Fortunately we rarely—if ever—need to do original cataloging, but it can be helpful to know some basic MARC fields to customize the records you get from vendors. To make sure students can find the materials they’re searching for, you can:

- Add a varying form of the title in field 246 (*13 reasons why* for the book *Thirteen reasons why*)
- Add a content note (field 505) naming the titles of short stories or poems found in a collection, or the names of people profiled in a collective biography
- Make sure your series notes are exactly the same for all titles in a series

Finally, don’t forget that **you share the title records with all the schools in your district.** Any change you make will also appear in their catalog records. If you’re unsure how or whether to change a record, please contact **BOCES Library Automation.**

<table>
<thead>
<tr>
<th>Field # and name</th>
<th>Indicators</th>
<th>Field content</th>
</tr>
</thead>
<tbody>
<tr>
<td>020 ISBN</td>
<td>020 _ _</td>
<td>_a[ISBN number]</td>
</tr>
<tr>
<td>082 Recommended Dewey call no.</td>
<td>082 _ _</td>
<td>_a[Fic] _bSmi</td>
</tr>
<tr>
<td>100 Author</td>
<td>100 1 _</td>
<td>_a Reynolds, Jason. _e author. _4 aut</td>
</tr>
<tr>
<td>245 Title</td>
<td>245 1 0 _</td>
<td>_a Alien abductions : _b the unsolved mystery / _c by Lisa Wade McCormick.</td>
</tr>
<tr>
<td>246 Alternate title</td>
<td></td>
<td>_a 13 reasons why</td>
</tr>
<tr>
<td>300 Description</td>
<td>300 _ _</td>
<td>_a 288 pages ; [if pages are in brackets, it means they have been counted but there are no numbers on the pages] _c 22 cm. [height of book]</td>
</tr>
</tbody>
</table>
490 Series 490 1 _a Percy Jackson & the Olympians ;
_v bk. 4.

505 Content note 505 0 _a What's the worst that could happen? / Bruce Coville -- Kate the great / Meg Cabot -- If you kiss a boy / Alex Sanchez -- Thirteen and a half / Rachel Vail -- Jeremy Goldblatt is so not Moses / James Howe -- Black holes and basketball sneakers / Lori Aurelia Williams -- Picky eater / Stephen Roos -- Such foolishness / Maureen [format is Title / Author -- Title / Author, etc.]

520 Summary note 520 _a Contains thirteen short stories in which the authors explore what it is like to be thirteen, including selections by Bruce Coville, Meg Cabot, James Howe, and others.

590 Local note 590 _a [supposed to be visible only to your school community, not others in the district—but it doesn't work in Destiny. Instead, add a note in the copy record.]

*600 Subject: personal name 600 _a Abraham Lincoln [name]
_d 1809-1865 [birth/death dates]

*650 Subject: topic 650 _a Presidents
_z United States [geographic subheading]

*651 Subject: geographical area 651 _a United States [place name]
_x History [subheading]
_y 1861-1865, Civil War [dates]

Other common subject subheadings
_v Fiction [form]
_v Poetry [form]
_v Comic books, strips, etc. [for graphic novels]

655 Subject—genre 655 _7 _a Fantasy fiction

690 Local subject 690 0 _a [subject heading] Add it through Site Subjects button to make sure it only displays to your school.

856 Electronic location _a website url
_z [Note or description related to url: Click here to open this ebook in OverDrive.]

Questions about a specific MARC field and what the indicator numbers mean?
Go to https://www.oclc.org/bibformats/en.html and select the field you’re looking for.
**Quirky MARC Punctuation Rules**

One space before a slash, colon or semicolon (New York : Scholastic, Inc. or Percy Jackson & the Olympians ;)

One the first word and proper nouns are capitalized in titles and subtitles (The old man and the sea)

Text in brackets means that the information doesn’t actually appear in the source (picture books without page numbers are often noted as [32 pages])

Acronyms may or may not have periods, depending on the common usage of the name or term (U.S.D.A., BBC)

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**Anatomy of an ISBN**

- **Prefix element** – currently this can only be either 978 or 979. It is always 3 digits in length

- **Registration group element** – this identifies the particular country, geographical region, or language area participating in the ISBN system.

- **Registrant element** – this identifies the particular publisher or imprint.

- **Publication element** – this identifies the particular edition and format of a specific title.

- **Check digit** – this final single digit mathematically validates the rest of the number.