# Editing Checklist—Books

This is not an exhaustive checklist. Here are some places where you can get further information:

RDA Toolkit (subscription required): www.rdatoolkit.org

**On the SHARE website**:

For local practices on cataloging, look under Cataloging>Operational guidelines.

**MARC tag guidance is available from:**

OCLC's Bibliographic Formats and Standards: http://www.oclc.org/bibformats/en.html

MARC 21 for Bibliographic Records: https://www.loc.gov/marc/bibliographic

**Within bibliographic records:**
**In Polaris:** Place your cursor in the tag and the tag information will appear at the bottom of your record.
**Note**: Tag information won't display if record is maximized.

**In Connexion**: In the variable fields, right-click anywhere in the field, and click on MARC Field Help. In the fixed fields, click on the field name.

**NOTE**: Examples in this document show only some of the possibilities. See OCLC's Bibliographic Formats and Standards or the MARC 21 for Bibliographic Records website for more examples.

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## Edits to OCLC master record

**Examples reflect spacing and display of subfields in OCLC records. Subfield a at the beginning of a field does not display in OCLC. Other subfields at the beginning of a field will display.**

### Variable Fields

| Field | Action | Example |
|---|---|---|
| 040 | Add subfield e with *rda* when converting record to RDA.<br>Subfield e comes before subfield c. | **040** _ _ IEU **‡b** eng **‡e** rda **‡c** IEU |
| 020 | If there is more than one ISBN, record each in a separate 020.<br>Include price only if listed on the item.<br>Record qualifying information in subfield q, in parenthesis.<br>Subfield q comes before subfield c. | **020** _ _ 0743524810 : **‡c** $4.99<br>**020** _ _ 9780743524815<br>**020** _ _ 9780743524815 **‡q** (pbk.) : **‡c** $4.99 |
| 041 | Language code(s) of contents, if in more than one language, as recorded in MARC tag 546.<br>Code 1st indicator as appropriate.<br>Each code should be in a separate subfield—older records may have multiple codes in one subfield. | **041 1** _ eng **‡a** fre **‡a** spa **‡h** eng |
| 1XX | Authorized form of creator name, as established in an authority record, which may not be the same as on the item.<br>If no authority record, format name as instructed in RDA Toolkit.<br>1XX may be personal name (100), family name (100), corporate body name (110), or conference name (111).<br>Verify tag, form of name, and 1st indicator.<br>Add subfield e with appropriate relationship designator.<br>Editors recorded in 1XX should be changed to 7XX.<br>Compilers recorded in 1XX should be changed to 7XX as appropriate. | **100 1** _ Poe, Edgar Allen, **‡d** 1809-1849, **‡e** author.<br>On item: Edgar A. Poe<br><br>**100 1** _ Bryson, Bill, **‡e** author. |
| 245<br>Ind 1 | If 1XX field is present, 1st indicator should be 1. | **100 1** _ Francis, Dick, **‡e** author.<br>**245 14** The edge / **‡c** by Dick Francis. |

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| | | | If no 1XX field, 1st indicator should be 0. | **If no 1XX:**<br>**245 04** The edge |
|---|---|---|
| 245<br>Ind 2 | Used to ignore non-filing characters and initial articles, including initial articles in other languages. Tells the system how many characters to skip before reading the title, including the space between the article or character and the next word.<br>If there are no characters to be skipped, 2nd indicator is 0.<br>Note: Examples shown do not include statement of responsibility or any applicable 1XX field. | **245 10** April showers<br>**245 04** The time of day<br>**245 13** An alligator<br>**245 04** Les poissons<br>**245 08** The … travel guide |
| 245 | Transcribe the title and statement of responsibility as they appear on the title page or title page substitute.<br>If title comes from a source other than the item itself, enter in brackets and indicate the source in a 500 note.<br>245 <u>always</u> ends in a period. | **245 10** [Jackson family history] / ‡c Amanda Jackson Barnham.<br>**500** _ _ Title devised by cataloger. |
| 246 | Add as applicable. Do not record initial articles in variant titles. Do not use ending punctuation.<br>See OCLC bib formats for possible 1st and 2nd indicators:<br>**http://www.oclc.org/bibformats/en/2xx/246.shtm** | **245 10** Holidays : ‡b the complete guide to seasonal decorations.<br>**246 30** Complete guide to seasonal decorations |
| 250 | Record edition statement as it appears on the item.<br><br>Multiple edition statements may be entered in separate 250 fields, or in one 250, separated by a comma.<br><br>Add edition statement to records for larger print books to keep them from being incorrectly merged.<br><br>Add edition statement in records that include accompanying material in 300 subfield e to keep them from being incorrectly merged. | **250** _ _ First HarperTrophy edition, revised edition.<br>*or*<br>**250** _ _ First HarperTrophy edition.<br>**250** _ _ Revised edition.<br><br>**250** _ _ [Larger print edition].<br><br>**250** _ _ Revised edition, [with accompanying material]. |
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| 264 | May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, and/or copyright).<br>1st indicator will be blank, unless the record is for a serial.<br>2nd indicator will be 0-4.<br>264 for Copyright Notice Date does not have ending punctuation. | **264** \_**1** New York : **‡b** Random House, **‡c** [2013]<br>**264** \_**4 ‡c** ©2013 |
| 300 | Make sure the physical description is complete and punctuation is correct.<br>For large print and larger print books, add the notation "(large print)" after the page numbers in subfield a.<br> "cm" is considered a symbol, not an abbreviation.<br><br>300 field ends in a period only when 4XX field is present in the record.<br>When converting records to RDA, spell out abbreviations. | **300** \_ \_ vi, 47 pages (large print) ; **‡c** 24 cm + **‡e** 1 hand puppet.<br><br>**300** \_ \_ 1 volume (unpaged) : **‡b** color illustrations ; **‡c** 18 cm.<br><br>**300** \_ \_ 30 unnumbered leaves : **‡b** illustrations, maps, portraits ; **‡c** 30 cm |
| 33X | Fields 336, 337, and 338 describe content, media, and carrier type.<br>Use OCLC macro to add if needed; otherwise, verify information is correct.<br>Records describing more than one format of material should have appropriate 33X fields for each format. | **For books:**<br>**336** \_ \_ text **‡b** txt **‡2** rdacontent<br>**337** \_ \_ unmediated **‡b** n **‡2** rdamedia<br>**336** \_ \_ volume **‡b** nc **‡2** rdacarrier |
| 340 | Add to records for large print and larger print materials.<br>Include subfield 2 if term is taken from list in RDA Toolkit; otherwise, omit subfield 2 | **340** \_ \_ **‡n** large print.**‡2** rda |
| 380 | Describes form of work. If present, do not delete.<br>If not present, do not need to add. | **380** \_ \_ Play<br>**380** \_ \_ Science fiction **‡2** lcgft |
| 490 | 490 contains series statement as it appears on the resource.<br>Check for a series authority record and edit accordingly.<br>Some series-like statements are recorded as a quoted note in field 500 rather than 490/8XX.<br>If series is untraced, 490 1st indicator will be 0.<br>If series is traced, 490 1st indicator will be 1, and there must also be an 800 or 830 field with the authorized form of the series, which may or may not be the same as the form in the 490. | **490 1**\_ Reading rainbow book<br>**830** \_**0** Reading rainbow book.<br><br>**490 1**\_ Animal Ark<br>**800 1**\_ Baglio, Ben M. **‡t** Animal Ark.<br><br>**500** \_ \_ "Sunrise books." |

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| | No ending punctuation on field 490, but there is ending punctuation on the 8XX fields. | |
| 5XX | Include applicable notes. These examples are only some of the possibilities.<br><br>Check OCLC's bib formats for indicators and ending punctuation as applicable. | **500** _ _ On board pages.<br>**504** _ _ Includes bibliographical references (pages 34-37) and index.<br>**520** _ _ Sally is nervous and excited—it's the first day of school!<br>**521 1**_ 008-012. |
| 505 | Add or enhance 505 if needed to index titles of short stories, poems, etc. Do not remove initial articles from titles in an enhanced 505. | **505 00 ǂt** The raven -- **ǂt** The pit and the pendulum. |
| 6XX | Review subject headings to make sure they are appropriate. Add subject headings as needed, especially genre headings and headings for fictitious characters.<br><br>Note: Many fictitious characters have been established in a name authority record, but some are still coded as subjects. Verify in the authority file. | **650** _**0** Tap dancing.<br><br>**600 10** Duck, Donald **ǂc** (Fictitious character) **ǂv** Juvenile fiction.<br>**650** _**0** Haller, Mickey (Fictitious character) **ǂv** Fiction.<br><br>**651** _**0**  Toronto (Kan.)<br>**651** _**0**  Edinburgh (Scotland)<br><br>**655** _**7** Science fiction. **ǂ2** lcgft<br>**655** _**0** Young adult fiction.<br>**655** _**7** Graphic novels. **ǂ2** lcgft |
| 7XX | Added entries—names and/or related works.<br>Record names as established in an authority record, which may not be the same as on the item.<br>If no authority record, format name as instructed in RDA Toolkit.<br>7XX may be a personal name (700), family name (700), corporate body name (710), or conference name (711).<br>Verify form of name and 1st indicator.<br>Remove initial articles from titles in subfield t. | **700 1**_ Bradlee, Frederic, **ǂd** 1920- **ǂe** editor.<br><br><br>**710 2**_ Disney Art Studios (Firm), **ǂe** illustrator. |

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| | If not present, add subfield e with appropriate relationship designator. In OCLC master records, relationship information may be recorded either in subfield e (relator term) or subfield 4 (relator code). Do not include subfield e or subfield 4 when subfield t is present.<br><br>Add subfield i with relationship information in 7XX author/title entries and entries for related works. | **700 12 ‡i** Container of (expression): ‡a Seuss, ‡c Dr. ‡t Cat in the hat. ‡l Italian.<br><br>**730 0_ ‡i** Adaptation of (work): ‡a Tangled (Motion picture) |

## OCLC Fixed Fields

Converts to the 008 or LDR field when imported into Polaris. The list below is not all the fixed fields, but includes the ones that you might need to edit.

| Type | a |
|---|---|
| ELvl | If upgrading a less-than-full-level record, enter code I. |
| Audn | Code as appropriate. |
| Lang | Make sure code agrees with the language of the piece, or the first language code in the 041 field, if present. |
| Form | Code as appropriate. Enter code d if the item is large print or larger print. |
| Conf | Code as appropriate. 0 if item is not a conference publication; 1 if item is a conference publication. |
| Biog | Code as appropriate if item is an autobiography, biography, collective biography, or has biographical information. |
| Ctry | Make sure code agrees with the place of publication in 264 _1, first subfield a. |
| Cont | Code as appropriate. Enter up to 4 codes. Enter code b if record contains MARC tag 504 indicating bibliographical references. |
| GPub | Code as appropriate if item is published by a government agency. |
| LitF | Code as appropriate for fiction or nonfiction. May use general or more specific codes. |
| Indx | Code as appropriate. Enter code 1 if index is noted in MARC tag 500 or 504. |
| Desc | Code i for RDA. |
| Ills | Code as appropriate for illustrations. Up to 4 codes may be used, entered alphabetically. |
| Fest | Code as appropriate. 0 if item is not a festschrift; 1 if item is a festschrift. |
| DtSt | r if item is a reprint. Enter publication date in Date 1. Enter date of original in Date 2 (may be found in a |

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| | note). <br> s for a single date in 264 _1, subfield c <br> t if there is a publication date and copyright date in 264 _1 and 264 _4 <br> q for a range of dates |
| Dates | Should agree with date(s) in 264, subfield c, or in a note. |

## SHARE local edits
**May be done in OCLC prior to exporting or in Polaris after record has been brought in**
**Do not save local edits to OCLC master record. Examples reflect spacing and display of subfields in Polaris.**

| Field | Action | Example |
|---|---|---|
| Format icons | Make sure applicable fields are coded correctly to facilitate searching and to generate the correct format icon in the PAC. <br><br> In order to generate the appropriate format icon, delete or retain tag 007 as needed in records where the book is the predominant format and the 007 represents format of accompanying material. <br><br> See Polaris Help on *Type of Material Codes (TOMs)* for correct coding. | |
| 1XX | See SHARE cataloging standards for local practice on use of relationship designators. | **100 1_ ‡a**Sendak, Maurice,**‡e**author, **‡e**illustrator. |
| 245 | If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records. | |
| 245 subfield h | Add this subfield for large print and larger print books. Subfield h comes after subfields a, n, and/or p, but before subfield b | **245 04 ‡a**The trees of North America.**‡p**Pines and firs of Canada**‡h**[text (large print)] |

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|---|---|---|
| | | **245 10 ‡a**National velvet**‡h**[text (large print)] **:‡b**a novel |
| 250 | Enter multiple edition statements in a single 250, separated by a comma. | **250** _ _ **‡a**First HarperTrophy edition, revised edition. |
| 264 | If copyright date is being used as implied publication date, add 264 _4 ‡c with copyright date. | **264 _1 ‡a**New York **:‡b**Random House,**‡c**[2013]<br>**264 _4 ‡c**©2013 |
| | If copyright date is different than publication date, add 264 _4 ‡c with copyright date. | **264 _1 ‡a**New York **:‡b**Random House,**‡c**2013.<br>**264 _4 ‡c**©2011 |
| | Code fixed field DtSt (Type of date) as t.<br>Enter publication date in Date 1 and copyright date in Date 2. | |
| 490/8XX | See SHARE cataloging standards for policy on creation of local series authority records for items that are part of a series but a series authority record is not available in OCLC. | |
| 5XX | See SHARE cataloging standards for local practice on contents notes, summary notes, etc. | |
| 6XX | See SHARE cataloging standards for local practice on which subject headings are retained, which are deleted, use of genre terms, approved local subject headings, etc. Also see SHARE local practices for individual formats.<br><br>For juvenile material, use the adult subject heading with a juvenile subdivision as appropriate.<br>Delete or edit juvenile subject headings coded as 650 2nd ind 1, **unless** there is no equivalent adult subject heading. In this case, the record should have both the adult and juvenile subject headings.<br><br>Add genre headings, form headings, or approved local subject | **650 _0‡a**Dogs**‡v**Juvenile fiction.<br>**Not: 650 _1‡a**Dogs**‡v**Fiction.<br>*But:*<br>**650 _0‡a**Infants**‡v**Juvenile fiction.<br>**And**: **650 _1‡a**Babies**‡v**Fiction.<br>(Babies is not an adult subject heading)<br><br><br><br>**For large print and larger print books, add**:<br>**655 _0‡a**Large type books. |

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| | | |
|---|---|---|
| | headings as appropriate. See SHARE cataloging standards for a list of approved local subject headings.<br><br>**Always** add the appropriate genre/form heading for large print books, larger print books, and graphic novels. | **For graphic novels, add**:<br>**655 _7‡a**Graphic novels.**‡2**lcgft<br>**655 _7‡a**Comics (Graphic works)**‡2**lcgft |
| 7XX | See SHARE cataloging standards for local practice on use of relationship designators. | **700 1_ ‡a**Niles, Burgundy,**‡e**illustrator. |