

MARC cheatsheets – Book simplified

* Required fields

008*	Fixed-length data elements (see in Appendices)
010	LCCN (Library of Congress control number)
020*	ISBN
020*	ISBN-13
040*	Code for source of cataloging
041	Language code
100*	Name of author from statement of responsibility
240	Uniform title
245*	Title : subtitle / statement of responsibility.
246	Variant title
250*	Edition information if available
264*	Publisher/Copyright information
300*	Physical description
336*	Content type
337*	Media type
338*	Carrier type
490	Series information (if present, requires 8XX)
500	General notes
504	Bibliographical references note
505	Contents note (Can be “Basic” or “Enhanced”)
520*	Summary
521	Target audience (ONLY if it is on the item)
546	Language note
586	Awards note
6XXs*	Subject headings (1-3 required)
655*	Genre/Form heading (1 required)
7XX	Added access point (Contributors and related works)
8XX	Added access point (Series)
999*	Local identifier

All fields are important and preferred if the information is available.

The starred fields are required if applicable.

MARC cheatsheets (BOOK)

008 – Fixed-length data elements

010 – Library of Congress control number (NR)

\\ \$a LC control number (NR)

020 – International standard book number (R)

\\ \$a ISBN-10 (NR) \$q (type if available) (R)

\\ \$a ISBN-13 (NR) \$q (type if available) (R) ***ISBN's that begin in 979 do not have 10 digit equivalents***

040 – Cataloging source (NR)

\\ \$a Original cataloging agency (NR) \$b Language code (NR) \$e Descriptive conventions (NR)

\$c Transcribing agency (NR) \$d Modifying agency (R)

1XX – Main access point (Creator) (NR)

#\ \$a Personal name/Corporate name/Preferred title (NR), \$e Relator term (R).

240 – Preferred title (NR)

\$a Uniform title (NR). \$k Form subheading (R)

245 – Title statement (NR)

\$a Title (NR) : \$b Remainder of title (NR) / \$c Statement of responsibility (NR).

246 – Variant title (R)

\$a Title (NR) : \$b Remainder of title (NR)

250 – Edition statement (R)

\\ \$a Edition statement (NR).

264 – Publication statement, copyright (R)

\1 \$a Place of publication (R) : \$b Name of publisher (R), \$c Date of publication (R).

\4 \$c ©Copyright notice (R)

300 – Physical description (R)

\\ \$a Extent (R) : \$b Additional content (NR) ****Maps on book endpapers are NOT listed here, make a 500 note instead**** ; \$c Dimensions (R) ****No period, unless 490 field present, or \$e**** + \$e Accompanying Material (NR).

336 – Content type (R)

\\ \$a text (R) \$b txt (R) \$2 rdacontent (NR)

337 – Media type (R)

\\ \$a unmediated \$b n (R) \$2 rdamedia (NR)

338 – Carrier type (R)

\\ \$a volume \$b nc (R) \$2 rdacarrier (NR)

490 – Series statement (R)

1\ \$a Series title (R) ; \$v Volume number/sequential designation (R)

500 – General note (R)

\\ \$a General note (NR).

504 – Bibliography note (R)

\\ \$a Bibliography note (NR).

505 – Contents note (R) ***Use either Basic (\$a), or Enhanced (\$t, \$r)**

0\ \$a Basic contents note (NR).

00 \$t Title (R) / \$r Statement of responsibility (R).

520 – Content summary note (R)

\\ \$a Content summary note (NR).

586 – Awards note (R)

\\ \$a Awards note (NR)

6XX – Subject/Genre/Form headings (R)

\\# \$a Heading (NR) \$(#) Subdivision (R). \$2 Source (NR)

7XX – Added access point (Contributor) (R)

#\ \$a Personal name/Corporate name/Preferred title (NR), \$e Relator term (R).

7XX – Added access point (Related works) (R)

\$i Relationship information: \$a Personal name/Corporate name/Preferred title \$(#) Subdivision (NR).

8XX – Added access point (Series) (R)

\$a Heading (NR). \$t Preferred title (NR) ; \$v Volume/sequential designation (NR).

999 – Local

\\ \$e **Book**

**** If an item is a large print edition also add following fields ****

340 – Physical medium (R)

\\ \$n large print (R) \$2 rdafs (NR)

655 – Index Term – Genre/Form (R)

\\0 \$a Large type books.

999 – Local

\\ \$e **Large print \$e Book**

**** If an item is a translation also add following fields ****

041 – Language code (R)

#\ \$a Language code of text (R) \$h Language code of original (R)

240 – Uniform title (NR)

\$a Original title (NR). \$l Language of a work (NR)

546 – Language note (R)

\\ \$a Language note (NR).