

Regional Cataloguing Standards

Cataloguing of books for London Health Libraries

The following standards are based on **MARC21 (machine readable cataloguing)**. Many major libraries (including the British Library) are starting to implement MARC21 as the universal standard, and it is expected that other libraries will eventually move in this direction, so the following guidelines/standards conform to the MARC21 format.

The fields and format required for submission to the **RDD** (Regional Documents Database) are listed below. The main **MARC21 tag** is listed first, and the corresponding **DbTextworks/2020** tag/code is shown alongside it for guidance. The subfield tags and indicators as used in MARC21 have not been listed in most cases. Other fields will of course be required locally but the format of these may be determined by the individual libraries.

Sources of information in order of priority

1. Title page
2. The reverse title page
3. Reverse/back cover of the item

Entering data

020 ISBN

BN /ISBN

Input all 10 (or 13 digits) and ignore any punctuation such as hyphens. X should be in upper case.

022 ISSN

SN /ISSN

Hyphens are included.

e.g. 1234-5678

This field is not essential for RDD.

060, 082, 084 Class numbers

CM/ Classification

Add the classmark using as in your local classification scheme

This field is not essential for RDD.

060 NLM

CM/ Classification

082(Dewey)

CM/ Classification

084(Other)

CM/ Classification

e.g. WLM 100

100 Personal name-main entry

AU/ Author

Use the **first** named author

Include the author's surname and first name (where available). Use a comma after the surname. Use sentence case.

Examples of personal author/name

Single surname:
Hough, Alexandra

Single surname and title: Sir Thomas Moore
Moore, Thomas Sir

Person with hyphenated surname:
Harvey-Smith, John

If surname is a compound name enter under last name:
Adams J. Crawford

If surname has a prefix entry would be under prefix:
Von Braun, W
De La Mare, W

For added authors the **700** field can be used.

110 Corporate name

AFI CorporateAuthor

e.g. Royal College of Midwives
Names are not usually abbreviated unless there is a well known acronym
e.g. ASLIB

Leave out UK or Great Britain
e.g.
Department of Health and Social Security

NOT

Great Britain. Department of Health and Social Security

For added entry field 710 can be used...

245 Title/ Statement of responsibility

TI/ Title

Indicators- to be written after the **245** Marc code
First - Title added entry
 0 - No added entry
 1 - Added entry

Second - Nonfiling characters
 0-9 - Number of nonfiling characters

eg. 4 where 'The' is part of the title. The tag would be written 245 14.

Enter the full title of the work and its subtitle, then statement of responsibility

245a title

245b subtitle

245c statement of responsibility

Use a capital letter only for the start of the first word in the title and for the start of any proper names or geographical places.

If the work has a subtitle begin the subtitle with a lower case letter..

e.g.. Basic nursing : essentials for practice / Patricia A. Potter

If the title begins with the definite or indefinite article, include this within the entry.

e.g. The psychology of nursing care / Neil Niven

246 Varying form of title

Use when the title on the cover and title page differ. Titles **NOT** on the title page go here.

This could be added to **245** (on a separate line).

250 Edition statement

ED/ Edition

Enter edition statement as follows:

2nd ed

Also used for revised editions:

2nd rev.ed.

260 Publication information (Imprint)

This field contains details of publication (with subfields for place of publication, name of publisher and date of publication).

Place: 260a

PL/ PublisherPlace

If published in the UK just use town or city

e.g. London

If the document is published elsewhere (US) use name of place of publication followed by abbreviation for the state

e.g. Boston, MA

260b Name of publisher

PU/ Publisher

e.g. Chartered Institute of Personnel and Development

260c Date

PY/ PublicationDate

Enter year of publication e.g.: 2002

If not sure make an educated guess and enter c2002

300 Physical description/Format

FO

This field contains details of pagination, illustrations, size (only needed if relevant) and accompanying material. If not using Marc21 an entry would be written as follows:

239p.: ill. ; 23cm

300a extent

PPI/ Pagination

Enter pagination (or playing time)

e.g. 306p.

300b other physical details

Enter information such as illustrations

e.g. ill.

300c size

Only needed if relevant

e.g. 23cm

300e Accompanying material

e.g. CDROM

440 Series title

SE/ Series

Enter the series title using capitals and acronyms where used on the original. A subfield can include number or name of part.

440a Series title

440b Part number

e.g. Library information series ; no.17

It is recommended that publications such as Command papers, House of Commons papers and Statutory Instruments should have a 440 tag.

500 General notes

NO/ Notes

This field is used to supply additional information on the item that cannot be described in other fields. It is not compulsory.

520 Summary

AB

Unformatted information such as an abstract or phrase describing the material which describes the scope and general contents of the materials– not compulsory

650 Subject headings

SU/ Subheading

This field can also comprise of additional Marc codes
e.g.

600 Person as subject

610 Corporate body such as NHS as Subject

Enter LC, MeSH or local subject headings as appropriate. Enter each heading on a separate line. Keep all possible headings.

700 Added Entry-Personal name can be added to **100** field

Add 2nd or 3rd authors here. Do not add 4th or subsequent authors.
Use the same format as in **100 PERSONAL NAME (Main Author)** field.

710 Added Entry- Corporate name can be added to **110** field.

Enter 2nd and subsequent corporate authors here (up to 3). Use format as for **110 (Corporate name)** field.

856 - Electronic location and access

URL can be added here.

Appendix:

If unsure how to enter data refer to OCLC guidance (MARC21) and AACR2 Anglo-American Cataloguing rules 2nd ed (universal standard, revised continuously).

Detailed information about MARC 21 and the various fields, subfields and indicators can be found at the website:

www.loc.gov/marc/

An excellent source of instructions with written examples can also be found at:

www.oclc.org/oclc/bib/toc.htm