

Use of ISBD Punctuation

Best practice: this proposed SHARE cataloging standard is pending final vote by the SHARE membership. It is considered a best practice to be followed until the approval process is complete.

Bibliographic records that are imported into the Polaris database must include full ISBD punctuation, including punctuation between subfields, and ending punctuation.

New records created by the Program for Cooperative Cataloging (PCC) may optionally omit or relocate some ISBD punctuation. It was decided to continue the use of full ISBD punctuation in records in Polaris because omitting punctuation results in a confusing and inconsistent display of records in the PAC view.

If ISBD punctuation is not present in the OCLC record, it must be added or edited when the record is brought into Polaris.

Example

Record with ISBD punctuation omitted per PCC guidelines:

```
100 1   $aGoss, Gary$eauthor
245 10  $aBlue moon soup$b family cookbook : recipes $cby Gary Goss ;
        illustrated by Jane Dyer
250     $a1st edition
264 1   $aBoston$b Little, Brown$c[1999]
264 4   $c©1999
300     $axi, 60 pages$b color illustrations$c 26 cm
650 0   $aSoups
655 7   $aCookbooks$2lcgft
700 1   $aDyer, Jane$eillustrator
```

Change to:

```
100 1   $aGoss, Gary,$eauthor.
245 10  $aBlue moon soup : $ba family cookbook : recipes / $cby Gary Goss ;
        illustrated by Jane Dyer.
250     $a1st edition.
264 1   $aBoston : $b Little, Brown, $c[1999]
264 4   $c©1999
```

300 #axi, 60 pages ;#bcolor illustrations ;#c26 cm
650 0 #aSoups.
655 7 #aCookbooks.#2lcgft
700 1 #aDyer, Jane,#eillustrator.

An equal sign (=) or semicolon (;) at the beginning of subfield b should be moved to precede subfield b.

Examples

If the record has:

245 14 #aThe cat in the hat#b=El gato ensombrerado

Change to:

245 14 #aThe cat in the hat #bEl gato ensombrerado

If the record has:

245 00 #aSpeedway!#b;Spin-out! ; Crypto-logic!

Change to:

245 14 #aSpeedway! ;#bSpin-out! ; Crypto-logic!

A plus sign (+) at the beginning of subfield e should be moved to precede subfield e.

Example

If the record has:

300 #a1 audio disc (18 min.)#bdigital#c4 3/4 in.#e+1 book (61 pages : illustrations ; 23 cm)

Change to:

300 #a1 audio disc (18 min.) ;#bdigital ;#c4 3/4 in. #e1 book (61 pages : illustrations ; 23 cm)

When ISBD punctuation is added, also change fixed field element *Desc* from c to i.

Note: These are local edits only. Do not make these changes to OCLC master records.

If the record includes pre-AACR2 punctuation, the record must be edited to current standards for ISBD punctuation. Edits may be saved to the OCLC master record.

Original records created in OCLC must include full ISBD punctuation.

The above examples do not show all the possibilities of ISBD punctuation. See OCLC's Bibliographic Formats and Standards for information and examples for individual MARC tags.