

**General Rules:**

- 1) Don't add a period after existing punctuation at the end of a MARC field.
- 2) Don't omit/remove final punctuation from abbreviations, initials, or other punctuated data.
- 3) When in doubt, contact your mentor.

<b>MARC Field(s)</b>	<b>Add Final Period?</b>	<b>May End With</b>	<b>Notes</b>
001-099	No		
100-130	Yes	. ) ] ” ? ! -	Preceeds \$0, \$2, \$3, \$4, or \$5 if they are last.
210-240	No		Unless field ends in abbreviation, initial or other data that includes punctuation
245	Yes	. ...	Unless field ends in abbreviation, initial or ellipsis
246-247	No		Unless field ends in abbreviation, initial or other data that includes punctuation
250	Yes	.	
264  1	Yes	. ) ] ” ? ! - >	
264  4	No		
300	No		Exception 1 ) Parenthetical qualifier Exception 2 . Abbreviation (cm is a symbol) Exception 3 . 490  1 present Exception 4 . Multiple 300 fields, not on last field
306	No		
310, 321	No		Unless field ends in abbreviation, initial or other data that includes punctuation
336-338	No		
340-347	No		Unless field ends in abbreviation or initial
362	Yes	. ” ? ! - >	Unless field ends in abbreviation, initial or other data that includes punctuation
490	No		Unless field ends in abbreviation or initial
500-504	Yes	. ” ? ! - >	
505	Yes	. ” ? ! - >	Unless field ends in abbreviation or initial
510	No		Unless field ends in abbreviation, initial or other data that includes punctuation
511-533	Yes	. ” ? ! - >	
534-546	Yes	.	Unless field ends in abbreviation, initial or other data that includes punctuation
586	No		Unless field ends in abbreviation, initial or other data that includes punctuation
600-662 (except below)	Yes	. ) ] ” ? ! -	Preceeds \$0, \$2, \$3, \$4, or \$5 if they are last.
647-648, 653	No		Unless field ends in abbreviation, initial or other data that includes punctuation
700-758	Yes	. ) ] ” ? ! -	Preceeds \$0, \$2, \$3, \$4, or \$5 if they are last.
760-787	No		Unless field ends in abbreviation, initial or other data that includes punctuation
800-830	Yes	. ) ] ” ? ! -	Preceeds \$0, \$2, \$3, \$4, or \$5 if they are last.
856	No		
999	No		