

ACCEPTABLE CATALOGING FOR MINERVA LIBRARIES

- **INCLUDES CORE ELEMENTS** found in the linked document “Minerva RDA Cataloging Standards”

<https://www.maineinfonet.org/wp-content/uploads/2018/05/RDA-February2018-update.pdf>

- Bibliographic records in the Minerva Catalog will conform to RDA rules except in special circumstances allowed by the Cataloging Standards Committee.
- Records must be in correct MARC format and will include all appropriate MARC tags, indicators, and subfields.
- The **Fixed Fields** section of the Bibliographic Record will be complete with all required information:

LANG	eng	CAT DATE	11-22-2023	BIB CODE 3	-
SKIP	0	INPUT LIBR	-	COUNTRY	cau
LOCATION	multi	MAT TYPE	5		

- **LANG:** language (must match the 008 entry)
 - **SKIP:** non-filing characters
 - **LOCATION:** (add your library three letter code)
 - **CAT DATE:** New records will have the cataloging date entered.
 - **INPUT LIBR:** enter code (if your library has that) otherwise “-“ AND use a 929 field with your library’s three letter code and your initials (ex: litch). If you are adding to an already created 929 field add your initials with a slash (ex: litch/swhjc).
 - **MAT TYPE:** be careful when importing records to check this. Correct material type (Wonderbooks/Vox books are given the mat type for “audio-enabled book”
 - **BIB CODE 3 :** use “0” if bib is an on-order record without complete cataloging information. Once you have the book in hand and you correct the bib to minimal standards, even if it is before the shelf date, you can change the “0” to a “-” and it will show up in MaineCat.
 - **COUNTRY:** (must match the 008 entry)
- The MARC Leader will be complete with correct codes for Record Type, Status, and Cat Form “i” (ISBD/RDA) in particular.

MARC Leader	REC LENGTH	####	REC STAT	c	REC TYPE	g
	BIB LEVEL	m	ARC CTRL		CHAR ENC	
	IND CNT	2	SFLD CNT	2	BASE ADDRESS	####
	ENC LEVEL		CAT FORM	i	MULTIPART	
	LEN FIELD	4	LEN START	5	LEN IMPL	0
	UNDEFINE	0				

- The record should include all the following fields if information can be found in WorldCat :

OCLC/RLIN#	001	1409337540
MARC	003	OCoLC

001 field, used for OCLC numbers only. (This is already an approved Minerva standard.) 001 fields containing non-OCLC numbers must be deleted).

003 field – must be OCoLC IF the 001 is an OCLC number. If there is no OCLC number available 003 can be something else (like DLC or SkyRiver, etc.) to let the cataloger know where the record came from.

- 007 field - Nonprint, audiovisual material records will have a complete and correct physical description.

MARC	007	Mat Catg	v	Spec Mat	d	Undefine	
		Color	m	Format	v	SoundSep	a
		Med Snd	i	Dimens	z	ConfPlay	q

- 008 field with complete information including dates and country code.

MARC	008	Date Ent	700914	Dat Type	s	Date One	1968
		Date Two		Country	cau	Illustr1	
		Illustr2		Illustr3		Illustr4	
		Audience		FormItem		Content1	
		Content2		Content3		Content4	
		Govt Pub		Conf Pub	0	Festsch	0
		Index	0	Undefine		Lit Form	0
		Blog		Language	eng	Modified	
		Cat Srce					

- 010 field containing the LC control number if assigned. This often has 1 or 2 spaces in front of the number – delete these spaces.
- 019 field – delete as this field is no longer supported by the LoC.

MARC	019	1360264465 a1401648681 a1416720105 a1416953966 a1417384722
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- IDENTIFIER (02X): the identifier for the manifestation is Core, and serves to differentiate a manifestation from other manifestations. 020 fields with ISBN if one has been assigned and it appears inside title page verso or on the cover of the item (or ISSN in the 022 or DVD UPC in the 024) ISBNs that do not pertain to the item in hand will be removed from the record. The cover image of the item that appears in the OPAC comes from the FIRST 020 listed. If a paperback is attached to a hardcover bib the paperback ISBN should be listed 2nd.

- 040 field should have the entry **lerda** somewhere

MARC	040	DLC cDLC dDLC erda
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- 049 – delete as this field has no local significance in Minerva.

MARC	049	CTMA
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- 050 is for LoC call numbers 082 is for Dewey decimal system call numbers

050	4	PN6727.D586 bH63 2001
082	0 4	741.5973 bD643ho 221

- 09x - Remove 09x call number fields (090, 092, 099) that come with imported records.

050	0 0	MLCM 2016/41824 (GV)
082	0 4	793.93 223

- 1XX field for the main entry if applicable. RDA requires the use of a “relationship designator” following the authorized version of the creator’s name. This element is presented in subfield “e”. Verify entry.

100	1	Castroville, Selene, d1966- eauthor.
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- 245 field - Title information will be entered in 245 field - continue the current practice of capitalizing the first word of the title and proper nouns only and the “rule of 3” which provides only the first 3 names followed by [and others]. Add other names in the 7XX field. Following RDA rules for transcription - use exact spelling as found on the source. Add a 246 field for an alternative title with correct spellings to aid patrons in finding the item in the OPAC. Correct indicators and subfields will be present, and correct punctuation will be observed. In compliance with RDA cataloging rules. When importing bib records from remote sources - If the item is not yet published the title should be IN ALL CAPS.

245	1 0	This is tap! : bSavion Glover finds his funk / cby Selene Castroville ; illustrated by Laura Freeman.
245	1 0	BAD LIAR : ba novel / cTami Hoag.
TITLE	245 1 0	For colored girls who have considered suicide, when the rainbow is enuf : ba choreopoem / cNtozake Shange.
ALTERNATE TITLE	246 0 0	For colored girls who have considered suicide, when the rainbow is enough

- 250 edition statement if applicable. If the edition is not explicitly specified but it is known, put the information in brackets, for example [2nd revised edition].

TITLE	245 1 0	Democracy in America / c Alexis de Tocqueville ; specially edited and abridged for the modern reader by Richard D. Heffner, with a new afterword by Vartan Gregorian.
EDITION	250	[1st Signet Classics edition 2001]

- 263 - delete – instead use 500 field for note about future date of publication if your bib is for items not yet published.

MARC	263	1707
PUBLISHER	264	1 Grand Rapids : bBaker Books, c2017.

- 264 fields containing place of publication, publisher, and date, using correct subfields. In the absence of any of those details, repeated 264 fields will provide place, name, and date of distribution, manufacture, copyright, in the order described by RDA. The **MARC 260 field is**

obsolete and will not be used - replace with a 264_1. If the bib is for a reprint, put the original publication date (as entered in the 008) in a 264_4 field with a copyright symbol.

264	1	New York : bBallantine Books, c2001.
264	4	c©1990

- 300 physical description field with pagination, illustration details (including maps), and size in centimeters. Information regarding additional materials will be included as needed. Books without page numbers will be designated “1 volume (unpaged)”

PHYSICAL DESCRIPTION	300	1 volume (unpaged) : bcolor illustrations ; c22 cm
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- 336, 337, 338 MARC fields for content, media, and carrier description.

PHYSICAL DESCRIPTION	300	320 pages : bcolor illustrations, color maps ; c29 cm.
PHYSICAL DESCRIPTION	336	text btxt 2rdacontent
PHYSICAL DESCRIPTION	336	still image 2rdacontent
PHYSICAL DESCRIPTION	336	cartographic image 2rdacontent
PHYSICAL DESCRIPTION	337	unmediated bn 2rdamedia
PHYSICAL DESCRIPTION	338	volume bnc 2rdacarrier

- 490 fields for series information if applicable. If it is a traced series it should be 490 1_ and have an 8xx in the bib. If the series is NOT traced, it should only have a 490 0_ and no 8xx. MARC 440 is obsolete and will not be used – change to 490 and check the tracing. Use the link below for the Series Entry Cheat Sheet.

<https://www.maineinonet.org/wp-content/uploads/2018/10/SeriesEntryCheatSheet.docx>

- 500 fields - Examine 5XX notes. For AV bibs, use 500 for “compact discs” or 538 for other media types. This should be the first 5xx field in the record. (right click, move field to top of group).
- 504 bibliography note (optional) will include pagination when possible.

504	1	Includes bibliographical references (pages 451-509) and index.
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- 520 field for the summary note (optional field - but really an essential field for patrons using the OPAC) should be kept to no longer than 50 words in length. Content should be objective and non-judgmental in nature and should not include excessive plot detail. The summary note is not a review of the material.

520	1	The story behind one of the most consequential presidential transitions in US history, from Franklin Roosevelt to Harry Truman, and the legacy Truman struggled to overcome to lead America into a new, post-war world.
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- 532 is for accessibility notes – such as “English closed captions”

532	1	English subtitles for the deaf and hard of hearing (SDH); English audio-described.
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- 538 note with system details for audiovisual materials, as described in previously approved MCSC standard policy.

538 DVD, NTSC, region 1; widescreen (2.35:1); Dolby Digital 5.1, ADS 5.1 described video.

- 546 is for language notes on video recordings both dialog and subtitles

546 English dialogue; Spanish or English subtitles.

- 6XX subject access field will be entered with correct indicators and subdivisions. Be sure to use the Verify function when you are done working on your bib record.

Only verified Library of Congress subject headings will be used.

<https://authorities.loc.gov/>

- 650_0 for adult subject headings

Authorized & References	2	489	Gardens.	Library of Congress subject headings
d	650	0	Gardens vJuvenile fiction.	
d	650	0	Orphans vJuvenile fiction.	
d	650	0	People with disabilities vJuvenile fiction.	
d	651	0	Yorkshire (England) vJuvenile fiction.	

- 650_1 for LoC children's subject headings

Authorized & References	4	25	Gardens.	LC Annotated Children's Catalog subject headings
d	650	1	Orphans vFiction.	
d	650	1	Gardens vFiction.	
d	650	1	Disabilities vFiction.	
d	651	1	Yorkshire (England) vFiction.	

- Do not repeat headings that are the essentially the same from adult subject headings and Children's subject headings - in the above example, since it is a children's book, use the

650_1 Gardens|vFiction rather than the 650_0 Gardens|vJuvenile fiction

- 651_1 for geographical subject headings

651	0	United States xPolitics and government y1945-1953.
651	0	Maine vFiction.
651	0	New England vFiction.

- 655_7 Library of Congress genre fields, verified, should be used. Avoid **GSAFD** and delete **fast** entries. All genre entries should be: |2lcfgft

d	655	7	Fantasy fiction. 2lcgft
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- 7XX added entry fields (contributors) are included when applicable; the correct authority form of names will be used along with RDA approved contributor terms.

700	1	Wenzel, David, d1950-, eillustrator
700	1	Deming, Sean, eadapter
700	1	Tolkien, J. R. R. q(John Ronald Reuel), d1892-1973. tHobbit. ecreator.

- 8XX series added entry fields are included when applicable.
 - URL links to non- site specific resources are given in 856 notes.
 - Check 8xx series entry: use 800 for author series, 830 for title series. If the bib has a series statement that is traced, it should also have a corresponding 8xx field.

s	800	1	Tolkien, J. R. R. q(John Ronald Reuel), d1892-1973. tLord of the rings ; vpt. 1.
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- 9xx fields.
 - Add a 929 field with your cataloger initials.
 - After the record has been returned from authority processing it will have a 902 and 907 field that is specific to the Minerva catalog. Do not remove these fields.

907		.b14917403 bmulti cc
902		061122
929		swhjc

VERIFY ALL FIELDS WHEN DONE



- In addition to the specific requirements listed above, bibliographic records will observe all previously approved Minerva Cataloging Standards and practices, including those that detail the proper handling of special formats and material types.
- When a new library is admitted to Minerva, its bibliographical records must be examined and approved by the Maine InfoNet cataloging specialist and/or representatives of the Cataloging Standards Committee before loading.
- Any standards that are approved in the future must also be observed.