local Call # 900 a CCD 005.3 Bug
    
```

Microcomputer Software Record

		Close	Save	Insert	Deléte	Insert	Deléte	Diac's	Headings	Help
Leader	000									
Control #	001									
Control # ID	003									
Date & Time	005									
Fixed Data	008									
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>							
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>							
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>							
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>							
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>							
Title	245	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>							
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>							
Series:Title	440	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Note:Sys Det	538	<input type="checkbox"/>	<input type="checkbox"/>							
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Subj:Geog	651	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>							

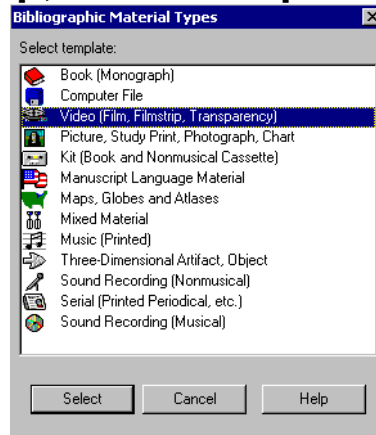
```

nmn a
E3D03A878B0D11D59F8500508BC23F18
KyLxFCS
20020419140743.0
000913s1997      n || |||u| |||||eng
LCCN
ISBN
Sys Control# (KyLxLHS)5A107FE98AED11D4AFE3006097DDA578
Sys Control# fcs00114006
Cat. Source LHS
              d LHS
              d KyLxFCS
Title      245 00  a English heritage
              h [microcomputer software].
Publication 260   a Dallas :
              b Campbell-Jones Development,
              c 1997.
Phys Desc  300   a 2 computer disks :
              b col. ;
              c 3.5 in. +
              e 1 quick start guide.
Series:Title 440  a Bytes of Britain
Note:Sys Det 538  a System requirements: Microsoft Windows v. 3.1 or Windows 95; 2MB RA
              B fixed disk space; 3.5 floppy disk drive; UGA video (256 colors rec
              ded).
Subj:Topical 650  a Castles
              z England.
              z sears
Subj:Geog   651  a England.
Local Call # 900 a MCS 005.3 Eng
    
```

Cataloging Standard for Video Items



Video (Filmstrip, Film Transparency) Template



Call Numbers and Material types used with this template type

VR – Video recording

A Video recording is a videocassette or videotape containing a recording. It can be used with a VCR, which is attached to television or projection device. **A complete example of this MARC template is printed.**

DVD – Digital Video Disc

A Digital Video Disc is a high-density compact disk for storing high-resolution audio-visual material. It can be used with a Compact Disc player, which is attached to a viewing screen such as a computer or a television. **Use the printed video recording as an example using the following changes to the 245 and 300 tags for DVDs:**

```
Title      245  00  _a Tai Funk aerobics
             _h [digital video disc].
Phys Desc  300  _a 1 sound disc (50 min.) :
             _b digital, stereo ;
             _c 4 3/4 in.
```

LD – Laser Video Disc

A laser videodisc is a recording on an optical disk. It can be played when attached to a television or projection device. **Use the printed video recording as an example using the following changes to the 245 and 300 tags for LDs:**

```
Title      245  00  _a Adventures in time and place
             _h [laser videodisc] :
             _b grades K-1.
Phys Desc  300  _a 1 videodisc :
             _b sd., col. ;
             _c 12 in. +
             _e 1 teacher's guide.
```

General Template Note:

- 521 tag may be used in this template for the target audience but not for Lexile.
- **SL** continues to be used for slides; however it is recognized that schools no longer acquire this media.

VIDEO MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS	
Leader	000		ngm a
Control # ID	003		KyLxFCS
Fixed Data	008		011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010		a00-11111
ISBN	020		a0-0000-0000-0
Cat. Source	040		a automatically filled in by the computer
Title	245 00		aMain Title h[videorecording] : bsubtitle / cauthor, if based on book; (If author listed use 700 tag AE: personal name). The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30		a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5-Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260		aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300		a1 videocassette (18 min.) : bsd., col. ; c1/2 in.
Series: Title	440 00		aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500		a Any information not assigned a 500 tag.
Note:Content if applicable	505 0		a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)
Note: Credits	508		aCreation or production credit note

Note:Perform	511 0	aParticipants or performers 1 st indicator 0-no display constant generated, 1-cast
Note:Summary	520 0	aA concise, objective description of the video.
Note:Audience	521 8	a Target audience note. Indicator 1 - 8 no display constant generated
Note:Ad Form	530	aAvailability in a different format
Note:Sys Det	538	aSystem detail notes
One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield. subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.

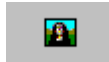
Videorecording MARC Record

Leader	000		ngm a
Control #	001		8DBF83368BE511D59F8500508BC23F18
Control # ID	003		KyLxFCS
Date & Time	005		20010808061558.0
Phys. Desc	007		vf cbahom
Fixed Data	008		000919s2000 pau024 j vlength d
ISBN	020	<input type="checkbox"/>	a 1572252499
Dewey Call#	082	<input type="checkbox"/>	a 591.4
		<input type="checkbox"/>	2 13
Title	245	<input type="checkbox"/>	a All about animal adaptations
		<input type="checkbox"/>	h [videorecording].
Publication	260	<input type="checkbox"/>	a Wynnewood, PA :
		<input type="checkbox"/>	b Schlessinger Media,
		<input type="checkbox"/>	c 2000.
Phys Desc	300	<input type="checkbox"/>	a 1 videocassette (24 min.) :
		<input type="checkbox"/>	b sd., col. ;
		<input type="checkbox"/>	c 1/2 in. +
		<input type="checkbox"/>	e 1 teacher's guide.
Series:Title	440	<input type="checkbox"/>	a Animal life for children
Series:Title	440	<input type="checkbox"/>	a Schlessinger science library
Note:General	500	<input type="checkbox"/>	a Closed-captioned for the hearing impaired.
Note:Summary	520	<input type="checkbox"/>	a Describes how animals have adapted themselves in appearance and beh
		<input type="checkbox"/>	to survive a variety of conditions and climates.
Note:Audienc	521	<input type="checkbox"/>	a K-4.
Note:Sys Det	538	<input type="checkbox"/>	a VHS.
Subj:Topical	650	<input type="checkbox"/>	a Adaptation (Biology)
		<input type="checkbox"/>	2 sears
Subj:Topical	650	<input type="checkbox"/>	a Animals.
		<input type="checkbox"/>	2 sears
Local Call #	900	<input type="checkbox"/>	a UR 591.4 All

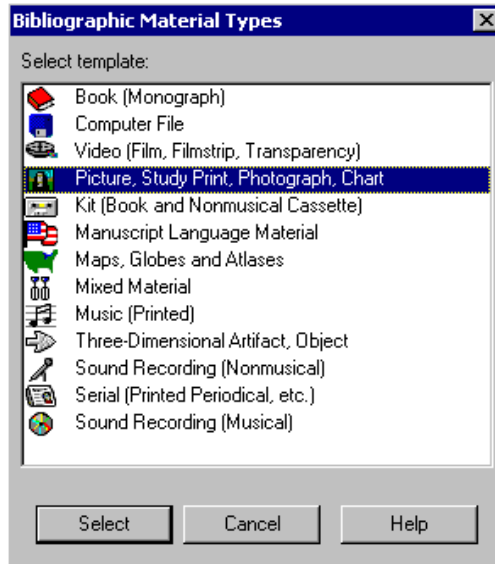
Digital Video Disc MARC Record

Close	Save	Insert	Delete	Insert	D'el'ete	Diac's	Headings	Help
Leader	000		cgm a					
Control #	001		F74E97E231AB11D6AC6C0008C7F9D24A					
Control # ID	003		KyLxFCS					
Date & Time	005		20020307095305.0					
Phys. Desc	007		vf cbahom					
Fixed Data	008		980724p19981987cau098 g vlength d					
ISBN	020	<input type="checkbox"/>	a 0792838025					
Stand Ident	024	<input type="checkbox"/>	a 027616685537					
Publisher #	028	<input type="checkbox"/>	a M506855					
		<input type="checkbox"/>	b MGM/UA Home Video					
Title	245	<input type="checkbox"/>	a The Princess bride					
		<input type="checkbox"/>	h [digital video disc].					
		<input type="checkbox"/>	c Act III Communications ; Twentieth Century Fox ; produced and dire					
		<input type="checkbox"/>	Rob Reiner ; co-produced by Andrew Scheinman ; screenplay by Will:					
		<input type="checkbox"/>	dman.					
Publication	260	<input type="checkbox"/>	a Culver City, CA :					
		<input type="checkbox"/>	b MGM/UA Home Video,					
		<input type="checkbox"/>	c 1998.					
Phys Desc	300	<input type="checkbox"/>	a 1 sound disc (98 min.) :					
		<input type="checkbox"/>	b digital ;					
		<input type="checkbox"/>	c 4 3/4 in.					
Series:Title	490	<input type="checkbox"/>	a Family entertainment					
Language	546	<input type="checkbox"/>	a Closed-captioned for the hearing impaired.					
Note:General	500	<input type="checkbox"/>	a Originally released as a motion picture in 1987.					
Note:Audienc	521	<input type="checkbox"/>	a MPA rating: PG.					
Note:Summary	520	<input type="checkbox"/>	a Buttercup loves Westley, but when he is captured by pirates, she i:					
		<input type="checkbox"/>	n by the evil Prince to be his bride, beginning a series of fantast					
		<input type="checkbox"/>	orts to free her.					
Subj:Topical	650	<input type="checkbox"/>	a Fairy tales.					
Local Call #	900	<input type="checkbox"/>	a UR F Pri					

Cataloging Standard for Picture



Picture, Study Print, Photograph, Chart Template



Call Numbers and Definitions - Picture, Study Print, Photograph, Chart template

- **CH** - Chart
- **PC** - Picture (includes pictures, art prints, posters, study prints, and photographs)

Notes:

- For charts (**CH**) the 245_h - [chart]

300 tag:

```
Phys Desc    300  [ ]  _a  1 chart :
                _b  col. ;
                _c  30" x 40".
```

- For **PC** items, 245_h - [picture]
- For the 300 tag differences in each type of picture (**PC**), see below:

```
Phys Desc    300  [ ]  _a  7 pictures :
                _b  col. ;
                _c  9" x 12".
```

```
Phys Desc    300  [ ]  _a  10 art prints :|
                _b  col. ;
                _c  18" x 22 1/2" +
                _e  1 teacher's guide.
```

```
Phys Desc    300  [ ]  _a  4 posters :
                _b  col. ;
                _c  17" x 22".
```

```
Phys Desc    300  [ ]  _a  8 study prints :
                _b  col. ;
                _c  18" x 13"
```

PICTURE MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS
Leader	000	nmm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
Title	245 00	aMain Title h[picture] : bsubtitle / cartist or painter; (If artist listed use 700 tag AE: personal name) The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260	aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300	a1 picture : bcol. ; (if black and white, use b&w ;) c length" x width". (ex.12" x 24".) Subfield a: use the type of picture (it could be 1 art print or 1 poster)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)

Note:Summary	520 0	aA concise, objective description of the picture.
Note:Audience	521 8	a Target audience note. Indicator 1 - 8 no display constant generated
One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) znonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.
Local Call #	900	aLocal call number (ex. PC 973 Ame)

Picture MARC Record

Cataloging						
File	Edit	Search	Tag	Subfield	Tools	Help
Leader	000	nkm a				
Control #	001	6A40319DC68D4D6082E3265C44C27DAA				
Control # ID	003	KyLxFCS				
Date & Time	005	20020419145439.0				
Phys. Desc	007	vfubahou				
Fixed Data	008	961025s xxu--- vleng d				
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Fcs00044491
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a (KyLxBST)142E1CD15C8411D397AF00805F656ECA
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c KyLxFCS
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_d KyLxFCS
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Official flags of the United States
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_h [picture].
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_b G. & C. Merriam,
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c n.d.
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a 1 picture :
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_b col. ;
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c 8 1/2" x 12".
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Also included are historic flags of the United States (backed by Gre
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a als of the United States).
Subj:Geog	651	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Flags
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_z United States.
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a PC 929 Off

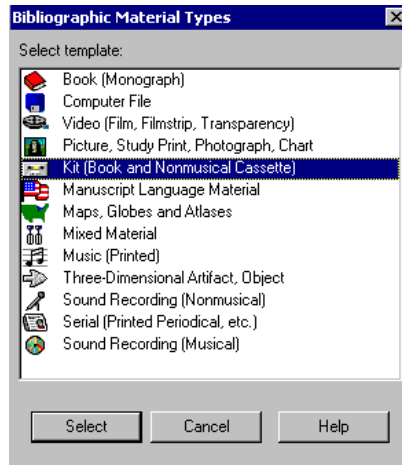
Chart MARC Record

Cataloging						
File	Edit	Search	Tag	Subfield	Tools	Help
Leader	000	nkm a				
Control #	001	74F8B02482E449B892D37CAA1E93A8BB				
Control # ID	003	KyLxFCS				
Date & Time	005	20020419150459.0				
Fixed Data	008	961024s xxu 000 0 eng d				
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Fcs00044369
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a (KyLxBST)142E04105C8411D397AF00805F656ECA
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c KyLxFCS
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_d KyLxFCS
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Glaciation
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_h [chart].
Title:Var'nt	246	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_b Pictorial Charts Educational Trust,
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c n.d.
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a 1 chart :
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_b col. ;
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_c 30" x 40".
Series:Title	440	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a Changing face of the earth series
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_a CH 551.4 Gla

Cataloging Standard for KITS



KIT (Book and Nonmusical Cassette) Template Type



Call Numbers and Material types used with this template type

KIT –Kits

A **KIT** is any set whereby there are at least two (2) forms of media. Such items as the following are examples classified as **KIT**:

- 8 cassettes + 16 practice masters + class record sheet + 1 teacher's manual.
- 1 cassette + 4 books.

```
Phys Desc    300 [ ] _a 1 audio cassette +  
                _e 4 books.
```

- 9 filmstrips color + 5 cassettes + 1 guide.
- 1 filmstrip + 1 record + 1 poster + 16 activity\skill cards + 1 game + 1 mini book + 1 focus poster + 1 ditto sheets + 1 Scholastic magazine.
- 1 compact disk + 2 3.5 diskettes + 1 teacher's guide.
- 2 videocassettes + 2 programs + 9 transparencies + 1 chart + 1 booklet + 1 teacher's guide.

```
Phys Desc    300 [ ] _a 2 videocassettes (240 min.) :  
                _b sd., col. ;  
                _c 1/2 in. +  
                _e 1 computer compact disk + 2 3.5" diskettes.
```

- 4 filmstrips + 4 records + 1 poster + 3 ditto masters + 1 handbook + 4 teacher's guides.
- 4 filmstrips + 4 cassettes + 1 book + 64 certificates + 4 quizzes + 120 comp. check exercises + 20 score sheets + 4 crayons + 1 poster scoreboard + guide.

General Template Note:

- The 521 tag may be for Lexile information only where one of the media is a book.
- The 521 tag may be used in this template for the target audience where it is appropriate information.

KIT MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	nom a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
Title	245 00	aMain Title h[kit] : bsubtitle / cauthor, if based on book; (If author listed use 700 tag AE: personal name) The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260	aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300	atype of media : [ex. 1 videocassette (8 min.) :] bother physical details (ex. sd., col. ;) cdimensions (ex. 1/2 in. +) eaccompanying material (ex. 1 book + 1 teacher's guide.)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur

Note:Summary **520 0** **aA concise, objective description of the kit.**

Note:Audience 521 8 a Target audience note.
Indicator 1 - 8 no display constant generated

One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.

Subj:Pers 600 17 aSurname, Forename
qFuller form of name
dDates (birth and death, if deceased)
xGeneral subdivision
vForm subdivision
2sears
Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears.
Punctuation: A period should be placed at the end of the last subfield.

Subj:Topical 650 7 aTopical heading
zGeographic subdivision
yChronological subdivision
xGeneral subdivision
vForm subdivision
2sears
Indicator 1: Blank. Indicator 2: 7-Sears.
Punctuation: A period should be placed at the end of the last subfield.

Subj:Geog 651 7 aGeographic name
xGeneral subdivision
vForm subdivision
2sears
Indicator 1: Blank. Indicator 2: 7-Sears.
Punctuation: A period should be placed at the end of the last subfield.
subfield.

AE:Pers Name 700 1 aSurname, Forename
qFuller form of name
cTitles and other words associated with name (ex. Sir.)
dDates (birth and death, if deceased)
eIllustrator or editor
Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry.
Punctuation: A period should be placed at the end of the last subfield.

Elec Loc 856 4 uuniform resource locator (ex <http://www.leftbehind.com>)
z nonpublic note (ex. Website for the Left Behind series)
Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.

Local Call #

900

aLocal call number (ex. KIT 973 Ame)

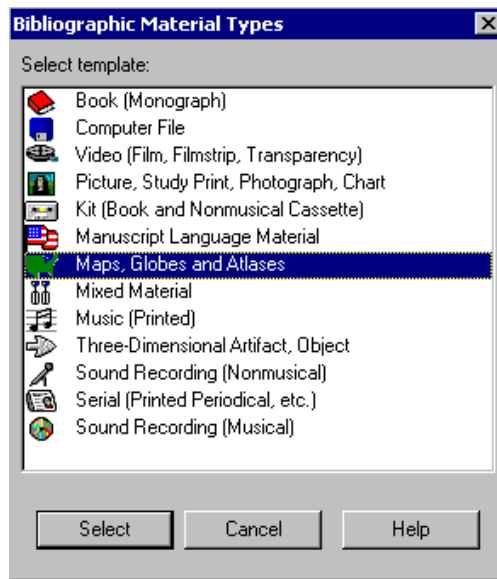
KIT MARC Record

Leader	000	nom a
Control #	001	85E8F0BE8C4011D59F8500508BC23F18
Control # ID	003	KyLxFCS
Date & Time	005	20020419134025.0
Phys. Desc	007	vfuubahou
Fixed Data	008	990406s1977 xxu--- v1eng d
LCCN	010	<input type="checkbox"/> <input type="checkbox"/> _a
ISBN	020	<input type="checkbox"/> <input type="checkbox"/> _a
Sys Control#	035	<input type="checkbox"/> <input type="checkbox"/> _a (KyLxARL)483BD96865EF11D39CAE0004ACB8B19F
Sys Control#	035	<input type="checkbox"/> <input type="checkbox"/> _a fcs00004995
Cat. Source	040	<input type="checkbox"/> <input type="checkbox"/> _c KyLxFCS
		<input type="checkbox"/> <input type="checkbox"/> _d KyLxFCS
Title	245	<input type="checkbox"/> <input checked="" type="checkbox"/> _a Hooray for the library
		<input type="checkbox"/> <input type="checkbox"/> _h [kit].
Title:Var'nt	246	<input type="checkbox"/> <input checked="" type="checkbox"/> _a
Publication	260	<input type="checkbox"/> <input type="checkbox"/> _b Eye Gate Media,
		<input type="checkbox"/> <input type="checkbox"/> _c 1977.
Phys Desc	300	<input type="checkbox"/> <input type="checkbox"/> _a 4 filmstrips :
		<input type="checkbox"/> <input type="checkbox"/> _b col. +
		<input type="checkbox"/> <input type="checkbox"/> _e 2 audio cassettes + 1 teacher's manual.
Note:Content	505	<input type="checkbox"/> <input type="checkbox"/> _a Magic book (parts of a book) - Library to rescue (what is in a libra Dog who wanted to join the library (rules & procedures) - How to hu r dinosaurs (using school library).
Note:Summary	520	<input type="checkbox"/> <input type="checkbox"/> _a These four amusing stories contain basic information to unlock the s s of libraries for primary-level children.
Subj:Topical	650	<input type="checkbox"/> <input checked="" type="checkbox"/> _a Libraries
		<input type="checkbox"/> <input type="checkbox"/> _x Study and teaching.
Local Call #	900	<input type="checkbox"/> <input type="checkbox"/> _a KIT 020 Hoo

Cataloging Standard for Maps and Globes



Maps, Globes and Atlases Template



Call Numbers and Definitions - Maps and Globes

- **MA** – Maps; includes all kinds of maps which are not bound into a book form (**NOT ATLASES**)
- **GL** – Globes; includes all kinds of globes

Notes !:

- Though this template has the word, *atlases* in the template name, **all atlases will be cataloged with the book template** and given a call number of **R**.

MAP MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	nmm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
Title	245 00	aMain Title h[map] : bsubtitle / cartist; (If artist listed use 700 tag AE: personal name) The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var`nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5-Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Math Data	255	aStatement of scale. (ex.Scale 1:1,400 or Scale not given or Scales vary for multiple maps)
Publication	260	aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300	a1 map : bcol. ; (if black and white, use b&w ;) c length" x width". (ex.12" x 24".)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman

Bridwell.)

Note:Summary	520 0	aA concise, objective description of the map or globe.
Note:Audience	521 8	a Target audience note. Indicator 1 - 8 no display constant generated
One of the these <u>TAGS Must be used</u> - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield. subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.

Map MARC Record

Cataloging						
File	Edit	Search	Tag	Subfield	Tools	Help
Leader	000				nem a	
Control #	001				791FE9B08BC111D59F8500508BC23F18	
Control # ID	003				KyLxFCS	
Date & Time	005				20020426090815.0	
Fixed Data	008				980325 1971 xxu a 0 eng d	
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	a	fcs00057537	
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	a	(KyLxTCM)2934EC0D6F6011D3AADC00508B44B7E3	
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	a	fcs00057537	
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	c	KyLxFCS	
		<input type="checkbox"/>	<input type="checkbox"/>	d	KyLxFCS	
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a	A Traveler's map of France	
		<input type="checkbox"/>	<input type="checkbox"/>	h	[map]	
Math Data	255	<input type="checkbox"/>	<input type="checkbox"/>	a	Scale 1 inch equals 30 miles.	
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	b	National Geographic,	
		<input type="checkbox"/>	<input type="checkbox"/>	c	c1971.	
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	a	1 map :	
		<input type="checkbox"/>	<input type="checkbox"/>	b	col. ;	
		<input type="checkbox"/>	<input type="checkbox"/>	c	23" x 33".	
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	a	Albers conical equal-area projection.	
Subj:Geog	651	<input type="checkbox"/>	<input type="checkbox"/>	a	France	
		<input type="checkbox"/>	<input type="checkbox"/>	x	Maps.	
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	a	MA 914.4 Tra	

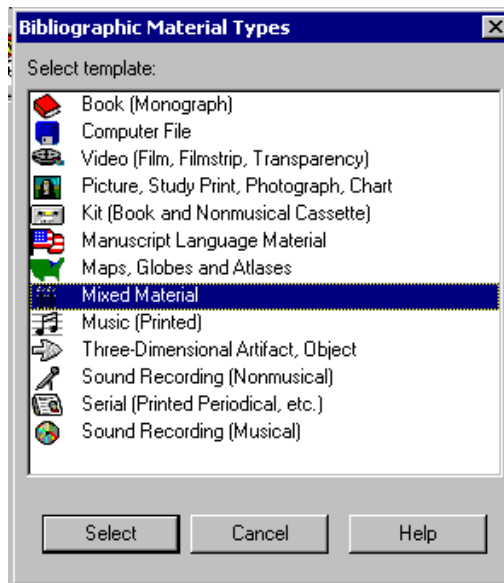
Globe MARC Record

Cataloging						
File	Edit	Search	Tag	Subfield	Tools	Help
Leader	000				nem a	
Control #	001				73095228A99F497C9DF9A5E352BC57AF	
Control # ID	003				KyLxFCS	
Date & Time	005				20020426082938.0	
Fixed Data	008				990325s xxu a 0 eng d	
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	a	(KyLxBTW)641B64608BB811D3A3490004AC983B40	
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	a	fcs00057692	
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	c	KyLxFCS	
		<input type="checkbox"/>	<input type="checkbox"/>	d	KyLxFCS	
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a	National Geographic globe	
		<input type="checkbox"/>	<input type="checkbox"/>	h	[map].	
Math Data	255	<input type="checkbox"/>	<input type="checkbox"/>	a	Scale 1 : 42,134,000 or 1 inch = 665 miles.	
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	b	National Geographic Society,	
		<input type="checkbox"/>	<input type="checkbox"/>	c	n.d.	
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	a	1 globe	
		<input type="checkbox"/>	<input type="checkbox"/>	b	col., plastic, mounted on stand ;	
		<input type="checkbox"/>	<input type="checkbox"/>	c	12" diameter.	
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	a	Shows specific countires and capitals.	
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a	Globes.	
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	a	GL 912 Nat	

Cataloging Standard for Mixed Material



Mixed Material Template



Call Numbers and Definitions - Mixed Material Template

- **TS** – Teaching Set
- **BB** – Big Books

Notes:

- Teaching sets are cataloged differently from KITS. Teaching sets include materials that have only one form of media and does not fit into other categories (ex. book sets, activity cards, flannel board aids, classroom sets)
- Teaching sets are cataloged using **TS** in the call number and the 245 subfield h tag will say [teaching set]
- Big books are cataloged using **BB** in the call number and the 245 subfield h tag will say [big book]

TEACHING SET MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	npm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
ME: Pers Name	100 1	aSurname, Forename. (Author, Reteller or Adaptor , If book set or big books)
Title	245 10	aMain Title h[teaching set]: bsubtitle / cauthor ; illustrator ; editor. If the Title is the Main Entry then the 100 tag is not needed and the 1 st Indicator should be 0. The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var`nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Edition:	250	aEdition statement (ex.2 nd . edition.)
Publication	260	aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300	aThe number of books (ex. 4 books or 1 big book) c.size of book (ex. 25 cm.) eaccompanying material (ex. teacher's guide.)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.

Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)
Note:Summary	520 0	aA concise, objective description of the item.
Note:Audience	521 8	aTarget audience note Indicator 1 - 8 no display constant generated
One of the these <u>TAGS Must be used</u> - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield. subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up,

4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.

Local Call #

900

aLocal call number (ex. TS 973 Ame)

Teaching Set MARC

Close	Save	Insert	Delete	Insert	Delete	Diac's	Headings	Help
Leader	000			npm a				
Control #	001			F7A43548302711D6AC6C0008C7F9D24A				
Control # ID	003			KyLxFCS				
Date & Time	005			20020426093252.0				
Fixed Data	008			001113s19uu		000 0 eng d		
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>	1-57039-293-5				
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	KyLxFCS				
				KyLxFCS				
				KyLxFCS				
ME:Pers Name	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	McGuire, Margit E., Ph.D.				
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Museum.				
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	Chicago, Illinois :				
				Everyday Learning,				
				1997.				
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	32 student sourcebooks +				
				2 teacher's handbooks.				
Series:Title	440	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Storypath				
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	The Museum unit evolves over seven episodes as students learn how m				
				are organized and how a museum reflects the ideas and values of it:				
				unity. Students immerse themselves in designing and creating a mu:				
				They write a mission statement, create miniature exhibits, then re:				
				to fundamental democratic dilemmas when a community member finds on:				
				ore of the exhibits objectionable.				
Note:Audienc	521	<input type="checkbox"/>	<input type="checkbox"/>	Upper Elementary (ages 9-11, grades 5-6)				
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Museum				
				x Exhibits				
				2 sears				
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Business				
				2 sears				
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	TS 069 Mus				

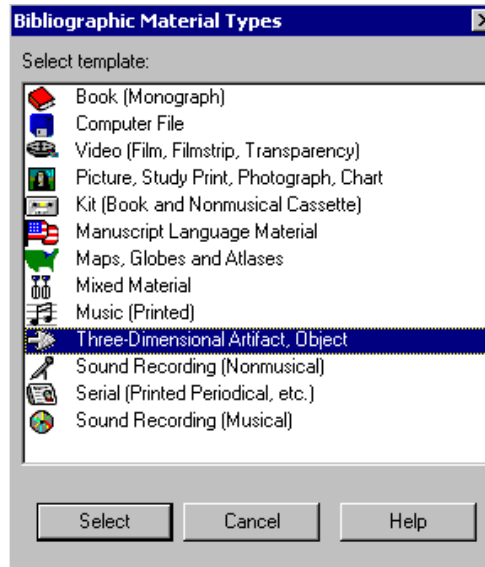
Big Book MARC

Close	Save	Insert	Delete	Insert	Delete	Diac's	Headings
Leader	000			npm a			
Control #	001			3F19F8A98D4611D59F8500508BC23F18			
Control # ID	003			KyLxFCS			
Date & Time	005			20010810015030.0			
Fixed Data	008			940125s1991 nyua		000 0 eng d	
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	90021269			
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>	0590433679 (lib. bdg.) :			
				\$13.95			
Dewey Call#	082	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	591			
				12			
ME:Pers Name	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dorros, Arthur.			
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Animal tracks			
				[big book]			
				written and illustrated by Arthur Dorros.			
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	New York :			
				Scholastic,			
				1991.			
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	1 big book :			
				ill. ;			
				84 cm. +			
				1 teacher's guide.			
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	Introduces the tracks and signs left by v			
				ck, raccoon, frog, black bear, and human.			
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Animal tracks.			
				2 sears			
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	BB 591 Dor			

Cataloging Standard for 3-D Artifacts



Three-Dimensional Artifact, Object Template



Call Numbers and Definitions - Three Dimensional Artifact, Object template

- **GA**-Games
- **MD** – Models
- **RL** – Realia
- **EQ** - Equipment

Notes: Models will have in the 245 h field – [model]

The 300 tag:

Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a	1 model :
					b	col., plastic on stand +
					e	1 teacher's guide.

Realia – See below

Title	245	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a	Outdoor/indoor thermometer
					h	[realia].
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b	Enrich,
					c	n.d.
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a	1 thermometer +
					e	1 mounting bracket.

Equipment can be found on page 45.

GAME MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS	
Leader	000		ngm a
Control # ID	003		KyLxFCS
Fixed Data	008		011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010		a00-11111
ISBN	020		a0-0000-0000-0
Cat. Source	040		a automatically filled in by the computer
Title	245	00	aMain Title h[game] : bsubtitle / author, if based on book; (If author listed use 700 tag AE: personal name). The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246	30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260		aPlace of Publication : bPublisher's Name, cDate of Publication. You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)
Phys Desc	300		aextent of item : (ex. 1 game board :) bother physical details ; (ex. col. ;) clength" x width" + (ex. 12" x 12" +) eaccompanying material. (ex. 3 playing pieces + 23 playing cards.)
Series: Title	440	00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500		a Any information not assigned a 500 tag.

Note:Summary	520 0	aA concise, objective description of the game.
Note:Audience	521 8	a Target audience note. Indicator 1 - 8 no display constant generated
One of the these <u>TAGS Must be used</u> - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
AE:Pers Name	700 1	aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry. Punctuation: A period should be placed at the end of the last subfield.
Elec Loc	856 4	uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series) Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.
Local Call #	900	aLocal call number (ex. GA 973 Ame)

Game MARC Record

		Close	Save	Insert	Delete	Insert	Delete	Diac's	Headings	Help
Leader	000	nrm aa								
Control #	001	3F1A09858D4611D59F8500508BC23F18								
Control # ID	003	KyLxFCS								
Date & Time	005	20010810040803.0								
Fixed Data	008	940902s1982 xxu eng d								
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	_a fcs00012844						
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	_a (KyLxSOU)080DF2D75EF611D3945C00508B2CF60A						
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	_a fcs00012844						
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	_c SES						
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_a The Game drawer reading comprehension skills games, drawer 1.						
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	_b Creative Publications,						
		<input type="checkbox"/>	<input type="checkbox"/>	_c 1982.						
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	_a 6 game boards :						
		<input type="checkbox"/>	<input type="checkbox"/>	_b col. ;						
		<input type="checkbox"/>	<input type="checkbox"/>	_c 11" x 17 1/2" +						
		<input type="checkbox"/>	<input type="checkbox"/>	_e 4 spinners + 69 playing cards.						
Series:Title	440	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_a Game drawer series						
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	_a Helps students with their reading comprehension.						
Subj:Topical	650	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_a Reading.						
		<input type="checkbox"/>	<input type="checkbox"/>	_2 sears						
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	_a GA 372.4 Gam						

Model MARC Record

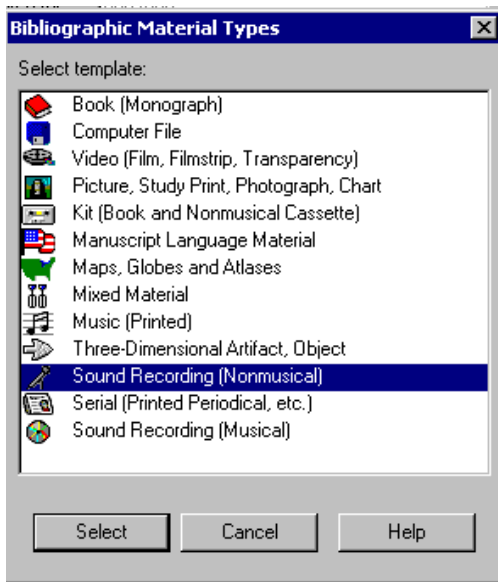
		Close	Save	Insert	Delete	Insert	Delete	Diac's	Headings	Help
Leader	000	npm a								
Control #	001	B2C3B876CF56447F8B3B9CA26CAA7013								
Control # ID	003	KyLxFCS								
Date & Time	005	20010831200530.0								
Phys. Desc	007	vfuubahou								
Fixed Data	008	961219 1995 xxu--- vleng d								
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	_a fcs00046497						
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	_a (KyLxMAR)387AD9DE7D8011D3AA8C00508B2CFD30						
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	_c KyLxFCS						
Title	245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_a Solar system simulator						
		<input type="checkbox"/>	<input type="checkbox"/>	_h [model].						
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	_b Hubbard Scientific,						
		<input type="checkbox"/>	<input type="checkbox"/>	_c 1995.						
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	_a 1 model :						
		<input type="checkbox"/>	<input type="checkbox"/>	_b col., plastic on stand +						
		<input type="checkbox"/>	<input type="checkbox"/>	_e 1 teacher's guide.						
Note:Summary	520	<input type="checkbox"/>	<input type="checkbox"/>	_a Shows how the planets revolve around the sun.						
Subj:Topical	650	<input type="checkbox"/>	<input type="checkbox"/>	_a Astronomy.						
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	_a MD 523.2 Sol						

Realia MARC Record

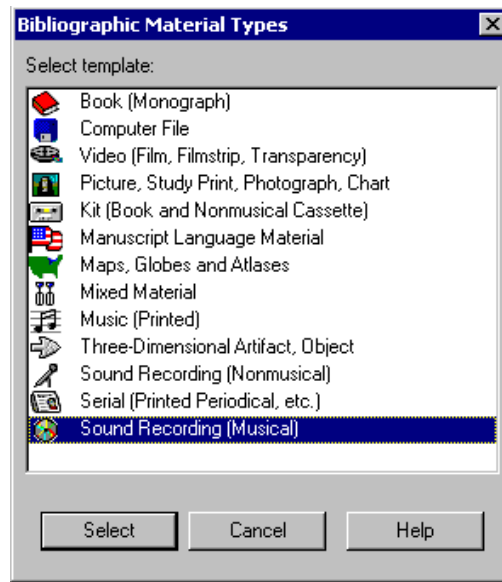
Field	Subfield	Value
Leader	000	nrm a
Control #	001	08851A468D1111D59F8500508BC23F18
Control # ID	003	KyLxFCS
Date & Time	005	20010809222141.0
Phys. Desc	007	vfubahou
Fixed Data	008	990126s xxu--- vleng d
Sys Control#	035	_a (KyLxSTO)C306A3B256FE11D388900004AC9D2FED
Sys Control#	035	_a fcs00007236
Cat. Source	040	_c KyLxFCS
Title	245	00_a Outdoor/indoor thermometer
		_h [realia].
Publication	260	_b Enrich,
		_c n.d.
Phys Desc	300	_a 1 thermometer +
		_e 1 mounting bracket.
Note:Summary	520	_a Shows the difference between Fahrenheit and Celsius.
Subj:Topical	650	4_a Measurement.
Subj:Topical	650	4_a Metric system.
Local Call #	900	_a RL 536 Out

Cataloging Standard for Sound Recording

Non-Musical Template



Musical Template



Call Numbers and Definitions - Sound Recordings

Non-Musical

ACD – Audio Compact Disk

AT – Audio Cassette Tape

Musical

ACD – Audio Compact Disk

AT – Audio Cassette Tape

Notes:

- The leader (000 tag) for Non-musical template is **nim**; the leader for a Musical template is **njm**

NON-MUSICAL SOUND RECORDING MARC RECORD (ACD)

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS
Leader	000	npm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
ME: Pers Name	100 1	aSurname, Forename. (Author, Reteller or Adaptor , If book)
Title	245 10	aMain Title h[audio compact disc] : bsubtitle / cauthor . If the Title is the Main Entry then the 100 tag is not needed and the 1 st Indicator should be 0. The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5-Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260	aPlace of Publication : bPublisher's Name,

cDate of Publication.

You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)

Phys Desc	300	a1 audio compact disc (time) bdigital (or other physical details) c.size of disc. eaccompanying materials. (ex. guide)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)
Note: Perform	511 0	aPeople listed in this field are actually seen or heard in the production.
Note:Summary	520 0	aA concise, objective description of the item.
Note:Audience	521 8	aTarget audience note Indicator 1 - 8 no display constant generated
Note:Ad Form	530	aAdditional physical form available
One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears.

Punctuation: A period should be placed at the end of the last subfield.
subfield.

AE:Pers Name	700 1	<p>aSurname, Forename qFuller form of name cTitles and other words associated with name (ex. Sir.) dDates (birth and death, if deceased) eIllustrator or editor</p> <p>Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry.</p> <p>Punctuation: A period should be placed at the end of the last subfield.</p>
Elec Loc	856 4	<p>uuniform resource locator (ex http://www.leftbehind.com) z nonpublic note (ex. Website for the Left Behind series)</p> <p>Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.</p>
Local Call #	900	aLocal call number (ex. ACD 742 Box)

MUSICAL SOUND RECORDING MARC RECORD (AT)

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	npm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
ME: Pers Name	100 1	aSurname, Forename. (Composer)
Title	245 10	aMain Title h[audio tape] : bsubtitle / ccomposer. If the Title is the Main Entry then the 100 tag is not needed and the 1 st Indicator should be 0. The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.
Publication	260	aPlace of Publication :

**bPublisher's Name,
cDate of Publication.**

You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)

Phys Desc	300	a1 audio cassette (time) eaccompanying materials. (ex. guide)
Series: Title	440 00	aSeries title ; vVolume number The <i>2nd indicator</i> is for nonfiling characters – see above.
Note:General	500	a Any information not assigned a 500 tag.
Note:Content if applicable	505 0	a Formatted content note. (ex. Hop on Pop -- The sneetches -- Green eggs and ham.) or (Hop on Pop / Dr. Seuss – Arthur in a pickle / Marc Brown – Clifford, the big red dog / Norman Bridwell.)
Note: Perform	511 0	aPeople listed in this field are actually seen or heard in the production.
Note:Summary	520 0	aA concise, objective description of the item.
Note:Audience	521 8	aTarget audience note Indicator 1 - 8 no display constant generated
Note:Ad Form	530	aAdditional physical form available
One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.		
Subj:Pers	600 17	aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Topical	650 7	aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.
Subj:Geog	651 7	aGeographic name xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.

subfield.

- AE:Pers Name** **700 1** **a**Surname, Forename
qFuller form of name
cTitles and other words associated with name (ex. Sir.)
dDates (birth and death, if deceased)
eIllustrator or editor
Indicator 1: 0-Forename, 1-Surname. Indicator 2: 0 with line through it-No information provided, 2: Analytical entry.
Punctuation: A period should be placed at the end of the last subfield.

- Elec Loc** **856 4** **u**uniform resource locator (ex <http://www.leftbehind.com>)
z nonpublic note (ex. Website for the Left Behind series)
Indicator 1 Access method : 0 with line through it-No information provided, 0-E-mail, 1-FTP, 2-Remote login (Telnet), 3-Dial-up, 4-HTTP, 7-Method specified in subfield 2. Indicator 2 Relationship to source: 0 with line through it - No information provided, 0-Resource, 1-version of resource, 2-Related resource, 8-No display constant generated.

- Local Call #** **900** **a****Local call number (ex. ACD 742 Box)**

Non-Musical Sound Recording MARC Record

Close		Save		Insert		Delete		Insert		Delete		Diag's		Headings		Help		
Leader	000																	
Control #	001																	
Control # ID	003																	
Date & Time	005																	
Fixed Data	008																	
ISBN	020																	
Stand Ident	024																	
ME:Pers Name	100																	
Title	245																	
Title:Var'nt	246																	
Publication	260																	
Phys Desc	300																	
Note:Content	505																	
Note:Summary	520																	
Subj:Topical	650																	
Subj:Topical	650																	
Local Call #	900																	

Sound Recording MARC Record

Field	Value	Subfield	Indicator	Text
Leader	000			njm a
Control #	001			2D902801B0704F74B6322BC70B740176
Control # ID	003			KyLxFCS
Date & Time	005			20010815155835.0
Fixed Data	008			010810s1996 nnn
Sys Control#	035		a	(KyLxRPE)26732CC5919311D5B7DD00C0F016CA15
Sys Control#	035		a	tlc00001560
Cat. Source	040		c	KyLxRPE
ME:Pers Name	100	1	a	Jacobson, John.
Title	245	10	a	Someone to count on
			h	[audio tape] :
			b	a musical salute to special friends in our community /
			c	words and musci by John Jacobson and Jackie O'Neill.
Publication	260		b	Hal Leonard,
			c	c1996.
Phys Desc	300		a	1 cassette +
			e	1 teacher's manual.
Note:Content	505		a	Neighborhood -- The bravest kid in town -- Drill ye dentists, drill e policeman is a kid's best friend -- What if they X-ray my heart? - s a matter of principal -- Someone to count on -- The scariest folks own are my friends.
Note:Summary	520		a	Looks at different people in the community and their jobs.
Subj:Topical	650	7	a	Children's songs.
Local Call #	900		a	AT 782.42 Jac

Cataloging Standard for Serials



Serial (Printed Periodical, etc) Template

Bibliographic Material Types

Select template:

- Book (Monograph)
- Computer File
- Video (Film, Filmstrip, Transparency)
- Picture, Study Print, Photograph, Chart
- Kit (Book and Nonmusical Cassette)
- Manuscript Language Material
- Maps, Globes and Atlases
- Mixed Material
- Music (Printed)
- Three-Dimensional Artifact, Object
- Sound Recording (Nonmusical)
- Serial (Printed Periodical, etc.)**
- Sound Recording (Musical)

Select Cancel Help

Call Numbers and Definitions - Serials Template (Printed periodicals)

- **MAG** - Magazine

Notes:

- Cataloging for magazines is optional
- The call number **MAG** must be used or it will not filter out of the UNION.

MAGAZINE MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO. INDICATORS	
Leader	000	ngm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d The date of publication needs to be added to the 008 tag, double click on the tag edit it.
LCCN	010	a00-11111
ISSN	022	a0000-0000
Cat. Source	040	a automatically filled in by the computer
Key Title	222 0	aOnly if there is an ISSN and even it is the same as title (245 tag). The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title	245 00	aMain Title bsubtitle / cstatement of reponsibility (ex. founded, edited and published by The <i>2nd indicator</i> is the number of non-filing characters – ex. A-2, An-3, The-4.
Title:Var'nt	246 30	a Can be a portion of the title, a cover title etc. See below. The 2 nd Indicator designates the type of title: 0-Portion of the title, 1-Parallel title, 2-Distinctive titles, 3-Other titles, 4-Cover title, 5Added title page title, 6-Captioned title, 7- Running title, 8-Spine title.

Publication	260	<p>aPlace of Publication : bPublisher's Name, cDate of Publication.</p> <p>You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)</p>
Phys Desc	300	<p>av. bother physical details ; (ex. ill. . ;) csize.</p>
Pub Freq	310	<p>a(ex. Monthly, Bi-monthly, Annual, Quarterly and beginning date.) (Monthly, 1964-)</p>
FMR Pub Freq	321	<p>aUse if previous issues have a different publishing frequency, use same format as above but put beginning and ending date.</p>
Pub Date/Vol	362 0	<p>aThis is the date and volume of the 1st issue. [ex. Vol. 1, no. 1 (Nov 1960 -)] 1st indicator – 0-formatted style, 1-unformatted note.</p>
Note:General	500	<p>a Any information not assigned a 500 tag.</p>
Note:Pecul'r	515	<p>aNotes relationship with other serials (ex. Supplement to, translation of, Continued by.)</p>
Note:Summary	520 0	<p>aA concise, objective description of the magazine.</p>
Note:Audience	521 8	<p>a Target audience note. Indicator 1 - 8 no display constant generated</p>
Note : Issuing	550	<p>aUse this if this magazine is a joint issue with another magazine.</p>
Note: Index	555	<p>aNotes if magazine has a cumulative index. (ex. Index published in June and December issues.)</p>
<p>One of the these TAGS Must be used - 600, 650 or 651. Use of multiple tags is optional.</p>		
Subj:Pers	600 17	<p>aSurname, Forename qFuller form of name dDates (birth and death, if deceased) xGeneral subdivision vForm subdivision 2sears Indicator 1: 0-Forename, 1-Surname. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.</p>
Subj:Topical	650 7	<p>aTopical heading zGeographic subdivision yChronological subdivision xGeneral subdivision vForm subdivision 2sears Indicator 1: Blank. Indicator 2: 7-Sears. Punctuation: A period should be placed at the end of the last subfield.</p>
Subj:Geog	651 7	<p>aGeographic name xGeneral subdivision</p>

Magazine Copy Screen

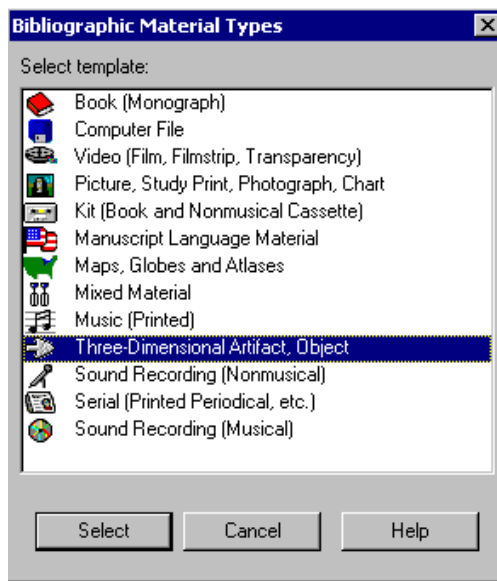
The screenshot shows a software window titled "Edit Copy" with a blue header bar. The window is divided into several sections for data entry:

- Title Information:** Fields for Title (containing "Ebony"), Author, and Call Number (containing "MAG"). Buttons for "Save", "Cancel", and "Help" are on the right.
- Copy Information:** Fields for Barcode (containing "T 123321" with an "Assign Barcode" button), Call Number (containing "Mag Oct 2002"), and Category Codes (with a "Categories..." button). A "Checkouts..." button is also present.
- Description/Enumeration:** Three rows for "First:", "Second:", and "Third:" entries, each with a dropdown menu and a text field.
- Acquisition and Pricing:** Fields for Acquisition Date (containing "04/17/2002"), Price (containing "\$1.50"), Vendor, and Funding Source, each with a "Select..." button.
- Circulation and Inventory:** Fields for Circulation Type (containing "Regular"), Copy Status (containing "Checked Out"), and Inventory Status (containing "Marked"), each with a dropdown menu.
- Copy Details:** Fields for Copy Number, Sub Location, and Copy Note.
- Circulation Note:** A large text area for additional notes.

Cataloging Standard for Three Dimensional Artifact Object



Equipment



Call Numbers and Definitions - Three Dimensional Artifact, Object Template

- **EQ** - Equipment

Notes:

- This template is also used for **RL** - Realia, **GA** - Games, and **MD** – Models. They are dealt with in a separate cover. – see page 29.
- **EQ must be used** as the call number for all equipment so as to filter all equipment from the UNION.
- **See Appendix A** for call number symbols for hardware and software.

EQUIPMENT MARC RECORD

Red tags are required. Blue tags are optional.

TAG NAME	TAG NO.	INDICATORS
Leader	000	ngm a
Control # ID	003	KyLxFCS
Fixed Data	008	011126s19uu 000 0 eng d

The date of publication needs to be added to the 008 tag, double click on the tag edit it.

LCCN	010	a00-11111
ISBN	020	a0-0000-0000-0
Cat. Source	040	a automatically filled in by the computer
Title	245 00	aMain Title h[equipment] / cname of the manufacturer.

The *2nd indicator* is the number of non-filing characters –
ex. A-2, An-3, The-4.

Edition	250	aModel number
----------------	------------	----------------------

Publication	260	aPlace of Publication : bPublisher's Name, cDate manufactured.
--------------------	------------	-------------------------------------------------------------------------------

You can use the copyright or publishing date. The copyright date should be preceded by a c. Both dates can be used, if publishing date is later than the copyright date (ex. 1990, c1989.)

Phys Desc	300	aextent of item : (ex. 1 overhead projector ;) clength" x width" + (ex. 12 x 12 x 14 cm.)
------------------	------------	------------------------------------------------------------------------------------------------------

Note:General	500	a Any information not assigned a 500 tag.
--------------	-----	-------------------------------------------

Local Call #	900	aLocal call number (ex. EQ DVD)
---------------------	------------	----------------------------------------

Equipment MARC Record

File	Edit	Search	Tag	Subfield	Tools	Help

Leader	000			nrm
Control #	001			E3D038B88B0D11D59F8500508BC23F18
Control # ID	003			KyLxFCS
Date & Time	005			20010807101725.0
Fixed Data	008			980803n1999
LCCN	010	<input type="checkbox"/>	<input type="checkbox"/>	000 0 eng d
ISBN	020	<input type="checkbox"/>	<input type="checkbox"/>	
Sys Control#	035	<input type="checkbox"/>	<input type="checkbox"/>	(KyLxLHS)7FAE5901CF4211D3AFE5006097DDA73D
Cat. Source	040	<input type="checkbox"/>	<input type="checkbox"/>	LHS
				LHS
ME:Pers Name	100	<input type="checkbox"/>	<input type="checkbox"/>	Equipment
Title	245	<input type="checkbox"/>	<input type="checkbox"/>	DVD/Video CD/CD Player
				[equipment] /
				by Panasonic.
Title:Var'nt	246	<input type="checkbox"/>	<input type="checkbox"/>	
Edition	250	<input type="checkbox"/>	<input type="checkbox"/>	Model No. DVD-A112U.
Publication	260	<input type="checkbox"/>	<input type="checkbox"/>	Panasonic,
				1999.
Phys Desc	300	<input type="checkbox"/>	<input type="checkbox"/>	1 DVD/Video CD player.
Series:Title	440	<input type="checkbox"/>	<input type="checkbox"/>	
Note:General	500	<input type="checkbox"/>	<input type="checkbox"/>	Includes remote control (AA batteries- Part No. UEQ2249)), AC cord
				No. UJA1094), Video/audio cable (Part No. UJA1062)
Local Call #	900	<input type="checkbox"/>	<input type="checkbox"/>	EQ DVD

Equipment Copy Record

Edit Copy
✕

Title Information

Title:

Author:

Call Number:

Copy Information

Barcode:

Call Number:

Category Codes:

Description/Enumeration

First:

Second:

Third:

Copy Number:

Sub Location:

Copy Note:

Acquisition Date:

Price:

Vendor:

Funding Source:

Circulation Type:

Copy Status:

Inventory Status:

Circulation Note:

HARDWARE and SOFTWARE CALL NUMBER SYMBOLS
Standards for Fayette County School Libraries

HARDWARE		SOFTWARE	
All peripherals connected to the microcomputer (CD ROMs, Monitors, Keyboards, Etc.)	EQ MCP	Audio Compact Disc	ACD
Camera (Still, Movie, Digital, Video)	EQ CM	Audio Tapes	AT
Cassette Recorder	EQ CR	Big Books	BB
Compact Disk Player	EQ CD	Charts - sheet giving information by means of an outline, graph, diagram, table or picture	CH
Computer Printer	EQ MCPR	Computer Compact Disc	CCD
DVD Player	EQ DV	Digital Videodisc	DVD
Laser Disk Player	EQ LD	Games	GA
Laptop Computer	EQ LT	Globes	GL
LCD Panel	EQ LCD	Kits - multiple pieces with more than one being a different kind of media	KIT
Overhead Projector	EQ H	Laser Video Disk	LD
Scanners/Digitizers	EQ SC	Maps	MA
Television	EQ TV	Microcomputer software	MCS
Videocassette Recorder	EQ VR	Microcomputer software	MCS
		Models	MD
		Models	MD
		Pictures - representation of persons, places, objects or ideas in the form of a drawing, painting, photograph	PC
		Realia	RL
		Teaching sets - multiple pieces of all the same kind of media	TS
		Video Recordings	VR

CATALOGING ABBREVIATIONS

TERMS	ABBREVIATION	TERMS	ABBREVIATION
accompaniment	acc.	editor	ed.
altitude	alt.	enlarged	enl.
alto	A	equinox	eq.
and	&	et alii	et. al.
and others	et. al.	et cetera	etc.
Anno Domini	A.D.	facsimile, -s	facsim., facsims.
approximately	approx.	flourished	fl.
arranged	arr.	following	ff.
arranger	arr.	foot, feet	ft.
augmented	aug.	frame, -s	fr.
Band	Bd.	frames per second	fps
band	bd.	genealogical	geneal.
baritone	Bar.	government	govt.
bass	B	Government Printing Office	G.P.O.
Before Christ	B.C.	Her (His) Majesty's	
binary coded decimal	BCD	Stationery Office	H.M.S.O.
bind	bd.	hour, -s	hr.
black and white	b&w	id est	i.e.
book	bk.	illustration, -s	ill.
born	b.	inch, es.	in.
Brother, -s	Bro., Bros.	inches per second	ips
bulletin	bull.	including	incl.
bytes per inch	bpi	Incorporated	Inc.
cast	c.	introduction	introd.
centimeter, -s	cm.	kilometer, -s	km.
century	cent.	Limited	Ltd.
chapter	ch.	manuscript, -s	ms., mss.
circa	ca.	mezzo-soprano	Mz
colored, coloured	col.	millimeter, -s	mm.
Company	Co.	minute, -s	min.
compare	cf.	miscellaneous	misc.
compiler	comp.	monophonic	mono.
confer	cf.	new series	new ser.
copyright	c.	New Testament	N.T.
Corporation	Corp.	no name (of publisher)	s.n.
corrected	corr.	no name (of publication)	s.l.
declination	decl.	nouveau, nouvelle	nouv.
diameter	diam.	number, -s	no.
died	d.	numbered	numb.
document	doc.	numer	nr.
edition, -s	ed., eds.	Old Testament	O.T.

TERMS	ABBREVIATION
opus	op.
otisk	ot.
page, -s	p.
paperback	pbk..
part, -s	pt., pts.
parte	pt.
partie, -s	ptie, pties
phonogram (copyright)	p
photograph, -s	photo., photos.
plate number, -s	pl. no.
portrait, -s	port., ports.
posthumous	posth.
preface	pref.
preliminary	prelim.
printing	print.
privately printed	priv. print.
projection	proj.
pseudonym	pseud.
publishing	pub.
quadraphonic	quad.
reimpression	reimpr.
report	rept.
reprinted	repr.
reproduced	reprod.
revise, -e	rev.
revolutions per minute	rpm.
right ascension	RA.
rok	r.
second,-s	sec.
series	ser.
signature	sig.
silent	si.
sine loco	s.l.
sine nomine	s.n.
soprano	S
sound	sd.
stereophonic	stereo.
superintendent	supt.
Superintendent of Documents	Supt. of Docs.
supplement	suppl.
tenor	T
title page	t.p.
tome	t.

TERMS	ABBREVIATION
tomo	t.
translator	tr.
typographical	typog.
unaccompanied	unacc.
volume, -s	v.
volume, -s	vol., vols.

BIBLIOGRAPHIC SOURCES

TERM	ABBREVIATION
American	Amer.
annuaire	ann.
bibliography	bibl.
biography	biog.
British	Brit.
catalog(ue)	cat.
cyclopedia	cycl.
dictionary	dict.
directory	direct.
encyclopedia	encycl.
English	Engl.
history	hist.
Katalog	Kat.
literature	lit.
museum	mus.
national	nat.
report	rept.

COUNTRIES, STATES, PROVINCES, TERRITORIES, ETC.

NAME	ABBREVIATION	NAME	ABBREVIATION
Alabama	AL	Northern Territory	N.T.
Alaska	AK	Northwest Territories	N.W.T.
Alberta	Alta.	Nova Scotia	N.S.
Arizona	AZ	Ohio	OH
Arkansas	AR	Oklahoma	OK
Australian Capital Territory	A.C.T.	Ontario	Ont.
British Columbia	B.C.	Oregon	OR
California	CA	Pennsylvania	PA
Colorado	CO	Prince Edward Island	P.E.I.
Connecticut	CT	Puerto Rico	P.R.
Delaware	DE	Queensland	Qld.
District of Columbia	DC	Rhode Island	RI
Florida	FL	Russian Soviet Federated Socialist Republic	R.S.F.S.R.
Georgia	GA	Saskatchewan	Sask.
Guam	GU	South Australia	S. Aust.
Hawaii	HI	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tasmania	Tas.
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Union of Soviet Socialist Republics	U.S.S.R.
Maine	ME	United Kingdom	U.K.
Manitoba	Man.	United States	US
Maryland	MD	Vermont	VT
Massachusetts	MA	Victoria	Vic.
Michigan	MI	Virgin Islands	V.I.
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Western Australia	W.A.
Nebraska	NE	Wisconsin	WI
Nevada	NV	Wyoming	WY
New Brunswick	N.B.	Yukon Territory	Yukon
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New South Wales	N.S.W.		
New York	NY		
New Zealand	N.Z.		
Newfoundland	Nfld.		
North Carolina	NC		
North Dakota	ND		

Copy Screen Information

This is a required field. Barcodes may be keyed in or scanned.

Circulation types are made in system setup > cataloging. They are either assigned individually here or globally added. .

Category codes are made in system setup>cataloging. They are either assigned individually here or globally added in cataloging.

The Description/ Enumeration fields let you enter or choose the most appropriate terms. For example, you could use 'volume' and 'range' for encyclopedia; 'number' and 'issue' for magazines; or 'videocassette' and 'episode' for a video from a set.

Used when this copy is shelved someplace other than with the regular call numbered books. Ex.: Paperback Rack, Kentucky Collection...

Used to include information such as damage or repair. This information can only be viewed at the copy record screen.

Used to include information which will pop up on the screen at the time this copy is checked out.

Date is automatically added.

Bills are based on this

Vendor and Funding Source may be added here using a self-determined code.

Note: choices in the drop down.

The screenshot shows the 'Add Copy' window with the following fields and callouts:

- Title Information:** Title: One of the third grade Thinkers; Author: Naylor, Phyllis Reynolds; Call Number: F NAY. Callouts: 'This is a required field. Barcodes may be keyed in or scanned.' (points to Barcode field), 'Circulation types are made in system setup > cataloging. They are either assigned individually here or globally added. .' (points to Circulation Type dropdown).
- Copy Information:** Barcode: (empty), Call Number: F NAY, Category Codes: (empty). Callouts: 'Category codes are made in system setup>cataloging. They are either assigned individually here or globally added in cataloging.' (points to Category Codes), 'The Description/ Enumeration fields let you enter or choose the most appropriate terms...' (points to Description/Enumeration dropdowns).
- Acquisition:** Acquisition Date: 04/26/2002, Price: \$0.00, Vendor: (empty), Funding Source: (empty). Callouts: 'Date is automatically added.' (points to Acquisition Date), 'Bills are based on this' (points to Price).
- Inventory/Status:** Circulation Type: Regular, Copy Status: Available, Inventory Status: Marked. Callouts: 'Vendor and Funding Source may be added here using a self-determined code.' (points to Vendor and Funding Source), 'Note: choices in the drop down.' (points to Copy Status dropdown).
- Other:** Copy Number, Sub Location, Copy Note, Circulation Note.

GLOSSARY

AACR2R – acronym for the *Anglo-American Cataloguing Rules*, 2nd edition, 1998 revision; these rules are used to compose the bibliographic description of an item to be placed in a collection; these rules determine the cataloging information that will appear on a MARC record; includes the rules for determining the title, statement of responsibility, edition, material specific details, publication information, physical description, series, notes, and standard numbers for an item

Access points – the retrieval points in the library catalog where patrons are able to look up information; these include the main entry and other added entries; these are the headings for which separate cards were created in the traditional card catalog

Added entry – used to link the description of a material to other like items; usually either subject added entries (subject headings) or personal added entries; subject added entries include topical and geographic terms; personal added entries include illustrators and co-authors

Art print – an engraving, etching, lithograph, woodcut, etc., printed from the plate prepared by the artist

Authority control – following or using a recognized or established form for names of people, entities, places and things; using authority control ensures that information on identical subjects will be retrieved at the same time; lists of approved headings (Library of Congress or Sears) provide authority control

Autorecon - The automated process used to enhance the bibliographic records in the library database with information from an Alliance Plus CD ROM or online database. Autorecon is an abbreviated term for Automated Retrospective Conversion.

Characters – individual letters, numbers and symbols

Chart – an opaque sheet that exhibits data in graphic or tabular form. (ex. wall chart.)

Computer file – a file (data and/or programs) encoded for manipulation by computer

Content designator – an inclusive term used to refer to tags, indicators and subfield codes

Cutter letters – the letters used on a material's label with a call number to further identify that material; ex. for Fiction and most Non-fiction these are usually the first three letters of the author's last name; ex. for individual biography (921) the first three letters of the subject are used; ex. for multiple authors and title main entries, the first three letters of the title are used

Delimiter – a character used to separate subfields in the MARC record; usually represented by a dollar sign (\$), an "at" sign (@), an underline (_) or the double dagger

Directory – block of data that immediately follows the leader in a MARC record; the body of the record; this data tells the computer what tags are in the record and where they are placed

Field – place provided for each set of bibliographic information; ex. field for author, field for title, etc.; identified by 3-digit tags

Game – an item or set of materials designed for play according to prescribed or implicit rules and intended for recreation or instruction

Globe – a model of the earth or other celestial body, depicted on the surface of a sphere

Indicator – two character positions that follow a tag; in some fields, both are used, but in other fields only one or neither one may be used; these represent further display information about data in the fields with which they are associated

Kit – An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item

Leader – the first 24 characters in a MARC record; each position has an assigned meaning; computer cataloging programs often fill in much of this information automatically

Main entry – the primary access point to a MARC record; typically this is the author's name, but in some cases it is the title of the material.

Map – a representation, normally to scale and on a flat medium, of a selection of material or abstract features on, or in relation to, the surface of the earth or another celestial body

MARC – acronym for MACHine-Readable Cataloging record; contains the bibliographic information that would appear on a manual catalog card

MARC 21 – the most recent publication of MARC record standards; the combination of USMARC and CAN/MARC standards

Model – a three-dimensional representation of a real thing

Non-filing character – term used in reference to characters and spaces in material titles that the computer should disregard when sorting or filing; *ex.* the words “*a*”, “*an*” and “*the*” and the spaces between these articles and the rest of a title; the second indicator is used in the title field and/or series title field to accomplish having these characters skipped

Picture – a two-dimensional visual representation accessible to the naked eye and generally on opaque backing (ex. includes art prints, posters and study prints)

Realia – an artifact or naturally occurring entity, as opposed to a replica

Serial – a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely (ex. periodicals, newspapers)

Sound recording – a recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may reproduced

Subject heading – standardized terms for topics used to link related materials to one another; should either come from the *Sears List of Subject Headings* (Sears) or the *Library of Congress Subject Headings* (LCSH); used in the added entry fields

Subfield – each division of data within a field; *ex.* within the field for a book's physical description, there is a subfield for the number of pages in the book

Subfield code – one lower-case letter (or occasionally a number) preceded by a delimiter that indicates the presence of a particular type of data; *ex.* the \$a subfield of the 300 tag is where the number of pages in a book is placed

Tag – three-digit number that is associated with a field; identifies the field and the kind of data that it contains; *ex.* the 020 tag is for information about the ISBN

Teaching sets – a catch-all term used for all materials which do not fit into another group (*ex.* activity cards, book sets, classroom sets, big books)

Videorecording – a recording on which visual images, usually in motion and accompanied by sound, have been registered, designed for playback by means of a television set

Information taken from *Understanding MARC Bibliographic*, Library of Congress, 2000.
Information taken from *Anglo-American Cataloging rule*, ALA 1998.

Tag Information

1. Repeatable Tags (these tags can be used more than once)

- 020 – ISBN
- 246 – Varying Form of Title
- 300 – Physical Description
- 440 – Series Statement
- 500 – General Note
- 504 – Bibliography Tag
- 505 – Formatted Content Note
- 520 – Summary
- 521 – Target Audience
- 526 – Study Program Information
- 600 – Subject Added Entry – Personal Name
- 650 – Subject Added Entry – Topical Name
- 651 – Subject Added Entry – Geographic Heading
- 700 – Added Entry – Personal Name

2. Tags You May Want to Add But Not on Some Templates

- 250 – Edition Statement
- 546 – Notes - Language

3. Tags Autorecon will NOT Replace.

- 521 – Target Audience
- 526 – Study Program Information
- 590-599 – Local Notes
- 658 – Index Terms – Curriculum Objectives
- 690–699 – Local Subject Access
- 700-799 – Added Entries
- 856 – Electronic Location and Access
- 900-939 – Local Use
- 941-999 – Local Use

MARC Websites

1. MARC Standards from the Library of Congress. <http://www.loc.gov/marc/>
2. Understanding MARC Written by Betty Furrie in conjunction with the Data Base Development Department of The Follett Software Company - <http://www.loc.gov/marc/umb/>.
3. Amicus, the database of the National Library of Canada – <http://www.nlc-bnc.ca/amicus/>.
4. Sunlink, the union catalog for the site of Florida - <http://www.sunlink.ucf.edu/default2.html>
5. SchoolsCat, the South Central Organizations of School Library Systems in New York - <http://lepac1.brodart.com/search/bq/>
6. Cowlnet, the union catalog for Winfield Public Library, Southwestern College, and the Unified School District 465 (Kansas) – <http://cowlnet.sckans.edu>
7. Library Cataloguing Aids compiled by Lynne LeGrow, Cataloguer - Halifax Regional Library - Nova Scotia, Canada - <http://www3.ns.sympatico.ca/allegrow/cat.htm>
8. MARC 21 Formats (Copyright 1995-2001 The Library Corporation)- <http://www.tlcdelivers.com/tlc/crs/gen0001.htm>
9. MARC Tag of the Month from Follett – One tag is previewed and archives can be found for other tags. <http://www.fsc.follett.com/products/marctags/>
10. Orbis, a consortium of 18 academic libraries in Oregon and Washington State – <http://orbis.uoregon.edu/>

Using FCPS Union Catalog to Find MARC Records: a procedure for FCPS Libraries

Do you have something new that you want to add to circulation quickly?

- First search from cataloging for a MARC record for the book or audiovisual item you have.
- Look for a match by ISBN. If you do not find a match, search by title. If the title MARC record in your database matches the publisher/producer, copyright/paging but does not have an ISBN entered, you can consider this a match.
- Add the ISBN to the existing record and save it.
- Add a copy to this record and physically process the book. Follett will print spine labels from reports.

If you do not find an existing MARC record in your local database:

- From cataloging, drop down the box with 'local database' and choose 'selected database sources'.



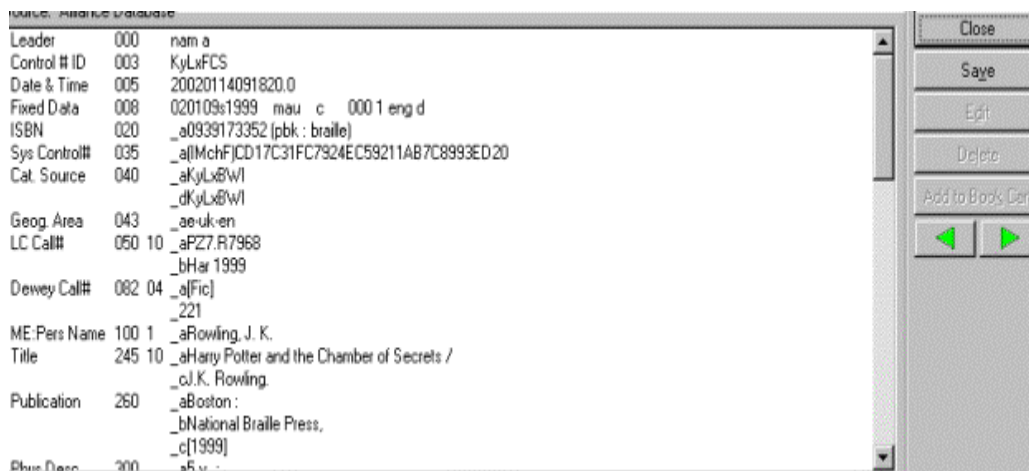
- From the selected database sources, again search by ISBN where possible (the ISBN barcode can be scanned). If an ISBN search does not render results, search by title.



- Upon locating a match from both the Local database and the Union Database, you will receive a listing.

↗	Harry Potter and the prisoner of Azkaban	Rowling, J. K.	1999	Local Database
📖	Harry Potter and the sorcerer's stone	Rowling, J. K.	1998	Local Database
↗	Harry Potter and the sorcerer's stone	Rowling, J. K.	1999	Local Database
📖	Harry Potter and the sorcerer's stone teacher's guide	Mammen, Lori.	1999	Local Database
📖	Harry Potter and the Chamber of Secrets	Rowling, J.K.		Union Database
📖	Harry Potter and the chamber of secrets	Rowling, J.K.	1998	Union Database
↗	Harry Potter and the chamber of secrets	Rowling, J. K.	1998	Union Database
📖	Harry Potter and the Chamber of Secrets	Rowling, J. K.	1998	Union Database

- By highlighting and clicking on any one from the Union Database, further investigation of the items such as ISBN, publisher, and paging will reveal if this is a matching record. Click on **save**. This will save the record to your local database where you can edit MARC information if needed and add copy information. You then can physically process the book for circulation.



How do I recon my local database with the Union in order to get the fullest possible MARC records?

- Select books from your database that have brief MARC records and move them into the Bookcart from the cataloging screen. (There is a cataloging report, which will identify which books have brief MARC records.
- After adding records to the Bookcart, click on the icon on your cataloging toolbar. The list on this screen shows you the items you will recon against the Union. Click RECON in the dialog box. The scrolling bar will keep you apprised of the number of matches found and replacement MARCs made. Anything left in the Bookcart was not matched and was not changed.

