

Searching the AAS Catalog: Introduction to MARC

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<https://bit.ly/AASCatMARCRference>

## MARC Reference Sheet

### General notes:

- A catalog record describes a perfect (i.e., as originally issued) copy of an item and may include description that is not applicable to your library's copy. Local notes, when present in a **590** field, will contain information about provenance, imperfections, and other copy-specific data.
- Square brackets ( [ ] ) used in transcribed fields or in quoted text in note fields signifies information supplied by the cataloger. The justification for bracketed information in a transcribed field will sometimes be given in a **500** note.
- The fields described below are those most commonly used in the cataloging of printed materials. There is no description provided of format-specific fields (such as those used only when describing serials or maps), and the usage described is not intended to encompass manuscript cataloging.
- The two numbers (or blank spaces) that follow a field number are called indicators. They tell the system how to interpret the data in the following field, often affecting the text that displays with the data in the online catalog. At the American Antiquarian Society, we use a custom implementation of some indicators for additional granularity in searching and indexing in the **700**, **710**, and **711** fields.
- The examples below are predominantly drawn from the following four records: [Mamusse wunneetupanatamwe Up-Biblum God naneeswe Nukkone Testament kah wonk Wusku Testament](#) (1685); [Phillis's poem on the death of Mr. Whitefield](#) ([1770]); [The constitution of the republic of Hayti](#) (1818); and [Black Bess; or, Claude to the rescue](#) ([between 1852 and 1856]). Because many fields are used in either/or situations, and other fields are used based the format of the item being cataloged, the cataloging standard used, or the local practice of an institution, no single record will have an example of every field.
- The official MARC standard is on-line at [MARC21 Format for Bibliographic Data](#). Another useful website with an overview of MARC fields is [OCLC's Bibliographic Formats and Standards](#).

### General categories and patterns of MARC fields:

- 1xx – main entries
- 2xx – title and imprint information
- 3xx – physical description
- 4xx – series
- 5xx – notes
- 7xx – added entries
- 8xx – series
  
- x00 – personal names
- x10 – corporate names (for example, organizations and schools)
- x11 – meeting names (for example, conferences)
- x30 – titles

If a MARC field has a 9 in it, it is often reserved for local use

### **100/110/111: Primary Author/Creator**

Controlled forms of names taken from the [Library of Congress Name Authority File](#) (NAF) or presented in the same standardized form as names in NAF. **100** is used for individuals; **110** is used for corporate bodies, such as organizations and governments; **111** is used for meetings and conferences. Cataloging standards determine who can be considered an author or creator for any given resource.

The 100/110/111 is sometimes referred to as the main entry.

Names transcribed as they appear on the item, or as supplied by a cataloger, are recorded in **245** ‡c or a **500** note.

100 1 \_ ‡a Wheatley, Phillis, ‡d 1753-1784.

100 1\_ ‡a Occom, Samson, ‡d 1723-1792.

110 1\_ ‡a Haiti.

110 1\_ ‡a Iowa Tribe.

110 2\_ ‡a African Methodist Episcopal Church.

111 2\_ ‡a State Convention of Colored Citizens of New York ‡d (1840 : ‡c Albany, N.Y.)

### **130/240: Uniform title**

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Adapted from: Brenna Bychowski and Amy Tims, “MARC Reference Sheet,” handout for Introduction to Rare Materials Cataloging for the Non-Cataloger workshop, RBMS 2019 Conference.

Controlled form of title used to bring together multiple editions of the same work that might not have the same wording of the title on the title page. Field **130** is used when there is no **100/110/111** field present, and is the main entry when used. Field **240** is used when there is a **100/110/111** field.

Titles transcribed as they appear on the item, or as supplied by the cataloger, are recorded in **245**.

130 0\_ †a Bible. †l Massachuset. †s Eliot. †f 1685.

245 14 †a Mamusse wunneetupanatamwe Up-Biblum God naneeswe Nukkone Testament kah wonk Wusku Testament. / †c Ne quoshkinnumuk nashpe Wuttinneumoh Christ noh asoowesit John Eliot. ; Nahohtôeu ontchetôe printeuoomuk,.

100 1\_ †a Wheatley, Phillis, †d 1753-1784.

240 10 †a Elegiac poem, on the death of that celebrated divine, and eminent servant of Jesus Christ, the reverend and learned George Whitefield.

245 10 †a Phillis's poem on the death of Mr. Whitefield.

110 1\_ †a Haiti.

240 10 †a Constitution (1816). †l English

245 14 †a The constitution of the republic of Hayti; : †b to which is added documents relating to the correspondence of His Most Christian Majesty, with the president of Hayti; : preceded by a proclamation to the people and the army.

### **245: Title and statement of responsibility**

Title (†a and †b) and information about the author or other contributors (†c) transcribed from an item. Under the cataloging rules AAS usually uses, this information is transcribed from the title page; if the information comes from somewhere else on the item, the source of information is identified in a **500** note.

Controlled forms of titles from **245 †a** are recorded in **130** or **240** if needed. Controlled forms of the names that appear in **245 †c** are traced in **100/110/111** and **700/710/711** fields.

245 14 †a The constitution of the republic of Hayti; : †b to which is added documents relating to the correspondence of His Most Christian Majesty, with the president of Hayti; : preceded by a proclamation to the people and the army.

245 00 †a Black Bess; or, Claude to the rescue. : †b Being a narrative of the further adventures of Claude Duval, Dick Turpin and Sixteen String Jack.

245 14 †a The complete fortune teller, and dream book, : †b by which every person may acquaint themselves with the most important events that shall attend them through life. :

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Adapted from: Brenna Bychowski and Amy Tims, "MARC Reference Sheet," handout for Introduction to Rare Materials Cataloging for the Non-Cataloger workshop, RBMS 2019 Conference.

To which is added, directions for young ladies how to obtain the husband they most desire; and for young gentlemen, how to obtain the wife they most desire. : By astrology--physiognomy, and palmistry. Anatomy--geometry--moles, cards and dreams. / ‡c By Chloe Russel, a woman of colour, in the state of Massachusetts.

### **260/264: Publication statement**

Publication, printing, or manufacture information transcribed from the item, namely place of publication (‡a); name of the publisher, printer, or manufacturer (‡b); and date (‡c). AAS cataloging usually uses the **260** and transcribes this information from the title page; if the information comes from somewhere else on the item or is supplied by the cataloger, the source of information is usually identified in a **500** note.

Controlled forms of the location in **260/264** ‡a are recorded in **752**. Controlled forms of the names in **260/264** ‡b are recorded in **700/710**.

260 \_\_ ‡a Cambridge [Mass.]. : ‡b Printeuoop nashpe Samuel Green., ‡c MDCLXXXV. [1685]

260 \_\_ ‡a [Boston : ‡b Printed by Isaiah Thomas, ‡c 1770]

500 \_\_ ‡a Ascribed to Thomas's press in: Nichols, C.L. Isaiah Thomas, printer, writer & collector, 1912, p. 41-42.

260 \_\_ ‡a New-York: : ‡b Published by James Tredwell., ‡c 1818.

260 \_\_ ‡a New York: : ‡b De Witt & Davenport, publishers, 160 & 162 Nassau Street., ‡c [between 1852 and 1856]

500 \_\_ ‡a De Witt & Davenport were at 160 & 162 Nassau Street from 1852 to 1856.

### **300: Physical description**

Information describing the physical attributes of an item. This includes: extent (‡a) – pagination, number of volumes, or similar count of pieces that comprise the item; illustrated matter (‡b) – a description of illustrations, such as portraits or maps, if any; and dimensions (‡c) – the height of items in centimeters, or height and width of oblong items. At AAS, the **300** ‡c will include the bibliographic format in parentheses in records for pre-1801 imprints.

300\_\_ ‡a [1220] p. ; ‡c 20 cm (4to)

300 \_\_ ‡a 1 sheet ([1] p.) : ‡b ill. (relief cut) ; ‡c 35 x 25 cm

300\_\_ ‡a 91, [1] p. ; ‡c 18 cm

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Adapted from: Brenna Bychowski and Amy Tims, “MARC Reference Sheet,” handout for Introduction to Rare Materials Cataloging for the Non-Cataloger workshop, RBMS 2019 Conference.

300 \_\_ †a [3], 8-100 p. : †b ill. ; †c 23 cm

### 500: Notes

Information included by the cataloger to explain or justify information supplied elsewhere in the record or to provide additional description of the item. The field is free-text, but many cataloging standards and institutional practices have standardized wording for common notes.

500\_ \_ †a Verse of sixty-two lines; first line: Hail happy saint on thy immortal throne.

500\_ \_ †a The relief cut at head (Reilly 1268) bears the initials I.T. and is generally conceded to be the work of Isaiah Thomas. Cf. Hamilton, S. Early American book illustrators, 1958, v. 1, p. 22-23. Ascribed to Thomas's press in: Nichols, C.L. Isaiah Thomas, printer, writer & collector, 1912, p. 41-42.

500\_ \_ †a Text in two columns; printed area measures 31.5 x 21.4 cm.

500\_ \_ †a The Dec. 27, 1806 Constitution of Hayti, and its revision of June 2, 1816, preceded by extensive correspondence and documentation compiled by James Tredwell. Includes a letter from Haitian Secretary General Balthazar Inginac encouraging freed people of color to emigrate to Haiti.

500\_ \_ †a Last page blank.

500\_ \_ †a De Witt & Davenport were at 160 & 162 Nassau Street from 1852 to 1856.

500\_ \_ †a Cover imprint varies: New York: De Witt & Davenport, publishers, 160 & 162 Nassau St. W.H. Tinson, printer and stereotyper, 24 Beekman Street, N.Y.

500\_ \_ †a No. 9 of De Witt's Claude Duval series. See Edward T. LeBlanc bibliography of story papers, dime novels, and libraries.

500\_ \_ †a Publisher's advertisements, p. [2-4] of wrapper.

### 510: References/citations

References to bibliographies or other sources that provide information about the title being described. In most rare book cataloging, the form of the citation is, when possible, taken from [Standard Citations for Rare Materials Cataloging](#).

510 4\_ †a Bristol, R.P. Supplement to Charles Evans' American bibliography, †c B3300

510 4\_ †a Shipton, C.K. National index of American imprints through 1800, †c 42198

510 4\_ †a Ford, W.C. Broad sides, ballads, &c. printed in Massachusetts, 1639-1800, †c 1547

510 4\_ †a Wegelin, O. Early American poetry, †c 425

510 4\_ †a English short title catalogue, †c W15803

510 4\_ †a Shaw, R.R. American bibliography, †c 44217

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## 590: Local/copy-specific notes

Information about a library's copy that isn't applicable to all copies of a title, such as provenance or imperfections.

590\_ \_ †a American Antiquarian Society copy without the dedication leaf, of which a facsimile is bound in. Lacks gathering 4A of O.T. and preliminary and final blank leaves. Bound by F. Bedford, ca. 1873. Inscribed: American Antiquarian Society from Col. James W. Sever, Dec. 4, 1858. †5 MWA

590\_ \_ †a American Antiquarian Society copy disbound. †5 MWA

## 600/610/650/651: Subject headings

Controlled headings that describe what the item is about. **600** is used for personal names, **610** for corporate bodies, **650** for topical headings, and **651** for geographic headings. Topical headings are usually drawn from a controlled vocabulary, the most widely used being [Library of Congress Subject Headings](#), though many institutions use local headings, as well. Names and geographic headings are drawn from NAF or are structured in the form of authorized names.

600 10 †a Whitefield, George, †d 1714-1770.

650 \_0 †a Slave trade †z Haiti.

650 \_0 †a Slavery †z Haiti †x History.

651 \_0 †a Haiti †x Foreign relations †z France.

651 \_0 †a France †x Foreign relations †z Haiti.

651 \_0 †a Haiti †x Politics and government †y 1804-1844.

600 10 †a Duval, Claude, †d 1643-1670 †v Fiction.

600 10 †a Turpin, Richard, †d 1706-1739 †v Fiction.

600 10 †a Rann, John, †d approximately 1750-1774 †v Fiction.

650 \_0 †a Brigands and robbers †z England v Fiction.

650 \_0 †a Young women †v Fiction.

651 \_0 †a London (England) †v Fiction.

651 \_0 †a England †v Fiction.

## 655: Genre/form terms

Controlled headings that describe what a resource is about. Genre terms describe the literary genre of a resource (such as Science fiction, Novels, etc.), and form terms describe the format or physical form of the item. They are also usually drawn from existing controlled vocabularies.

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The vocabulary is identified by a code in †2; the most common controlled vocabularies in the AAS catalog are the [RBMS Controlled Vocabularies](#) (†2 codes beginning with rb). The use of †5 indicates that the heading is copy-specific, and the code in the subfield identifies the library. MWA is the code for AAS.

Genre/form information can also appear in a **600/610/650/651** field in †v.

655 \_7 †a Broadsides. †2 rbgenr

655 \_7 †a Elegies. †2 rbgenr

655 \_7 †a Relief prints. †2 gmgpc

655 \_7 †a Sprinkled edges (Binding) †2 rbbin

655 \_7 †a Dime novels. †2 rbgenr

655 \_7 †a Publishers' advertisements †z New York (State) †z New York. †2 rbgenr

655 \_7 †a Relief prints. †2 gmgpc

655 \_7 †a Printed wrappers (Binding) †2 rbbin

655 \_7 †a Pictorial bindings (Binding) †2 rbbin

### **700/710/711: Associated names**

Controlled forms of names for additional authors, creators, and/or other contributors taken from the [Library of Congress Name Authority File](#) (NAF) or presented in the same standardized form as names in NAF. Records can only have one **100/110** field, but they can have as many **700/710/711** fields as the cataloger thinks useful. **700** is used for individuals; **710** is used for corporate bodies; **711** is used for meetings. As with the **655** field, use of †5 indicates that the heading is copy-specific, usually related to provenance.

AAS has added additional granularity to the indexing and searching of this field by using non-standard, customized second indicators. The second indicator 4 is used for provenance-related entries. The second indicator 5 is used for publishers and book trade-related entries. The second indicator 6 is used for illustration-related entries.

Names transcribed as they appear on the item, or as supplied by a cataloger, are recorded in **245** †c or a **500** note.

700 1\_ †a Eliot, John, †d 1604-1690, †e translator.

700 1\_ †a Cotton, John, †d 1640-1699, †e editor.

700 1\_ †a Boyle, Robert, †d 1627-1691, †e dedicatee.

700 15 †a Green, Samuel, †d 1615-1702, †e printer.

700 14 †a Sever, James W., †e former owner. †5 MWA

700 14 †a Bedford, Francis, †d 1816-1894, †e binder. †5 MWA

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700 15 †a Thomas, Isaiah, †d 1749-1831, †e printer.

700 1\_ †a Tredwell, James, †d 1777?-1835?, †e compiler.

700 1\_ †a Inginac, Joseph Balthazar, †d -1847.

700 1\_ †a Pétion, Alexandre, †d 1770-1818.

700 1\_ †a Louis †b XVIII, †c King of France, †d 1755-1824.

700 15 †a Tredwell, James, †d 1777?-1835?, †e publisher.

710 1\_ †a Haiti. †b President (1807-1818 : Pétion)

710 25 †a De Witt & Davenport, †e publisher.

### **740: Added titles**

Additional titles associated with the material being cataloged. This may include caption titles, cover titles, running titles, spine titles, and alternative titles. The 740 may also be used to record and index variations in the title due to historical letterforms (for example, vv for w) and typographical errors.

A **246** field may also be used for added titles. However, at AAS the 740 field is more commonly used.

740 0\_ †a VVusku Wuttestamentum Nul-Lordumun Jesus Christ nuppoquohwussuaeneumun.

740 0\_ †a Wusku Wuttestamentum Nul-Lordumun Jesus Christ nuppoquohwussuaeneumun.

740 0\_ †a Oration delivered in the African Church.

740 4\_ †a The influence of virtue.

### **749: First line broadside verse** (AAS-defined field)

A locally-defined field that AAS uses to record and index the first lines of broadside verse. Recorded if there are three or fewer poems on the broadside.

749 0\_ †a Hail happy saint on thy immortal throne.

### **752: Hierarchical place of publication**

Controlled form of the location where an item was published, printed, or manufactured. The form of the name comes from an authority file, often the Library of Congress Name Authority File, which includes geographic locations. The current form of place name or jurisdiction is used, which means it may not always match what is on the item.

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For United States imprints, the form of the 752 is Country – State – City. For Canadian imprints, the form of the 752 is Country – Province – City. For other imprints, the form of the 752 is Country – City.

Place names transcribed as they appear on the item, or as supplied by a cataloger, are recorded in **260/264 †a**.

752 \_ \_ †a United States †b Massachusetts †d Cambridge.

752\_ \_ †a United States †b Massachusetts †d Boston.

752\_ \_ †a United States †b New York †d New York.

752 \_ \_ †a Barbados †d Bridgetown.