

## 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

rev7/2002