OCLC Marc Fixed Field/Tag Definitions

This is an abbreviated list of fixed fields & tags in the MARC record & their definitions. These fields & tags are used in verification, interpretation & cataloguing of bibliographic records. This abbreviated list meets the needs of firm order receiving/copy cataloguing.

FIXED FIELDS - This is the first field of the MARC record. This field is fixed in length at 24 character positions, & it makes up the head portion of the record.

- **BLvl**/Bibliographic level - M = monograph  
  S = serial

- **Dates** - Date(s) of publication
  a. 1994,
  Lack of any date after the comma designates single volume monograph.
  
b. 1994,1996
  1994 = beginning date  
  1996 = ending date  
  These dates indicate the record is for a 2 volume set with publication of volume 1 in 1994 & volume 2 in 1996 or a multivolume set published between 1994 & 1996.
  
c. 1998,9999
  These dates indicate the record is for a monoset or a serial with publication beginning in 1998 & continuing.

MARC TAGS (Variable Fields) - These fields make up the "body" of the bibliographic record & are identified by a 3 character numeric tag. Most fields contain several related pieces of data. Each type of data within the field is called a **SUBFIELD**, & each subfield is preceded by a **SUBFIELD CODE**

**SUBFIELD CODE** = one lower case letter preceded by a **DELIMITER**

**DELIMITER** = a character used to separate subfields. Different software programs will print different characters to represent the delimiter on the screen or the printout.
**OCLC MARC TAGS & DEFINITIONS**

010 - Library of Congress Control Number (LCCN)
020 - International Standard Book Number (ISBN)
022 - International Standard Serial Number (ISSN)
035 = System Control Number (OCLC record number)
040 - Cataloguing Source - Source of record. Each 3 letter code represents a participating OCLC member. DLC = Library of Congress and GUA = University of Georgia
049 - Local Holding - default is GUAA (see input stamp chart)
050 - Library of Congress call number
090 - Locally input call number
1XX - Main Entry
   100 - Personal Name
   110 - Corporate Name
   111 - Conference Name
   130 - Uniform Title
245 - Title Statement - Use this field to verify the title against the piece in hand
246 - Varying forms of title
250 - Edition Statement
260 - Imprint (place of publication, name of publisher, datepub)
300 - Physical Description (volume numbering, illustration, height, & in subfield #e, accompanying material)
310 - Current Frequency (for use with serials)
321 - Former Frequency (for use with serials)
4XX/8XX - Series Statements
500 - General Notes
504 - Bibliography Note - eg. : "Includes bibliographical references (p. 277-292) and indexes."
505 - Contents Notes - For monosets, individual volume numbers & their specific titles can be entered here
6XX - Subject Headings
7XX - Added Entries
780/785 - Preceding Entry/Succeeding Entry - for serials, these fields are used to track title changes

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