



THE INFORMATION NETWORK FOR OHIO SCHOOLS

## Guidelines for Evaluating MARC Records

<http://www.infohio.org/Documents/CRCTF/GuidelinesEvaluatingMARC.pdf>  
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These guidelines are intended to help you:

- evaluate the quality of a MARC record
- recognize errors and omissions
- identify enhancement opportunities

These guidelines are NOT intended for:

- original cataloging
- modifications which result in a NEW bibliographic record, i.e., you determine that the item in hand does not match an existing bibliographic record but only a couple modifications would create the needed record. Perhaps the item differs only in edition, date and pagination. Since such changes result in a new bibliographic record, additional changes to control fields must also be made. Those are addressed in *Guidelines for Derived Cataloging*. Therefore, do NOT make such modifications without consulting that document.

### Discrepancies between items and bibliographical records

MARC records reflect a variety in input standards, encoding levels, and cataloging rules. Therefore, the decision to modify for the purpose of correcting perceived errors or enhancing a record should be done with caution and care.

A MARC record should reflect all possibilities for the title it represents. The item record reflects what parts of the title a location owns. For example, a MARC record shows a set of 3 vols. but the location only owns only vol.1. The MARC record is not altered.

### Incomplete cataloging

Examples are incomplete cataloging and brief records that vendors provide for new materials.

### IF MODIFYING:

Consult the document *Guidelines for Enhancing MARC Records*.

## Evaluating Fixed Fields

The Leader and mandatory 007 & 008 elements should contain data and not a fill character which is represented by a vertical bar ( | ).

The 007 field is for non-print material. The first data element "Material Type" is mandatory.

The mandatory 008 elements are identified in the table below.

<b>008 ALL MATERIALS</b>	
<b>Date type:</b> <b>Date 1:</b> <b>Lang:</b>	(If date type and/or date 1 are missing, see <i>Guidelines for Derived Cataloging</i> )
<b>BOOKS</b>	Nonfiction = 0 Fiction = 1
<b>Lit text:</b>	
<b>Biog:</b>	(Blank indicates no biographical material)
<b>NONPRINT</b>	
<b>Type of mat</b> (if not a book):	

### Evaluating Variable Fields

020	ISBN	<ul style="list-style-type: none"> <li>• Multiple 020 tags for multiple ISBNs</li> <li>• The first 020 tag will be matched for overlay by MultiLIS</li> </ul>
082	Dewey Decimal Number	<ul style="list-style-type: none"> <li>• Should contain 1st indicator, \$a and \$2</li> </ul>
245	Title	<ul style="list-style-type: none"> <li>• Check the second indicator for correct non-filing characters</li> <li>• Check \$h for appropriate GMD</li> </ul>
250	Edition	<ul style="list-style-type: none"> <li>• Should appear as on title page; if absent, then verso</li> </ul>
260	Publication/distribution	<ul style="list-style-type: none"> <li>• Should appear as on title page; if absent, then verso</li> </ul>
300	Physical description	<ul style="list-style-type: none"> <li>• Should reflect item</li> </ul>
440	Series	<ul style="list-style-type: none"> <li>• Check second indicator for non-filing characters</li> <li>• Chief source of reference should be the series title page; title page if no series t.p.; cover if not on title page</li> </ul>
490	Series	<ul style="list-style-type: none"> <li>• If 1st indicator is one (1), there should be an 8xx tag with the series title. MultiLIS indexes the 8xx tag instead of the 490 tag if the first indicator is one (1)</li> </ul>
505	Formatted Contents Note	<ul style="list-style-type: none"> <li>• This field has special punctuation which should be followed</li> <li>• \$a containing the title, with or without the author is the older method</li> <li>• \$t containing the title is the newer method (Although MultiLIS indexes this subfield for a title search, it does not currently support the enhanced 505 when cataloging.)</li> <li>• \$r containing the author is the newer method (Not presently supported in the cataloging module.)</li> <li>• Use of \$t and \$r requires second indicator of zero</li> <li>• The author's name is not reversed</li> <li>• The title will be retrieved on a title search</li> <li>• The author will not be retrieved on an author search</li> <li>• The author must be entered in a 700 tag to be retrieved on an author search</li> </ul>
521	Target Audience	<ul style="list-style-type: none"> <li>• If present, insure proper 1st indicator <ul style="list-style-type: none"> <li>○ 0= Reading grade level</li> <li>○ 1= Interest AGE level</li> <li>○ 2= Interest GRADE level</li> </ul> </li> </ul>
526	Study Program Information Note	<ul style="list-style-type: none"> <li>• If present, insure proper 1st indicator of zero (0) for Reading Program. Subfields \$b Interest level, \$c Reading level, \$d title point value should also be present</li> </ul>

538	System details note	<ul style="list-style-type: none"> <li>• Important for some non-print materials</li> </ul>
6xx	Subject headings	<ul style="list-style-type: none"> <li>• There should always be a second indicator to identify the source of the subject heading</li> <li>• A second indicator of 7 should always have a \$2 with the name of the subject source. Generally this will be Sears</li> <li>• OCLC will use indicator 8 for Sears</li> </ul>
700	Personal name added entry	<ul style="list-style-type: none"> <li>• Needed if retrieval by AUTHOR search desired</li> </ul>
71x	Corporate name added entry	<ul style="list-style-type: none"> <li>• Needed if retrieval by ORGANIZATION search desired</li> </ul>
730	Uniform title added entry	<ul style="list-style-type: none"> <li>• Needed if retrieval by TITLE search desired</li> </ul>
8xx	Series added entries	<ul style="list-style-type: none"> <li>• Accompanies 490 first indicator of one (1)</li> </ul>
856	Electronic Location	<ul style="list-style-type: none"> <li>• Evaluate. Will the tag function in your database?</li> </ul>