

How to enter Common USMARC Tags in Sirsi Cataloging (Example of BOOK record listed)

Certain parts of a catalog record contain descriptive information that is transcribed from the item being cataloged. The title, for example, displays in the description much (or exactly) as it displays on the title page, although punctuated according to certain cataloging rules. Headings are text added to the descriptive portion, usually repeating and standardizing certain parts of the bibliographic information already transcribed in the descriptive text.

Just as the information on a catalog card is positioned and punctuated to certain rules, the same information on a machine-readable catalog record is arranged and delimited to similar rules. All parts of the original cataloging are retained, but certain elements are added to take advantage of machine-readable text functions. The full USMARC instructions for delimiting machine-readable cataloging are available from the Library of Congress and described in MARC Formats for Bibliographic Data.

(SEE: <http://www.loc.gov/marc/bibliographic/>)

Examples - selecting appropriate entries (tags) for BOOK record

The bibliographic tags fall into groups.

Group	Description
010	tags for control numbers, call numbers, and codes
100	tags for main entries
200	tags for title information
300	tags for physical description
400	tags for series (traced and untraced)
500	tags for notes
600	tags for subject tracings
700	tags for added author and added title tracings
800	tags for series traced differently
900	tags defined for local use

Call Numbers and Control Code

010 - Library of Congress Card Number (LCCN)

Enter the LC card number in the form 99-999999 if the number is present on the card. For information about the new LCCN four-digit year format, refer to <https://www.loc.gov/marc/lccn.html>. This change in the structure of the LCCN will have no affect on your system. Displays of the LCCN simply show the number as entered. When cataloging, some customers may use the LCCN to set the title control number used. This too will not be affected by the change in the LCCN structure, as the system uses the LCCN as entered, other than removing spaces and some punctuation.

Example: *The item contains the following LCCN: 2003-102525*
The entry should look like the following entry.

<input type="text" value="010"/>	<input type="text" value="2003102525"/>
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020 - International Standard Book Number (ISBN)

This long number (10 or 13 characters) may display on the book, either on the verso page or on the back cover. It usually displays with hyphens.

Example: *The item contains the following ISBN: 0-807-22031-0 or 978-080722031-3*

It should be entered in the following form (do not enter hyphens).

0807220310 or 9780807220313

More than one ISBN may display on the title record.

Example: *The item contains the following ISBNs.*

ISBN: 0807220302 ISBN: 0807220310 ISBN: 9780807220313

Insert a second 020 field for the second ISBN, third 020 field for the third ISBN. The entries should look like the following entries.

▼	ISBN	020	0807220302
▼	ISBN	020	0807220310
▼	ISBN	020	9780807220313

040 - Cataloging Source

This field contains:

Subfield a: Original cataloging agency (not repeatable)

Subfield c: Transcribing agency (not repeatable)

Subfield d: Modifying agency (repeatable)

Example: *In the following 040 tag – if making modifications to record, enter your LC/NUC code in subfield d: (<https://www.loc.gov/marc/organizations/>)*

▼	040	CrF dCrF dCrF dKyLxBW dCrF
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Main Entries Tags

All of the USMARC tags beginning with the number one and followed by two digits, are for main entries.

1XX - this tag and subfield a cannot be repeated. This field is subject to authority control.

100 - Personal Author Main Entry

If the creator of a book is a person, enter their name in the 100 field. The form of name used here is used in every record where this person is the main author, a contributing author, or where this person is the subject of the book. This is a heading field. Separate birth and/or death dates from the author's name by using a pipe symbol (|) followed by a lowercase letter d. This is optional. End the field with a period.

100 - Personal Name

- 1st indicator
 - 0 Forename
 - 1 Surname
- 2nd indicator blank

Example: *The item's main entry contains the following name.*

Rowling, J. K.

The entry should look like the following entry:

▼	100	1	Rowling, J. K.
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110 – Corporate Name

- 1st indicator will generally be a 2 (name in direct order).
- 2nd indicator blank

111 – Meeting Name

- 1st indicator will generally be a 2 (name in direct order).
- 2nd indicator blank

Title Tags

245 - Main Title Entry

Every item has a title. Transcribe the title from the title page of the book into the 245 field. There is only one 245 entry in a bibliographic description. This is a descriptive text field. The 245 field has two special markers after the tag number called indicators. Indicators have a variety of uses, but the second indicator for the 245 field is a nonfiling indicator. A number from 0 - 9 entered in this position represents the number of characters before the first significant character.

NOTE: *This tag and subfields a, b, c, and h cannot be repeated.*

245 Title

- 1st indicator
 - 0 When no 1XX tag is present
 - 1 When a 1xx tag IS present
- 2nd indicator – number of non-filing characters for leading article.

The = 4	A = 2	An = 3	Les = 4
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Punctuation: This tag will always end with a period.

Subfield b – if this subfield is present, the preceding subfield will end with a space followed by a colon (:).

Subfield c – if this subfield is present, the preceding subfield will end with a space followed by a slash (/).

Additional subfields: If a subfield n (number of part) or p (name of part) is added to the

245 tag, it is added immediately after the content in a, and before h.

Punctuation for additional subfields:

Subfield n data follows a period (.)

Subfield p data follows a period (.) when preceded by subfield a or another subfield p.

Subfield p follows a comma (,) when it follows subfield n.

Examples: *This entry has a nonfiling indicator of 0 because no characters are skipped in order to sort this title by the first significant word "Harry".*

▼	245	10	Harry Potter and the Order of the Phoenix / cby J.K. Rowling ; illustrations by Mary GrandPré.
---	-----	----	---

This entry has a nonfiling indicator of 4 because the title is to be sorted by the first significant word "good"; 4 characters are skipped at the beginning of the field (T,h,e,[space] = 4).

▼	245	14	The good-bye book / cby Judith Viorst ; illustrated by Kay Choraao.
---	-----	----	--

This entry has a nonfiling indicator of 2 because if this title is to be sorted by the first significant word "raisin"; 2 characters are skipped at the beginning of the field (A,[space] = 2).

▼	245	12	A raisin in the sun / cby Lorraine Hansberry; with a new introduction by Robert Nemiroff.
---	-----	----	--

The 245 field may contain a statement of responsibility that displays on the title page of the cataloged item. It can be a phrase beginning with "by," "written and illustrated by," "edited by," "introd. by," "Editors:," "with a foreword by," or the title may just be followed by the author's name. In AACR2 cataloging rules a slash displays between the end of the title and the first portion of the statement of responsibility. If a statement of responsibility displays in the title information, separate it from the title proper, parallel titles, and subtitles by using a pipe symbol (|) plus a lowercase c.

Example: *The title field contains the following lines.*

A raisin in the sun / by Lorraine Hansberry; with a new introduction by Robert Nemiroff.

The entry should look like the following entry.

▼	245	12	A raisin in the sun / cby Lorraine Hansberry; with a new introduction by Robert Nemiroff.
---	-----	----	--

240 - Uniform Title

If a book has a primary creator, but has a title proper that varies from the title the item is universally known by, then describe the book with this special form of title in the 240 field. The 245 field is used to record the exact form of the title as it displays on the title page, but the 240 (uniform title) ties together all versions of the same work by the same author. The form of title used here is used in every record of every version of this author's book. This is a heading field. Like the 245, this field's nonfiling indicator is in the second indicator position. For information on counting and entering nonfiling characters, refer to the preceding examples in 245 - Main Title.

Example: *The main entry contains the following lines.*

Dickens, Charles, d1812-1870.

[Christmas carol]

Charles Dickens's A Christmas carol /|abridged by Vivian French ; illustrated by Patrick Benson.

The entries should look like the following entries.

100	1	Dickens, Charles, d1812-1870.
245	10	Christmas carol.
240	10	Charles Dickens's A Christmas carol / cabridged by Vivian French ; illustrated by Patrick Benson.

250 - Tag for Edition Statements – this tag and subfield a cannot be repeated.

Enter edition information in the 250 field. It can be a phrase like "Rev. ed.," "1st American ed.," and "6th ed., rev. and enl. by," "[2nd ed.]," or "Ed. 15." This is a descriptive text field. Separate a statement of responsibility statement from the edition statement by using a pipe symbol (|) plus a lowercase b. This is optional.

Example: *The information contains the following lines.*

1st American edition

The entry should look like the following entry:

250	1st American ed.
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260 - Imprint/Publication Information Tag – this tag and subfield a can not be repeated.

The imprint information lists the place of publication, publisher, and date(s) of publication. It can also contain information about distributors and places of distribution. This is a descriptive text field. Enter this information in the 260 field in the record. The date of publication should be separated from the publisher and place of publication by a pipe symbol (|) plus a lowercase c. It is important for the subfield c to mark the first date. Separate the publisher's name from the place of publication by using a pipe symbol (|) plus a lowercase b.

Subfield a – When place is unknown enter [s.l.]

Punctuation:

- ends with space colon (:) when followed by subfield b
- ends with space semicolon (;) when followed by another a
- ends with comma (,) when it is followed by subfield c

Subfield b – When publisher/distributor is unknown enter [s.n.]

Punctuation:

- always preceded by a space and a colon (:)
- ends with comma (,) when followed by subfield c
- ends with space colon (:) when followed by another subfield b

Subfield c – Contains date of publication/distribution. If there is no date of publication but a copyright date is available, use the copyright date preceded by the letter “c” to identify it as a copyright date.

(Example: |cc1965.) If the date is unknown enter within brackets as much of the date as is known.

(Example: |c[19--?] |c[195-?])

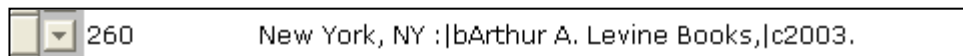
Punctuation:

- always preceded by a comma (,)
- ends with a period (.)

Example: *The catalog card contains the following line.*

New York, NY : Arthur A. Levine Books, c2003.

The entry should look like the following entry:



Physical Description Tags

300 - Tag for Collation

The collation lists the number of volumes or pages, notes the presence of illustrations, lists the size of the item in centimeters, and notes any accompanying material. This field is considered a descriptive text field even though it contains information not transcribed from the title page, but derived from the piece itself. Enter this information in the 300 field in the record. Separate the physical details ("illus., ports.") from the number of pages by using a pipe symbol (|) plus a lowercase letter b. Separate the dimensions from the physical details of pages by using a pipe symbol plus a lowercase c.

Punctuation: This tag always ends with a mark of punctuation. If one is not part of the content ending the tag, provide a period.

Subfield a – Extent - Contains the number of pages and physical parts. Works that are not yet complete, only the type of unit designation is recorded, preceded by three spaces.

Punctuation:

- ends with space colon (:) when it is followed by subfield b
- ends with space semicolon (;) when it is followed by subfield c
- ends with space plus sign (+) when it is followed by subfield e

Subfield b – Other physical details

Punctuation:

- always preceded by a space and a colon (:)
- ends with space semicolon (;) when followed by subfield c
- ends with space plus sign (+) when followed by subfield e

Subfield c – Dimensions

Punctuation;

- always preceded by space semicolon (;)
- ends with space plus sign (+) when followed by subfield e

Subfield e – Accompanying material – associated physical description statements are enclosed in parentheses.

Punctuation:

- always preceded by space plus sign (+)

Example: *For the following information:*

xi, 870 p. illus., 24 cm.

The entry should look like the following entry:

300		xi, 870 p. : bill. ; c24 cm.
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Series Transcription Tags

440 - Series

Enter the series in the 440 field when the title page transcription of the series name matches the library's standard heading form, and there is a single series for all items in the series. This field is both a descriptive text field and a heading field. Do not surround the 440 field with parentheses. If there is an individual series number associated with the item, separate the series number from the series title by using a pipe symbol (|) plus a lowercase v. Like the 245, the 440 field has a nonfiling indicator in the second indicator position.

440 – This tag can be repeated but subfield a may not be repeated within the tag. Subject to authority control.

1st indicator blank

2nd indicator – number of nonfiling characters for leading article

The = 4 A = 2 An = 3 Les = 4

Subfield a – enter the serried title exactly as it appears on the item

Subfield n – number of part of work

Subfield p – name or part of work

Subfield v – volume designation

Punctuation:

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- tag does not end with mark of final punctuation unless field ends with abbreviation, an initial/letter, or other data needing mark of punctuation.
- Subfields n and p are preceded by a period (.).
- Subfield v is preceded by a space and a semicolon (;).
- no spaces used in initialisms or personal name initials/letters appearing as part of series title.

Example: *The information contains the following line.*

Ready-to-read, level 2
Reading rainbow book

The entry should look like the following entry.

440	0	Ready-to-read. plevel 2
440	0	Reading rainbow book

Tags for Notes

500 - General Notes

Enter any general note(s) in the 500 (General Note) field. This tag can be repeated but you may not repeat subfield a within the tag. The field ends with a period unless another mark of punctuation is present.

Example: *The information:*

"Year 5" – spine
Sequel to Harry Potter and the goblet of fire.

The entry should look like the following entry:

500	"Year 5"--Spine.
500	Sequel to: Harry Potter and the goblet of fire.

504 - Bibliography Notes

If a note refers to specific pages where a bibliography is located in the item, enter this information in 504 field. This tag can be repeated, but you may not repeat subfield a within the tag.

Punctuation: Subfield a ends with a period unless another mark of punctuation is present.

Example: *for the following information:*

Includes bibliographical references, p. 115, index, glossary

The entry should look like the following entry:

504	Includes bibliographical references (p. 115), index, and glossary.
-----	--

505 - Contents Notes

If a note (usually a whole paragraph of text) begins with the word "Contents," or lists subtitles or descriptions included in the work, enter this text in a 505 field.

505 – this tag can be repeated but you may not repeat subfield a within the tag.

1st indicator – type of contents note

- 0 Complete contents
- 1 Incomplete contents (the note is incomplete because all the parts haven't yet been published)
- 2 Partial contents (the note is incomplete because the cataloger hasn't filled it in yet; all the items of the set have been published)

2nd indicator – blank

Punctuation:

-space-hyphen-hyphen-space (--) is entered between each item in the contents note. Contents notes may contain prescribed ISBD punctuation, e.g., statements of responsibility are preceded by a space-slash-space (/).

-the field ends with a period when the field contains complete or partial contents (1st indicator of 0 or 2) unless another mark of punctuation is present.

-if the field contains incomplete contents (1st indicator of 1) no period is used unless the last word, initial/letter, or abbreviation ends in a period.

Example: *for the following information:*

Title "The wind's twelve quarters – short stories" by Ursula LeGuin

The entry should look like the following entry.

505	0	Semley's necklace -- April in Paris -- The masters -- Darness box -- The word of unbinding -- The rule of names -- Winter's king -- The good trip -- Nine lives -- Things -- A trip to the heap -- Vaster than empires and more slow -- The stars below -- The field of vision -- Direction of the road -- The ones who walk away from Omelas -- The day before the revolution.
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520 - Abstract/Summary Notes

If a note (usually a whole paragraph of text) begins with the word "Summary," and briefly describes the scope of the work or gives a plot outline, then enter this text in a 520 field. Do not enter the word "Summary" as part of the 520 field.

520 – this tag can be repeated but you may not repeat subfield a within the tag.

1st indicator – blank

2nd indicator – blank

Punctuation – ends with a period unless another mark of punctuation is present.

Example: *Summary tag:*

The entry should look like the following entry.

520	When the government of the magic world and authorities at Hogwarts School of Witchcraft and Wizardry refuse to believe in the growing threat of freshly revived Lord Voldemort, fifteen-year-old Harry Potter finds support from his loyal friends in facing the evil wizard and other new terrors.
-----	---

521 – Target audience

This tag can be repeated but you may not repeat subfield b within the tag.

1st indicator

0 Reading level

1 Interest age level

2 Interest grade level

3 Special audience characteristics

2nd indicator blank

Subfield a – Target audience note (may be repeated)

Subfield b – Source (may not be repeated)

Punctuation – ends with a period unless other punctuation is present.

Example: *Target audience tag w/ Reading level and Interest age level:*

521	0	6.9	
521	1	008-016.	bBTSB.

526 – Study Program Information Note

This tag can be repeated but you may not repeat subfields within the tag.

1st indicator

0 Reading program

8 No display constant generated

Punctuation – ends with a period unless another punctuation mark is present.

Subfield a – Program name

Subfield b – Interest level

Subfield c – Reading level

Subfield d – Title point value

Subfield z – Test or quiz number

Subfield 5 – Building code for test holdings

Example: *of Reading program entry:*

526	0	Accelerated Reader AR bMG c7.2 d44.0 z69785
-----	---	---

Example: *of Reading program entry, library owns test*

526	0	Reading Counts! b880 c5.3 d16 zQ13011 5DLHS
-----	---	---

586 – Award note

This tag can be repeated but you may not repeat subfield a within the tag.

Punctuation – does not end with a mark of punctuation unless other data ends with a mark of punctuation.

Example: *Award note entries:*

586	Newbery Medal/Honor, 2000
586	Coretta Scott King Award, 2000

6XX - Subject Tracing Tags

600 - Personal Subject Heading

If a work is about a person, then a person's name is a subject heading. Enter this information in a 600 (Personal Name Subject) field.

This tag can be repeated.

1st indicator

- 0 Forename
- 1 Surname
- 3 Family Name

2nd indicator

- 4 Source not specified

Appropriate subfields:

- a – Personal name (subfield cannot be repeated within the tag)
- d – Dates associated with a name (subfield cannot be repeated within the tag)
- v – For subdivision designates a specific kind or genre of material such as “Fiction” (subfield may be repeated)
- x – General subdivision (subfield may be repeated)
- y – Chronological subdivision (subfield may be repeated)
- z – Geographic subdivision (subfield may be repeated)

Example: *entry, person as subject:*

600	17	Twain, Mark, d1935-1910. 2sears
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650 - Topical Subject Heading

Tag can be repeated.

If a work is about a topic, then a topical term or group of terms will be a subject heading.

1st indicator will generally be blank

2nd indicator

4 Source not specified

Appropriate subfields:

a – Topical term (subfield cannot be repeated within the tag)

v – For subdivision designates specific kind or genre of material such as

“Fiction” (subfield may be repeated)

x – General subdivision (subfield may be repeated)

y – Chronological subdivision (subfield may be repeated)

z – Geographic subdivision (subfield may be repeated)

Example: *Topical subject headings:*

▼	650	7	Potter, Harry (Fictitious character) vFiction. 2sears
▼	650	7	Hogwarts School of Witchcraft and Wizardry (Imaginary place) vFiction. 2sears
▼	650	7	Wizards xFiction. 2sears
▼	650	7	Magic xFiction. 2sears
▼	650	7	School stories. 2sears

651 - Geographic Subject Heading

Tag can be repeated.

1st indicator – blank

2nd indicator

4 Source not specified

Appropriate subfields:

a – Geographic name (subfield cannot be repeated within the tag)

v- Form subdivision designates specific kind or genre of material such as

“Fiction” (subfield may be repeated)

x – General subdivision (subfield may be repeated)

y – Chronological subdivision (subfield may be repeated)

z – Geographic subdivision (subfield may be repeated)

Example: *geographic subject heading:*

▼	651	7	England xFiction. 2sears
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658 – Aligned to standards

This field can be repeated.

- 1st indicator blank
- 2nd indicator blank

Cut and paste tag content from INFOhio web site. <http://www.infohio.org/librarystaff/odeosic/>
Be sure to add subfield 2 or subfield 3 per instructions.

Example: *standards alignment tag:*

658	Pre-Kindergarten Mathematics. Number, Number Sense and Operations\$b Count, using numerals and ordinal numbers\$bNumber and Number Systems\$b Touch objects and say the number names when counting in the context of daily activities and play\$cY2003 CMA S01 GPK-02 BF LPK I02. 2ohco 3Infohio OBgNWOET
-----	---

7XX - Added Author Tracing Tags

Enter secondary creators or contributors to the production of a book in these fields according to the nature of their contribution. There is no limit to the number of added author fields used to describe an item
Punctuation – tag will end with a period

700 – Personal Name (may choose to use this tag for joint authors or contributors)

- 1st indicator
 - 0 Forename
 - 1 Surname
- 2nd indicator (Can be left blank)
 - 2 Analytical entry
- Subfield a – Personal name (subfield may not be repeated within tag)

Example: *700 tag entries:*

700	1	Prelutsky, Jack.
700	1	Smith, Lane, eill.

730 - Uniform Title

If a book has a primary creator and a standard title, but contains material from a title without a primary creator universally known by a particular form of name, then the item is described with a special added title field called the 730.

Tag can be repeated

1st indicator – number of non-filing characters for leading article

The = 4 A = 2 An = 3 Les = 4

2nd indicator – can be left blank

3 Analytical entry

Subfield a – Uniform title (subfield may not be repeated within the tag)

Tags for Series Traced Differently

A tag in the 800 group is only used if a 490 field is already present. The basic information in the two tags is the same: information about the individual item's series. The difference is the series information in the 490 field is transcribed from the piece, but the information in the 8XX field is reformatted to the library's specifications for that series heading.

800 – Series Added Entry – Personal Name

Tag can be repeated.

When the title page transcription of the series name does not match the library's standard heading form, and there is a single personal author responsible for all items in the series, then the series is entered in the 490 field, and the traced series is entered in the 800 field. The 800 field is a heading field.

1st indicator

0 Forename

1 Surname

3 Family name

2nd indicator – blank

Subfield a – Personal name (subfield cannot be repeated within the tag)

Subfield t – Title (subfield cannot be repeated within the tag)

Example: 800 tag entry:

▼	800	1	Stine, R. L. tFear Street super chiller.
---	-----	---	--

810 – Series Added Entry – Corporate Name

Tag can be repeated.

When the title page transcription of the series name does not match the library's standard heading form, and there is a society, institution, or other permanent group responsible for all items in the series, then enter the series in the 490 field, and enter the traced series in the 810 field.

1st indicator

- 0 Inverted name
- 1 Jurisdiction name
- 3 Name in direct order

2nd indicator blank

- Subfield a – Corporate name (subfield cannot be repeated)
- Subfield t – Title (subfield cannot be repeated)

811 – Series Added Entry – Meeting Name

Tag can be repeated.

1st indicator

- 0 Inverted name
- 1 Jurisdiction name
- 3 Name in direct order

2nd indicator blank

- Subfield a – Meeting name (subfield cannot be repeated)
- Subfield t – Title (subfield cannot be repeated)

830 - Uniform Title

Tag can be repeated.

When the title page transcription of the series name does not match the library's standard heading form, and there no single entity responsible for all items in the series, enter the series in the 490 field, and enter the traced series in the 830 field.

1st indicator blank

2nd indicator – number of non-filing characters for leading article

The = 4 A = 2 An = 3 Les = 4

(Common practice is to omit initial articles in an 830 tag. Thus second indicator values are not needed).

- Subfield a – Uniform title (subfield may not be repeated within the tag)
- Subfield n – Number of part/section of a work (subfield may be repeated)
- Subfield p – Name of part/section of a work (subfield may be repeated)
- Subfield v – Volume/sequential designation (subfield may not be repeated)
- Punctuation – when creating a single entry, end the field with a period (.)

Fixed Fields

These fixed field instructions assume that your cataloging software provides a list of codes from which to select for fixed fields.

Leader:

008 The codes for the 008 tag are listed below. **Edit as indicated in bold.**

Date:	030711	<This date must be replaced with the current date. Enter as YYMMDD.
Date type:	s	
Date 1:		<Enter the first date following \$c in the 260 tag. If it is an estimated date, replace the unknown digits with the letter 'u.' Example: 19uu
Date 2		
Place:		<For US publications enter two-character abbreviation for state followed by "u". Example: ohu for Ohio.
Lang:	eng	<Edit if not English.
Mod rec:		
Source:	d	
Illus:		no illustrations <Edit if appropriate.
Audience:		<Enter appropriate level.
Form/item:		<Edit if other than the usual print format.
Cont:		<May select up to four content types.
Govt pub:		not a government publication <Edit if appropriate.
Conf pub:	0	not a conference publication <Edit if appropriate.
Festschrift:	0	
Index:	0	no index < Edit if appropriate.
Lit. form:		<Enter appropriate literary form.
Biog:		<If includes biographical information, enter appropriate code.

Protected fields – not overlaid when record is overlaid:

505
521
526
590
593
594
595
597
598
599
658
690
691
856

Note: For more detailed information or specific questions, use **HELP** wizard.