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ABSTRACT

One of a series of communications formats for machine-readable cataloging records issued by the Library of Congress is described. It is an implementation of the "American National Standard for Bibliographic Information Interchange on Magnetic Tape," Z39.2-1971, which was adopted by the American National Standards Institute (ANSI). The ANSI format structure was designed to accommodate records for all kinds of materials used by different groups of users, and this format structure has been used for the MARC formats for books, serials, maps, films, and music developed at the Library of Congress. The MARC manuscript format provides specifications and content designators (tags, indicators, and subfield codes to identify data in a machine record) for manuscript collections and single manuscripts. Since the Library of Congress does not have any immediate plans to distribute records of this kind on magnetic tape, the publication of this format is intended for the use of other institutions involved in creating machine-readable records for manuscripts. Map and music manuscripts can be handled by this format in conjunction with the additional data elements or content designators in the MARC formats. The type of record code in the leader would specify the type of materials. (Author/SJ)

ED 073791

MANUSCRIPTS A MARC FORMAT

Specifications for
Magnetic Tapes
Containing Catalog Records
for Single Manuscripts or
Manuscript Collections

MARC

DEVELOPMENT

OFFICE

Library of Congress / Washington

1973

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ACKNOWLEDGMENTS

CONTENTS

I. INTRODUCTION

Manuscripts: A MARC Format describes one of a series of communications formats for machine-readab.   ataloging records issued by the Library of Congress. It is an implemei. ation of the American National Standard for Bibliographic Information Interchange on Magnetic Tape, Z39.2-1971, w ch was adopted by the American National Standards Institute. The ANSI format structure was designed to accommodate records for all kinds of materials used by different groups of users, and this format structure has been used for the MARC formats for books, serials, maps, films, and music developed at the Library of Congress.

The MARC manuscript format provides specifications and content designators (tags, indicators, and subfield codes to identify data in a machine record) for manuscript collections and single manuscripts. Since the Library of Congress does not have any immediate plans to distribute records of this kind on magnetic tape, the publication of this format is intended for the use of other institutions involved in creating machine-readable records for manuscripts. If desired, map and music manuscripts can be handled by this format in conjunction with the additional data elements or content designators in the MARC formats for maps and music. The type of record code in the leader would specify the type of materials, i.e., manuscript, map manuscript, or music manuscript.

Unlike the bibliographic records for books, serials, films, sound recordings, etc., records for manuscripts generally describe items that ar unique to a particular institution. Since the Library of Congress is using the manuscripts format for records describing collections in its Manuscript Division, many of the fields pertain to local control information; however, it was felt that inclusion of these fields in the format would be an aid to other institutions and would provide standardization in this area. Machine codes mentioned in this format refer to the expanded ASCII character set used in MARC records. 1/

As new elements are added and changes are made to this format, they will be issued as addenda by the Card Division, and their availability will be announced in the Library of Congress Information Bulletin. In addition, lists of codes for country of publication, languages, and geographic areas for use with this format are available by request to the Card Division.

1/ United States. Library of Congress. MARC Development Office. Books: A MARC Format. 5th ed. 1972. p. 62-88.

II. SUMMARY OF THE MARC COMMUNICATIONS FORMAT STRUCTURE

Leader	Record Directory	Control Fields	Variable Fields

A. LEADER

The leader is fixed in length for all records and contains 24 characters.

B. RECORD DIRECTORY

The record directory consists of a series of fixed-length entries (12 characters each) which contain the identification tag, the length, and the starting character position in the record of each variable field. The record directory ends with a field terminator code ($1E_{16}$, 8-bit; 36_8, 6-bit).

C. CONTROL FIELDS

The control fields contain alphanumeric data elements, many of which have a fixed length. These fields end with a field terminator code. Each control field is identified by a three-character numeric tag in the record directory, and these tags are not repeated in a logical record.

D. VARIABLE FIELDS

The variable fields are made up of variable-length alphanumeric data. All fields end with a field terminator code except the last variable field in a logical record where the field terminator is replaced by a record terminator code ($1D_{16}$, 8-bit; 35_8, 6-bit). Each variable field is identified by a three-character numeric tag in the record directory, and tags may be repeated as required in a logical record.

III.   MARC RECORD FORMAT FOR MANUSCRIPTS

A. LEADER

Outline of Leader

Record Length	Status	Type of Record	Biblio. Level	Blanks	Indicator Count	Subfield Code Count	Base Address of Data	Encoding Level	Blanks	Length	Length	Undefined
0 4	5	6	7	8 9	10	11	12 16	17	18 19	20	21	22 23

Name of Leader Data Element	Number of Characters	Character Position in Record
Logical Record Length	5	0-4
Record Status	1	5
Legend		
a. Type of Record	1	6
b. Bibliographic Level	1	7
c. Blanks	2	8-9
Indicator Count	1	10
Subfield Code Count	1	11
Base Address of Data	5	12-16
Encoding Level	1	17
Blanks	2	18-19
Entry Map		
a. Length of Length-of-Field	1	20
b. Length of Starting Character Position	1	21
c. Undefined Characters	2	22-23

CONTENTS OF LEADER

1. Logical Record Length

This consists of the total number of characters in the logical record includ-
ing itself. The number is right justified with leading zeros.

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Leader _____

2. Record Status | n, c, or d |

   n - New record
   c - Corrected or revised record
   d - Deleted record

3. Legend

   a. Type of Record | b, d, or f | 1/

      b - Language materials, manuscript
      d - Music, manuscript
      f - Maps, manuscript

   b. Bibliographic Level | c or m |

      c - Collections
      m - Monograph (single manuscript)

   c. Two Blank Characters

4. Indicator Count | 2 |

Each variable field begins with two characters called indicators which pro-
vide descriptive information about the data element which follows. For
manuscript material, all variable fields must be incremented by two to reach
the subfield code for the first data element in the field.

5. Subfield Code Count | 2 |

Each data element within a variable field is identified by a two-character
subfield code made up of a delimiter ($1F_{16}$, 8-bit; 37_8, 6-bit) and a lower-
case alphabetic character. Each data element must be incremented by two in
order to reach the first character of data.

6. Base Address of Data

This is the number which is the starting character position of the first
control field. That is, it is equal to the length of the leader and the

_____
1/ Additional content designators for music and map manuscripts can be
   obtained from the MARC formats for music and maps, respectively.

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record directory, including the record directory field terminator. The starting character position for each field entered in the record is relative to the first character of the first control field rather than the beginning of the record. The base address of data gives the base from which each field is addressed. The number is right justified with leading zeros.

7. Encoding Level

A single character code is used to indicate the degree of completeness of the machine record. The following codes have been defined, and others may be added at a later date.

   b̷ - Blank, full level. This level constitutes the most complete machine record; it indicates that the information used for converting the record was derived from a physical inspection of the item the record represents.

  1 - Sublevel 1. This level constitutes the next most complete record after the full level. It includes information that is explicit on LC catalog entries together with the tagging, subfield codes, and fixed field information that can be supplied without examination of the item being described.

8. Two Blank Characters

9. Entry Map

  a. Length of length-of-field portion of each record directory entry
     |4|

  b. Length of starting character position portion of each record directory entry |5|

  c. Two undefined characters |b̷b̷|

The entry map describes the layout of the record directory entries. In the MARC formats, each 12-character directory entry consists of the following: 3 characters for the tag, 4 characters for the length of the field, and 5 characters for the starting character position. The entry map contains the lengths of the length-of-field and the starting character

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position portions of the record directory entries. The tag portion is assumed to be constant at three characters and is not described in the entry map. The last two characters of the entry map are reserved for future use and are currently set to $\emptyset\emptyset$.

B. RECORD DIRECTORY

Outline of Record Directory Entries

Tag	Field Length	Starting Character Position		F/T
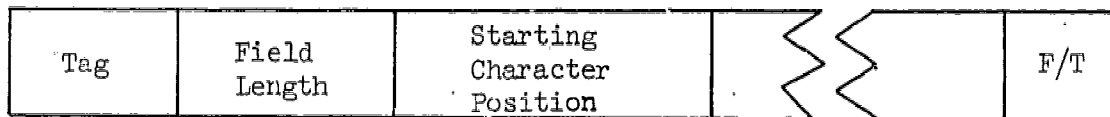
F/T – Field Terminator

Name of Record Directory Data Element	Number of Characters	Character Positions in Directory Entries
Tag	3	$\emptyset$-2
Field Length	4	3-6
Starting Character Position	5	7-11

CONTENTS OF RECORD DIRECTORY ENTRIES

1. Tag

This is a three-character numeric symbol which identifies the field. Tags in this format range from $\emptyset\emptyset$1 to 899.

2. Field Length

This consists of the number of characters in the field identified by the tag. This count includes indicators, subfield codes, data, and a field terminator. The number is right justified with leading zeros.

3. Starting Character Position

These are five numeric characters which give the character position in the record of the first character of the field. The character position is

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relative to a base which begins with the first character of the first
field, i.e., in this format, the first character of the control number
field. The first record directory entry will contain the starting char-
acter position $\emptyset\emptyset\emptyset\emptyset$. Subsequent record directory entries will have
starting character positions incremented by the field length of the
previous entry.

EXAMPLE: Entry 1 | $\emptyset\emptyset$1 | $\emptyset\emptyset$12 | $\emptyset\emptyset\emptyset\emptyset\emptyset$ |

Entry 2 | $\emptyset\emptyset$7 | $\emptyset\emptyset$13 | $\emptyset\emptyset\emptyset$12 |

Entry 3 | $\emptyset\emptyset$8 | $\emptyset\emptyset$4$\emptyset$ | $\emptyset\emptyset\emptyset$25 |

It should be noted that in a variable field (as opposed to a control field),
the first actual data character is the fifth character, i.e., the starting
character position plus four. The starting character position number is
right justified with leading zeros.

C. CONTROL FIELDS

Outline of a Control Field

Data Element 1	Data Element 2	Data Element 3	F/T
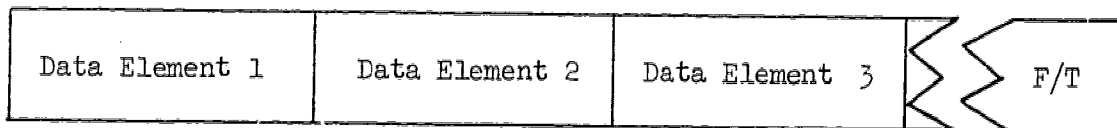
F/T – Field Terminator

The control fields (tags $\emptyset\emptyset$1-$\emptyset\emptyset$9) do not use indicators or subfield codes.
Data elements in these fields begin with a fixed location relative to the
first character position in the field. All control fields end with a field
terminator code ($1E_{16}$, 8-bit; 36_8, 6-bit).

CONTROL FIELD TAGS

$\emptyset$ $\emptyset$ 1 Manuscript Control Number
$\emptyset$ $\emptyset$ 2 Subrecord Map of Directory
$\emptyset$ $\emptyset$ 8 Fixed Length Data Elements

∅ ∅ 1 Manuscript Control Number

This field contains the manuscript control number. In other MARC
formats, the LC card number is used as the control number for the
machine record, but since the Library of Congress does not dis-
tribute catalog records for manuscripts at the present time, the
card number has not been proposed as the standard control number
for this communications format. Users wishing to construct a
control number similar to the LC card number can find specifica-
tions in the MARC format for books. 1/ If the Library of Congress
decides to distribute MARC records for manuscripts, the LC card
number will be used as the control number.

∅ ∅ 2 Subrecord Map of Directory

This field is reserved for the subrecord map of the directory.
When a technique for handling subrecords has been implemented for
MARC records, this field will be described in more detail.

∅ ∅ 8 Fixed Length Data Elements

Name of Data Element	Number of Characters	Character Position in Field
Date Entered on File	6	∅-5
Type of Date Code	1	6
Date 1	4	7-1∅
Date 2	4	11-14
Country of Repository	3	15-17
Illustration Codes	2	18-19
Blanks	3	2∅-22
Form of Reproduction	1	23
Blanks	6	24-29
Case File	1	3∅
Blank	1	31
Processing Status	1	32
Status of Collection	1	33
Level of Control	1	34
Language	3	35-37
Modified Record	1	38

1/ United States. Library of Congress. MARC Development Office. Books:
A MARC Format. 5th ed. 1972. p. 8-11.

i. Date Entered on File

Six numeric characters give the date the record was entered into
the system to indicate the currency of the record. This date is
divided into three subelements, each with two characters for the
year, month, and day.

EXAMPLE: | 72 | 04 | 16 | April 16, 1972

ii. Type of Date Code

One alphabetic character indicates the type of date code. (See
fixed field 4)

iii. Date 1 (Four numeric characters. See fixed field 4)

iv. Date 2 (Four numeric characters)

The contents of the two date fields for manuscript collections are
determined by the character that appears in the type of date code
as follows:

| k | - Date 1 and date 2 contain the range of years covered
         by the bulk of the collection. If the bulk dates are
         represented by only a single year, this date is given
         in both date fields.

EXAMPLES: Papers, 1750-1950, bulk 1796-1896.

            Memoirs, bulk 1885.

Type of Date Code	Date 1	Date 2
k	1796	1896
k	1885	1885

| i | - Date 1 and date 2 contain the inclusive dates repre-
         sented by the collection when the bulk date is not
         known. If the inclusive dates are represented by only
         a single year, this date is given in both date fields.

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EXAMPLES: Copybook, 1765-70.

Personal memoirs, 1885.

Type of Date Code	Date 1	Date 2
i	1765	1770
i	1885	1885

When terms such as "19th and early 20th century" are used instead
of actual dates, the fixed field dates should be expressed by
giving the closest approximation in years. If digits are missing
in the first date, e.g., 18-- or 187-, the missing digits should
be replaced with zeros. If missing digits occur in the second
date, they should be replaced with 9's, unless the resulting date
is later than the year in which this collection is being cataloged.
With both of the above conditions, the type of date code can be
either "k" or "i," depending on whether the dates represent bulk
or inclusive dates.

EXAMPLES: 19th and early 20th century

187- --1896

Date 1	Date 2
1800	1900
1870	1896

When describing single manuscripts, the following type of date
codes can be used:

s   Only a single date is given as the year of writing,
        etc. [Note: Multiple dates can be coded as either
        "k" or "i," bulk or inclusive dates, respectively.]
        The single date is entered as date 1, and date 2 con-
        tains blanks.

EXAMPLES: Will, 1886 March 8.

Symphony no. 4. Score. 1945.

Type of Date Code	Date 1	Date 2
s	1885	�$
s	1945	�$

n – No dates are given. Dates 1 and 2 contain blanks.

r – The manuscript being described is a reprint, facsimile, etc., of the original. Date 1 contains the date of the reprint, and date 2 contains the date of the original.

q – The date given has missing digits or consists of a phrase such as "3d quarter of 15th cent." Date 1 contains the year with missing digits replaced by zeros. Date 2 has the missing digits replaced by 9's, unless the resulting date is later than the year in which this item is being cataloged. In the latter case, the year of cataloging can be substituted. Phrases such as the above example can be replaced by approximate dates, if this is feasible.

EXAMPLES: [17--]

[3d quarter of 15th cent.]

Type of Date Code	Date 1	Date 2
q	1700	1799
q	1475	1499

v. Country or State of Repository

A two or three-character alphabetic code, left justified, is used for the country in which the repository is located. 1/ If the manuscript or manuscript collection is held in the United States, Canada, Russia, or the United Kingdom, the first two characters of the field

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1/ A list entitled "Country of Publication Codes," which gives all country codes used in MARC records, is available free upon request to the LC Card Division.

constitute a mnemonic code for the state, province, or other sub-division, and the third character consists of a code for the country.

EXAMPLES: | n | e | ¢ | Netherlands

| c | a | u | California

vi. Illustration Codes

Two character positions are used to show if the manuscript or manuscript collection contain either music or maps.

> ¢ - Blank (no illustrations)
> b - Maps
> g - Music

vii. Form of Reproduction Code

If the manuscript, manuscript collection, or parts of the col-lections have been reproduced photographically so as to be too small to be read by the unaided eye, a one-character code is used to indicate the type of reproduction.

> ¢ - Blank (not a reproduction)
> a - Microfilm
> b - Microfiche
> c - Microopaque

viii. Case File Indicator

A one-character code indicates if a case file or documentary history of the collection exists.

> ¢ - No case file
> c - Case file exists

ix. Processing Status

A one-character code indicates the processing status of the col-lection being described.

ꞵ - Blank (not applicable)
a - Collection not in Library
b - Completely processed
c - Processed but with unprocessed additions
d - Requires reprocessing
e - Totally unprocess
f - Under total clo.re

x. Status of Collection

A one-character code is used to show the status of the collection.

ꞵ - Blank (not applicable)
a - Discrete grouping of material (a complete collection)
b - Accession (a growing collection)
c - Active solicitation
d - Solicitation unsuccessful (collection deposited in another institution)
e - Information file only

xi. Level of Control

A one-character code indicates the extent of administrative control over the collection.

ꞵ - Blank (not applicable)
a - Control on collection level
b - Control by series (collection may have been broken down into several parts)
c - Control by container
d - Control by folder
e - Control by item

If codes "c" or "d" are used, the record contains a description of the items in a container or folder. If code "e" is used, the record contains a description of an individual item within a collection. (In such an instance, the bibliographic level code in the leader contains an "m" for monograph, a work that is complete at the time of issuance.)

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xii. Language

The language of the manuscript or manuscript collection is repre-
sented by a three-character alphabetic code. [1] If the items are
in more than one language, the predominant language is recorded
in these positions, and the additional languages, including the
predominant language, are recorded in variable field Ø41. If
there is no predominant language, the languages are recorded in
alphabetic order in variable field Ø41, and the first one is
recorded in these character positions.

xiii. Modified Record Indicator

The modified record indicator is used when the MARC record does
not contain all the corresponding characters found on the cata-
loging copy because these characters were not included in the
character set for machine-readable records. This situation
occurs most commonly when nonroman alphabet characters or
unusual mathematical symbols are used on the cataloging copy.

  Ø - Blank (record not modified)
  x - Changes in content of record because of
      modified characters
  s - Shortened record (record length exceeded
      maximum allowable length)

D. VARIABLE FIELDS

Outline of Variable Fields

Indicators	Subfield Code	Data Element 1	Subfield Code	Data Element 2		F/T

___
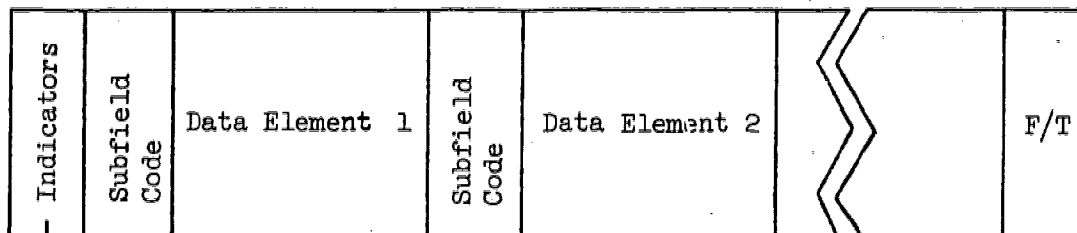
[1] A list entitled "Revised List of Languages and Language Codes," which
gives all the language codes used in MARC records, can be obtained free
upon request to the LC Card Division

CONTENTS OF VARIABLE FIELDS

1. Indicators

_ach variable field begins with two characters which provide descriptive information about the field. The content of the indicators are specified in the descriptions of each variable field. If the indicators are not used with a particular field, they will contain blanks.

2. Subfield Codes

Variable fields are made up of a single data element or a group of data elements. A subfield code precedes each data element in a field and identifies the data element. The subfield code consists of two characters: a delimiter ($1F_{16}$, 8-bit; 37_8, 6-bit) and a lowercase alphabetic character. The 6-bit delimiter is in nonstandard character set I and has a shift character 73_8 in front of it. For the purpose of these specifications, the delimiter will be represented by the typewritten graphic "$." Subfield codes are specified in the descriptions of each variable field.

An example of a field, the title statement (245), is shown as follows with the data elements and their respective subfield codes:

$a   Short title
$b   Remainder of title statement
$c   Remainder of title page transcription
$f   Inclusive dates
$g   Bulk dates

The title could appear as follows with hypothetical record directory entries and indicators:

    Directory: 245ØØ22ØØ156

      Data: ØØ$aPapers,$f1832-92.

In some fields, only one data element has been defined, but this data element may be repeated within the field as many times as necessary preceded by the subfield code "$a."

3. Data Elements

All data elements in the variable fields may have variable lengths.

4. Field Terminator

The field terminator code is $1E_{16}$, 8-bit; 36_8, 6-bit. The 6-bit field terminator is in nonstandard character set I and has the shift character 73_8 in front of it.

VARIABLE FIELD TAGS

The tag identifying each variable field is carried in the record directory and not in the field which it identifies. The list in Appendix C contains the variable field tags used for catalog records for manuscripts. These tags are sequenced in the record directory by the first digit of the tag. Within a block of tags beginning with the same number, e.g., 6XX for subject headings, the tags appear in the order in which they would be printed on a standard catalog record, not necessarily in the numerical sequence of the tags. Theoretically, all variable field tags may be repeated; however, the nature of cataloging data is such that many tags are not repeatable, i.e., a record for a manuscript collection can have only one main entry, and therefore, only one field in the 1XX series.

BIBLIOGRAPHIC CONTROL NUMBERS

Ø 1 Ø Library of Congress Card Number

This field can be used for the LC card number for institutions that carry their own system number in the control number field (tag ØØ1). For example, the number appearing in the National Union Catalog for Manuscript Collections is the equivalent of an LC card number and can be given in this field if an institution has its own system number in the control number field. The following subfield code is used:

$a LC card number

The indicators in this field are blank.

∅ 1 1   Linking LC Card Number

This field can be used to link related logical records in a MARC
data base. For example, if additions to a collection have been
cataloged separately and given a different LC card number, this
field could be used for the card number given to the catalog
record of the original entry. The following subfield code is
used:

    $a   Linking LC card number

The indicators in this field are blank.

∅ 3 5   Local System Number

This field can be used by an institution for its own control num-
ber if the LC card number is used in the control number field
(tag ∅∅1). The following subfield code is used:

    $a   Local system number

The indicators in this field are blank.

∅ 4 1   Languages 1/

This field is used when there is more than one language represented
in the manuscript or manuscript collection. The languages are
listed in the order of their predominance; if there is no predom-
inant language, the languages are listed in alphabetical order.
The predominant language or the first language listed is also
recorded in the language fixed field (field ∅∅8, characters posi-
tions 35-37). The three-character language code used in the
fixed field is also applicable for this field. The following sub-
field code is used:

    $a   Language of text

The indicators in this field are blank.

1/ A list entitled "Revised List of Languages and Language Codes," which
gives all language codes used in MARC records, can be obtained free
upon request to the LC Card Division.

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EXAMPLE: Fixed field | eng |

[Ø41] ØØ$aenglatpolger   for English, Latin,
Polish, or German

Ø 4 2 Search Code

This field contains a search code which is used for identification
of a machine-readable record when the control number is not known.
The following subfield code is used:

$a   Search code

The indicators in this field are blank.

Ø 4 3 Geographic Area Code 1/

The geographic area code has been developed by the Library of
Congress as an aid to area specialists taking a subject approach
to the material. The coding scheme contains seven alphabetic
characters and hyphens and, insofar as possible, provides a hier-
archical breakdown of geographical and political entities. The
following subfield code is used:

$a   Geographic area code

The indicators in this field are blank.

EXAMPLE: Collection of steamboat records relating to steam-
boats operating in the Ohio and Mississippi Valleys.

ØØ$an-uso--$an-ism--

Ø 9 Ø Shelf Location

This field contains the shelf location of the manuscript collection.
The following subfield code is used:

1/ A list entitled, "Geographic Area Codes," which gives all geographic
area codes used in MARC records, can be obtained free upon request
to the LC Card Division.

$a   Shelf location

The indicators in this field are blank.

091   Microfilm Shelf Location

This field contains the shelf location of microfilm holdings for a collection or portions of a collection. The following subfield code is used:

$a   Microfilm shelf location

The indicators in this field are blank.

MAIN ENTRIES

100   Main Entry - Personal Name

This field contains a personal name used as a main entry. Personal names are recorded in conformance with either the AIA Cataloging Rules for Author and Title Entries or the Anglo-American Cataloging Rules, with the following modifications:

i. Titles and other words associated with the name that occur between the surname and the forename will always follow the forename:

Churchill, Sir Winston Leonard Spencer, 1874-1965.

becomes

$aChurchill, Winston Leonard Spencer,$cSir,$d1874-1965.

ii. All dates are arranged in the form prescribed in the AA Rules:

Smith, John, Aug. 5, 1882-   (AIA Rules)

$aSmith, John,$d1882 (Aug. 5)-   (AA Rules)

The following subfield codes are used:

$a   Name (sur.ames and forenames)
$b   Numeration (roman numerals which may follow a forename)

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$c Titles and other words associated with the name (titles designating rank, office, nobility, terms of address, initials denoting academic degree or membership in an organization, or any other word or phrase associated with a name, e.g., clockmaker, poet, etc.)

$d Dates (date of birth, death, or flourishing used with a name)

$e Relator (terms that describe the relationship between the person and the collection or work, e.g., collector)

Additional subfield codes identified for books may also be of use for manuscript collections or single manuscripts:

$k Form subheading (standardized phrases added to a heading in order to gather together in a file the records for certain kinds of materials, e.g., Spurious and doubtful works)

$t Title (of a work)

$1 Language

$f Date (of a work)

$p Part (of a work)

The first indicator shows the type of personal name:

∅ - Forename
1 - Single surname
2 - Multiple surname
3 - Name of family

The second indicator is blank.

EXAMPLES: 1∅$aDawes, Elizabeth F.,$ecollector.

3∅$aDuecker family.

2∅$aRiano y Montero, Juan Facundo,$d1828-1901.

1 1 ∅ Main Entry - Corporate Name

This field contains the name of a corporate body designated as a main entry. The following subfield codes are used:

$a Name of corporate body (when the name of a place occurs
    at the beginning of a corporate name, it is considered
    the highest hierarchical unit of the corporate body and,
    therefore, the name data element)

$b Each subordinate unit in hierarchy (corporate subunits
    after the name)

$e Relator (terms which describe the relationship between
    the corporate body and the work being cataloged, e.g.,
    defendant-appellant)

$k Form subheading (standardized phrases added to a head-
    ing in order to gather together in a file the records
    for certain kinds of materials, e.g., Laws, statutes,
    etc.)

Additional subfield codes identified for books may also be used
for manuscript collections or single manuscripts:

$t Title (of a work)
$u Nonprinting subfield
$l Language
$p Part (of a work)
$f Date (of a work)
$g Miscellaneous

The first indicator shows the type of corporate name:

∅ - Surname (inverted)
1 - Place or place name
2 - Name (direct order·)

The second indicator in this field is blank.

EXAMPLES: ∅∅$aCox (C. B.) Mill Company

           1∅$aUnited States.$bMissouri Basin Survey Commission.

           2∅$aCommittee to Defend America by A: the Allies.

1 1 1 Main Entry - Corporate Name - Conference or Meeting

This field contains named conferences or meetings used as main
entries. Because of the difficulty in controlling conference
material, named conferences have been designated as a subtype
of corporate names. The following subfield codes are used:

21

$a Name (name of meeting or place element)
$q Name of meeting following place element
$b Number (number of conference or meeting)
$c Place (place or institution where conference was held)
$d Date (date of conference or meeting)
$e Subordinate unit in name (name of subunit, e.g., Delegation from Haiti)
$g Other miscellaneous information (any additional data not identified by any other subfield codes, e.g., Projected, not held)

Additional subfield codes identified for books may also be used for manuscript collections or single manuscripts:

$k Form subheading (same as field 11∅)
$t Title (of a work)
$f Date (of a work)
$1 Language
$p Part (of a work)

The indicators in this field are the same as those used in field 11∅.

EXAMPLES: 2∅$aConference on Science Manuscripts,$cWashington, D.C.,$d1960.

2∅$aInternational American Conference.$b1st,$c Washington, D.C.,$d1889-1890.$eDelegation from Haiti.

1 3 ∅ Main Entry - Uniform Title Heading

This field contains a uniform title heading, which is a standardized title chosen to gather together in a file the records for a work, the various editions of which may have appeared under varying titles and which have not been entered under a personal or corporate name. These may also include names of radio and television programs, motion pictures, anonymous works, composite manuscripts or manuscript groups, some treaties and intergovernmental agreements, or serials and other works entered under title. The following subfield codes are used:

$a Uniform title heading
$t Title (title of a work used in conjunction with a uniform title heading)

22

```
$p  Part
$f  Date (of a work)
$l  Language
$k  Form subheading
$s  Version
$g  Miscellaneous
$h  Media qualifier
```

The indicators in this field are blank.

> EXAMPLES: ‖‖$aVoice of America.$h[Radio program]
>
> ‖‖$aBible.$lEnglish.$kSelections.$f1970.$sAuthorized.

<div align="center">

SUPPLIED TITLES

</div>

2 4 ∅ Uniform Title

This field includes both the uniform titles printed on LC cards
and those which the Library types on printed cards as filing
titles for use in its own catalogs. The following subfield codes
are used:

```
$a  Uniform title
$f  Date (of a work)
$k  Form subheading
$l  Language
$p  Part (of a work)
$s  Version
```

Additional subfield codes have also been identified for musical
works:

```
$m  Medium of performance
$n  Serial number, opus or thematic catalog number
$o  Arranged
$r  Key for music
```

The first indicator shows whether the uniform title is found on
the LC printed card:

```
∅ - Not Printed on LC cards
1 - Printed on LC cards
```

The second indicator specifies the number of characters at the beginning of the field to be ignored in filing. The blank following an initial article and any diacritical marks must be included in the count.

ϕ   Nonfiling characters
to
9

EXAMPLES: 1ϕ$aDeclaration of independence

               1ϕ$aNocturne,$mpiano,$nop. 15, no. 2,$rF minor

2 4 1   Romanized Title

This field is used when the title of the work is in a nonroman alphabet. Since the MARC system does not have the capability at present of handling bibliographic data in nonroman alphabet languages, the romanized form will be transcribed in the title field, tag 245, and repeated in this field. Fixed length data field ϕϕ8, position 38, will also contain the code "x." The following subfield code is used:

   $a Romanized title

The first indicator shows whether a title added entry is to be generated.

ϕ - No title added entry
1 - Title added entry

The second indicator specifies the number of characters at the beginning of the field to be ignored in filing. The blank following an initial article and any diacritical marks must be included in the count.

ϕ   Nonfiling characters
to
9

TITLE PARAGRAPH

2 4 5 Title Statement

This field contains the name by which the collection or manuscript
is known. For collections, the inclusive and/or bulk dates are
also included. The absence of a 1XX field indicates that this work
has been entered under title. The following subfield codes are
used:

$a   Short title
$b   Remainder of title (subtitle, alternative title, etc.)
$c   Remainder of title page transcription
$f   Inclusive dates
$g   Bulk dates

The first indicator shows whether an additional access point for
this title is required:

∅ - No access point
1 - Access point required

The second indicator specifies the number of characters at the
beginning of the field to be ignored in filing. The blank fol-
lowing an initial article and any diacritical marks must be
included in the count.

∅   Nonfiling characters
to
9

EXAMPLES: ∅∅$aPapers,$f1750-1950,$gbulk 1796-1896.

10$aExil$c[par] St.-J. Perse.

12$aA declaration of the representatives of the
United States of America in General Congress
Assembled.

2 6 ∅ Imprint

For single manuscripts, the date of writing is given in this field
if it is not already incorporated into the title statement. The
following subfield code is used:

$c   Date 1/

The indicators in this field are blank.

EXAMPLES:

1)   [245]1∅$aLife of Romney.

[260]∅∅$c1807.

2)   [245]∅∅$aLetter, 1854 Dec. 22, Washington, D.C., to
           Abraham Lincoln, Springfield, Ill.

No field 26∅.

3)   [245]∅∅$aCorrespondence,$f1821-79.

No field 26∅.

PHYSICAL DESCRIPTION ENTRIES

The following fields provide information about the physical description
of the manuscript collection or single manuscript. Field 3∅∅ can be used
to give unformatted information; fields 3∅2, 3∅3, and 3∅4 can be used to
provide formatted data that might be used for statistical purposes.

3 ∅ ∅   Physical Description

The physical description of a collection is given in terms of
feet, items, volumes, boxes, folders, etc. Single manuscripts
are generally described like books with subfields for pagination,
illustrative material, and size. The following subfield codes
are used:

$a   Physical description (of a collection) or pagination
$b   Illustrative material
$c   Size

The indicators in this field are blank.

1/ Other forms of material, such as books, have additional subfield codes
   in this field, $a for place of publication and $b for publisher.

EXAMPLES: ᵇᵇ$aca. 7 ft.

ᵇᵇ$aca. 200 items and 3 reels of microfilm

ᵇᵇ$al p.$c26 cm.

3 ∅ 2   Item Count

This field gives the number of items in the collection.   The fol-
lowing subfield code is used:

$a   Item count

The indicators in this field are blank.

EXAMPLE: ᵇᵇ$a199,284

3 ∅ 3   Unit Count

This field gives the number of physical containers in which the
collection is housed.   The following su⁻field code is used.

$a   Unit count

The indicators in this field are blank.

EXAMPLE: ᵇᵇ$a200

3 ∅ 4   Linear Footage

This field gives the number of feet taken up by the collection.
The following subfield code is used:

$a   Linear footage

The indicators in this field are blank.

EXAMPLE: ᵇᵇ$al4.6

3 5 Ø <u>Value</u>

This field contains the monetary value of the manuscript or manuscript collection or its appraised value. The following subfield code is used:

$a Value

The indicators in this field are blank.

<u>EXAMPLE</u>: ØØ$a100.00   [Note: The typewriter graphic "$" designates the delimiter in the subfield code rather than the dollar sign.]

<p align="center"><u>SERIES</u></p>

4 9 Ø <u>Series</u>

This field is used to provide an access point for a series of which the collection forms a part. The following subfield code is used:

$a Series

The indicators in this field are blank.

<u>EXAMPLE</u>: ØØ$aBritish Foreign Office Class 15.

<p align="center"><u>BIBLIOGRAPHIC NOTES</u></p>

5 Ø Ø <u>General Note</u>

This field contains unformatted notes for information that is not tagged separately elsewhere in the format but which would provide additional bibliographical data about the collection or individual manuscript. Such information would include data about bibliographical references to the collection, additional repositories (holders of the original collection or a duplicate collection), etc. The following subfield code is used:

$a General note

<p align="center">28</p>

The indicators in this field are blank.

> EXAMPLE: ₿₿$aIn part, transcripts (typewritten), photo-
> copies, and microfilm (positive) made from
> originals in the possession of Duke Univer-
> sity Library, other repositories, and indi-
> viduals.
>
> ₿₿$aForms part of the Library's Naval Historical
> Foundation collection.
>
> ₿₿$aDescribed in Guide to the manuscripts of the
> State Historical Society of Wisconsin, supple-
> ment no. 2, by Josephine L. Harper (1966) p. 29.

5 Ø 6   Restrictions

This field contains information about restrictions on the use
of the collection. The following subfield code is used:

   $a   Restrictions

The indicators in this field are blank.

> EXAMPLES: ₿₿$aOpen to investigators with permission of the
> Clark family.
>
> ₿₿$aSome of the personal correspondence is
> restricted until Oct. 1, 1971.

5 2 Ø   Scope and Contents Note

This field contains information describing the scope and contents
of the collection. The following subfield code is used:

   $a   Scope and contents note

The indicators in this field are blank.

> EXAMPLE: ₿₿$aLetter books and ledgers of Alexander Gusdorf
> and his brother, Gerson Gusdorf, who ran a general
> store in Taos, N.M.

5 3 5 Repository

This field contains the name of the repository holding the manu-
script collection being described. In addition, the names of
repositories holding the original, duplicate, or oral tape col-
lections can also be listed. The following subfield code is
used:

    $a   Name of repository

The first indicator gives additional information about the
repository as follows:

    ∅ - Repository
    1 - Holder of original
    2 - Holder of duplicate
    3 - Holder of oral tapes

The second indicator is blank. This field may be repeated so
that each of the repositories (or holders of the original,
duplicate, etc.) can be listed. If the first indicator position
has a code "1," "2," or "3," a note in field 5∅∅ will generally
be included to give more detailed information.

    EXAMPLE: [535]∅∅$aStanford University Libraries (Calif.)
               [repository]

           [535]2∅$aUniversity of Illinois, Illinois Histori-
              cal Survey   [has duplicates]

           [5∅∅]∅∅$aThe Illinois Historical Survey of the
              University of Illinois has a microfilm
              (negative, 1 reel) of ca. 60 items from
              this collection selected by and made for
              Arthur Bestor in 1942.

5 4 ∅ Literary Rights

This field contains information about the existence or status of
literary rights. The following subfield code is used:

    $a   Literary rights.

The indicators in this field are blank.

> EXAMPLE: ¢¢$aInformation on literary rights available in the Library.

5 4 1 Provenance

This field gives the name of the donor or other source of acquisition by the present repository. The following subfield codes are used:

$a Name of donor
$b Address of donor

The indicators in this field are blank.

> EXAMPLES: ¢¢$aGift of John Witthoft, 1953.
>
> ¢¢$aPurchased from William Baldwin, 1950, and gift of Mr. and Mrs. Thomas Garrett Bradford, Centerville, Del.

5 4 3 Solicitation Information

This field contains a brief statement or remarks about solicitation, active or inactive, together with the date of last correspondence. The following subfield code is used:

$a Solicitation information

The indicators in this field are blank.

5 4 5 Biographical Tracings

This field contains a chronological ordering of events in the life of the person on whom the collection is based. The following subfield code is used:

$a Biographical tracing

The indicators in this field are blank.

31

> EXAMPLE: ¢¢$a1856, April 4. Born Kingston, New York$a1874,
> September. Matriculated at Dartmouth College.

5 5 5 Finding Aids

This field provides information on the type of finding aids
(register, card indexes, etc.) available for the collection
being described. The following subfield code is used:

$a Finding aids

The indicators in this field are blank.

> EXAMPLE: ¢¢$aRegister with index.

SUBJECT HEADINGS

6 ∅ ∅ Subject Heading - Personal Name

The subfield codes for main entry - personal name, field 1∅∅,
can be used in this field with the following additions for sub-
ject subdivisions:

$x General subdivision
$y Period or chronological subdivision
$z Place subdivision

In addition, musical works can be identified by the following sub-
field codes:

$s Version
$g Miscellaneous information
$m Medium of performance
$n Serial number, opus or thematic catalog number
$o Arranged
$r Key for music

The first indicator shows the type of personal name and uses the
same codes found in field 1∅∅. The second indicator specifies
the source of the subject heading as follows:

∅ - LC subject heading
2 - National Library of Medicine subject heading (MESH)
3 - National Agricultural Library subject heading
4 - Other subject heading schemes
5 - National Union Catalog of Manuscript Collections (NUCMC)
   subject

6 1 ∅   Subject Heading - Corporate Name

This field contains the name of a corporate body designated as
a subject. The subfield codes for main entry - corporate name,
field 11∅, can be used in this field, in addition to the ones
for subject subdivision given in field 6∅∅ ($x, $y, $z) and
those for musical works ($s, $m, $n, $o, $r).

The first indicator shows the type of corporate name and uses
the same codes found in field 11∅. The second indicator, which
specifies the source of the subject heading, uses the same codes
found in field 6∅∅.

6 1 1   Subject Heading - Conference or Meeting

This field contains the names of conferences or meetings used as
subjects. The subfield codes for main entry - conference or meet-
ing, field 111, and those for subject subdivisions($x, $y, $z)
listed in field 6∅∅ can also be used. The first indicator uses
the same codes as field 11∅, and the second indicator, which
specifies the source of the subject heading, uses the same codes
found in field 6∅∅.

6 3 ∅   Subject Heading - Uniform Title

This field contains a uniform title heading used as a subject.
The subfield codes for main entry - uniform title heading, field
13∅, and those for subject subdivisions ($x, $y, $z) listed in
field 6∅∅ can also be used. The first indicator is blank, and
the second indicator, which specifies the source of the subject
heading, uses the same codes found in field 6∅∅.

6 5 Ø   Subject Heading - Topical

This field includes general terms such as "astronauts" or "news-
papers" of the type listed in the LC list of subject headings.
It also includes systematic names of families, genera, species
in botany and zoology, and chemical compounds. The following
subfield codes are used with this field:

$a   Topical subject heading
$b   Name following entry element which is a place

The subfield codes for subject subdivisions ($x, $y, and $z)
described in field 6ØØ are also used here. The first indicator
is blank. The second indicator specifies the source of the sub-
ject heading and uses the same codes described in field 6ØØ.

EXAMPLES: bØ$aCaracas.$bBolivar Statue.

b5$aAstronauts.

6 5 1   Subject Heading - Geographic Name

Geographic names as subjects include the following: natural
features, e.g., bays, capes, rivers, mountains, deserts, etc.;
geographic regions, e.g., names of continents, land masses, etc,;
archeological sites; parks; political jurisdictions alone or with
subject subdivisions. Political jurisdictions subdivided by names
oᵣ organized bodies are considered corporate names, field 61Ø.
The following subfield codes are used:

$a ·Geographic name
$b   Geographic name following place entry element

The subfield codes for subject subdivisions ($x, $y, and $z)
described in field 6ØØ are also used here. The first indicator
is blank. The second indicator specifies the source of the
subject heading and uses the same codes described in field 6ØØ.

EXAMPLES: bØ$aChicago.$bKenwood.

'5$aSiena, Italy.

34

6 9 ∅   <u>Subject Heading - Description of Profession or Activity</u>

This field contains terms describing the occupation of the person on which the collection is based or the activity of a corporate body. The following subfield code is used:

$a   Profession or activity

The indicators in this field are blank.

<u>EXAMPLES</u>:   [1∅∅]1∅$aChild, Richard Washburn,$d1881-1935.

[69∅]∅∅$aLawyer

[69∅]∅∅$aAuthor

[69∅]∅∅$aDiplomat

ADDED ENTRIES

7 ∅ ∅   <u>Added Entry - Personal Name</u>

This field contains personal names associated with the manuscript or manuscript collection. The subfield codes for main entry - personal name, field 1∅∅, and those associated with musical works ($s, $g, $m, $n, $o, $r) described in field 6∅∅ can also be used here.

The first indicator, which specifies the type of personal name, uses the same codes as field 1∅∅. The second indicator specifies the type of added entry as follows [1]:

∅ - Alternative entry
1 - Secondary entry
2 - Analytic entry

_____

[1]/ The second indicator for added entries is probably not needed for manuscripts or manuscript collections. For other uses of this indicator position, see <u>Books: A MARC Format</u>, 5th ed., 1971, p. 55.

7 1 0   Added Entry - Corporate Name

This field contains corporate names associated with the manuscript
or manuscript collection. The subfield codes for main entry -
corporate name, field 110, and those associated with musical works
($s, $m, $n, $o, $r) described in field 600 can also be used here.
The first indicator, which specifies the type of corporate name,
uses the same codes as field 110. The second indicator, which
describes the type of added entry, is the same as field 700.

7 1 1   Added Entry - Corporate Name - Conference or Meeting

This field contains names of conferences or meetings associated
with the manuscript or manuscript collection. The subfield codes
for main entry - conference or meeting, field 111, can also be
used in this field. The first indicator, which specifies the
type of conference name, uses the same codes as field 110. The
second indicator, which describes the type of added entry, uses
the same codes as field 700.

7 3 0   Added Entry - Uniform Title

This field contains a uniform title heading associated with the
manuscript or manuscript collection. The subfield codes for main
entry - uniform title heading, field 130, can also be used in this
field. The first indicator is blank. The second indicator, which
describes the type of added entry, uses the same codes as field
700.

7 4 0   Added Entry - Title Traced Differently

This field contains any alternative titles, subtitles, partial
titles, etc., that may be required to provide additional access
points to the record. The following subfield codes are used:

    $a   Title added entry
    $h   Media qualifier

The first indicator is blank. The second indicator specifies the
type of added entry and uses the same codes as field 700.

Appendix A

SAMPLE RECORD IN THE MARC FORMAT

Leader

| ∅∅988 | n | ƀ | c | ƀƀ | 2 | 2 | ƀƀ2∅5 | 1ƀƀ4 5∅∅ | ∅∅1∅∅13∅∅∅∅∅ | ∅∅8∅∅4∅∅∅13 | 1∅∅∅∅32∅∅∅53 ⟩ |

∅ 　　　　　　　　　　24　　　　　36　　　　48

| 245∅∅52∅∅∅85 | 3∅∅∅∅19∅∅137 | 535∅∅3∅∅∅156 | 52∅∅296∅∅186 | 541∅∅3∅∅∅482 ⟩ |

60　　　　72　　　　84　　　　96　　　　1∅8

| 65∅∅∅69∅∅551 | 6∅∅∅∅35∅∅586 | 6∅∅∅∅41∅∅627 | 6∅∅∅∅31∅∅658 | 6∅∅∅∅23∅∅681 ⟩ |

12∅　　　132　　　144　　　156　　　168

		Control Number	Fixed Fields					
6∅∅∅∅31∅∅712	6∅∅∅∅41∅∅753ⁱ	msƀ67∅∅∅26∅	ƀ	ƀ	72∅914	i	1839	191∅	miu	ƀƀ ⟩

18∅　　　192　　　2∅5　　　　13

Main Entry

| ƀƀƀ | ƀ | ƀƀƀƀƀ | ƀ | ƀ | ƀ | ƀ | ƀ | eng | ƀ | ƀ | 1ƀ | $aDuveen,ƀAlbert,$ecollector. ⟩ |

53

Title

| ƀ | ∅∅ | $aAlbertƀDuveenƀautographƀcollection,$f1839-1910. | ƀ ⟩ |

85

Physical Description	Repository			Scope and Contents
ƀƀ	$aca.ƀ55∅∅ƀitems.	ƀ	∅∅	$aArchivesƀofƀAmericanƀArt.	ƀ	ƀƀ	$aCorrespondenceƀ⟩

137　　　　　156　　　　　186

andƀmiscellaneousƀdocuments.ƀUnrelatedƀlettersƀbyƀAmericanƀartistsƀofƀtheƀ⟩

19thƀcentury,ƀgatheredƀbyƀDuveenƀasƀanƀAmericanƀartƀreferenceƀgroup.ƀ⟩

PersonsƀrepresentedƀincludeƀAlbertƀBierstadt,ƀF.ƀE.ƀChurch,ƀTimothyƀCole,ƀ⟩

CharlesƀR.ƀLeslie,ƀWilliamƀPage,ƀandƀWorthingtonƀWhittredge. ⟩

37

		Provenance				Subject - Topical	
Ŧ	ØØ	$aGiftØofⁿMr.ØDuveen,Ø1956.	Ŧ	Ø5	$aArtØandØartists$xAutographØ Ꞓ

482

						Subject - Personal Name	
collectionsⁿ$y19thⁿandⁿ20thⁿcenturies.	Ŧ	1Ø	$aBierstadt,ØAlbert,$d183Ø-19Ø2. Ꞓ

566

		Subject - Personal Name				Subject - Personal Name	
Ŧ	1Ø	$aChurch,ØFrederickØEdwin,$d1826-19ØØ.	Ŧ	1Ø	$aCole,ØTimothy,$d1852-1931. Ꞓ

627   658

		Subject - Personal Name			Subject - Personal Name	
Ŧ	15	$aLeslie,ØCharlesØR.	Ŧ	1Ø	$aPage,ØWilliam,$d1811-1885. Ꞓ

681   712

		Subject - Personal Name	
Ŧ	1Ø	$aWhittredge,ØWorthington,$d1820-191Ø.	Ɽ Ꞓ

753

Ø - Blank

Ŧ - Field terminator

Ɽ - Record terminator

Appendix B

CHRONOLOGICAL COVERAGE CODE

The addition of a chronological coverage code to the MARC formats will
enable users of MARC tapes to isolate material covering a particular time
span. For example, a request for all material on New Hampshire at the
time of the American Revolution could be filled by searching the geo-
graphic area code field for New Hampshire and the chronological coverage
code field for the appropriate century and decade. Although the necessary
codes have been identified, it has not been determined as to whether this
information will appear as a fixed length data element in field ∅∅8 or as
a new variable field. This discussion has been included in the format for
the benefit of users who may wish to comment on the proposed codes or to
experiment with the use of the scheme.

The chronological coverage code will consist of four alphanumeric characters
assigned according to the following tables. For B.C. dates, a lowercase
alphabetic character represents the millenium, and a digit represents the
century. If the century is not known, a blank (∅) will be used instead of
a number. For A.D. dates, a lowercase alphabetic character represents the
century, and a digit represents the decade. If the decade is not known, a
blank will be used instead of a number. If a single year or a period within
a decade have to be coded, the code will be repeated.

Outline of Chronological Coverage Code

First Date		Second Date	
Century (Alpha-betic)	Decade (Numeral)	Century (Alpha-betic)	Decade (Numeral)

	B.C. TABLE			A.D. TABLE	
	(Letter – Millenia; Number – Century)			(Letter – Century; Number – Decade)	

	1- 99	d9	2000-	y
	100- 199	d8	1900-1999	x
	200- 299	d7	1800-1899	w
	300- 399	d6	1700-1799	v
	400- 499	d5	1600-1699	u
	500- 599	d4	1500-1599	t
	600- 699	d3	1400-1499	s
	700- 799	d2	1300-1399	r
	800- 899	d1	1200-1299	q
	900- 999	dø	1100-1199	p
	1000-1099	c9	1000-1099	o
	1100-1199	c8	900-999	n
	1200-1299	c7	800-899	m
	1300-1399	c6	700-799	l
	1400-1499	c5	600-699	k
	1500-1599	c4	500-599	j
	1600-1699	c3	400-499	i
	1700-1799	c2	300-399	h
	1800-1899	c1	200-299	g
	1900-1999	cø	100-199	f
	2000-2099	b9	1-99	e
	2100-2199	b8		
	2200-2299	b7		
	2300-2399	b6		
	2400-2499	b5	(Add ø, 1, 2. . .9 to	
	2500-2599	b4	show decade)	
	2600-2699	b3		
	2700-2799	b2		
	2800-2899	b1		
	2900-2999	bø		
(before 2999)	3000-	aø		

EXAMPLES:

Date	Code
1828-1859	w3w5
1066-1328	o6r2
423 B.C.-390 B.C.	d5d6
20th century	xøxø
1984	x8x8
To 300 B.C.	aød6
12th-14th centuries	pørø
42 B.C.-37 A.D.	d9e3

40

Appendix C

VARIABLE FIELD TAGS

TAG	INDICATORS	SUBFIELD CODES

Bibliographic Control
Numbers

Ø1Ø LC card number $a LC card number

Ø11 Linking LC card number $a Linking LC card number

Ø35 Local system number $a Local system number

Ø41 Languages $a Language of text

Ø42 Search code $a Search code

Ø43 Geographic area code $a Geographic area code

Ø9Ø Shelf location $a Shelf location

Ø91 Microfilm shelf location $a Microfilm shelf location

Main Entries

1ØØ Main entry - personal
name

First indicator:
Ø - Forename
1 - Single
 surname
2 - Multiple
 surname
3 - Name of
 family

Second indicator:
Ø - Blank

$a Name
$b Numeration

$c Titles and other words
 associated with the
 name
$d Dates (birth, death,
 or flourishing)
$e Relator (relationship
 between person and work)
$k Form subheading
$t Title (of a work)
$l Language
$f Date (of a work)
$p Part (of a work)

41

TAG	INDICATORS	SUBFIELD CODES
11∅ Main entry - corporate name	First indicator: ∅ - Surname (inverted) 1 - Place or place name 2 - Name (direct order) Second indicator: ∅ - Blank	$a Name of corporate body $b Corporate subunits after the name $e Relator (relationship between corporate body and work) $k Form subheading $t Title (of a work) $u Nonprinting subfield $l Language $p Part (of a work) $f Date (of a work) $g Miscellaneous
111 Main entry - corporate name - conference or meeting	First indicator: Same as 11∅ Second indicator: ∅ - Blank	$a Name (of meeting) or place element $q Name of meeting following place element $b Number (of conference or meeting) $c Place (where conference was held) $d Date (of conference) $e Subordinate unit in name $g Other misc. information $k Form subheading $t Title (of a work) $f Date (of a work) $l Language $p Part (of a work)
13∅ Main entry - uniform title heading		$a Uniform title heading $t Title (title used in conjunction with a uniform title heading) $p Part $f Date (of a work) $l Language $k Form subheading $s Version $g Miscellaneous $h Media qualifier

42

TAG	INDICATORS	SUBFIELD CODES

Supplied Titles

24Ø Uniform title

First indicator:
Ø - Not printed
    on LC cards
1 - Printed on
    LC cards
Second indicator:
Ø Nonfiling
to characters
9

$a Uniform title
$f Date (of a work)
$k Form subheading
$l Language
$p Part (of a work)
$s Version
$m Medium of performance
.$n Serial number, opus, or
    thematic catalog number
$o Arranged
$r Key for music

241 Romanized title

First indicator:
Ø - No title
    added entry
·1 - Title added
    entry
Second indicator:
Ø - Nonfiling
to   characters
9

$a Romanized title

245 Title statement

First indicator:
Ø - No access
    point
1 - Access point
    required
Second indicator
Ø Nonfiling
to characters
9

$a Short title
$b Remainder of title
$c Remainder of title page
    transcription
$f Inclusive dates
$g Bulk dates

26Ø Imprint

$c Date

Physical Description Entries

3ØØ Physical description

$a Physical description
    (of a collection) or
    pagination
$b Illustrative material
$c Size

43

TAG	INDICATORS	SUBFIELD CODES
3Ø2 Item count		$a Item count
3Ø3 Unit count		$a Unit count
3Ø4 Linear Footage		$a Linear footage
35Ø Value		$a Value

Series

TAG	INDICATORS	SUBFIELD CODES
49Ø Series statement		$a Series

Bibliographic Notes

TAG	INDICATORS	SUBFIELD CODES
5ØØ General note		$a General note
5Ø6 Restrictions		$a Restrictions
52Ø Scope and contents note		$a Scope and contents note
535 Repository	First indicator: Ø - Repository 1 - Holder of original 2 - Holder of duplicate 3 - Holder of oral tapes Second indicator: Ø - Blank	$a Name of repository
54Ø Literary rights		$a Literary rights
541 Provenance		$a Name of donor $b Address of donor
543 Solicitation information		$a Solicitation information
545 Biographical tracings		$a Biographical tracings
555 Finding aids		$a Finding aids

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TAG	INDICATORS	SUBFIELD CODES

Subject Headings

TAG	INDICATORS	SUBFIELD CODES
6∅∅ Subject heading - personal name	First indicator: Same as 1∅∅ Second indicator: ∅ - LC subject heading 2 - NLM subject heading (MESH) 3 - NAL subject heading 4 - Other subject heading schemes 5 - National Union Catalog of Manuscript Collections (NUCMC) subject	$x General subdivision $y Period or chronological subdivision $z Place subdivision $s Version (for music) $g Misc. information (for music) $n Serial number, opus, or thematic catalog number $o Arranged $r Key for music Plus codes from 1∅∅
61∅ Subject heading - corporate name	First indicator: Same as 11∅ Second indicator: Same as 6∅∅	Same as 11∅ or 6∅∅ ($x, $y, $z, $s, $m, $n, $o, $r)
611 Subject heading - conference or meeting	First indicator: Same as 11∅ Second indicator: Same as 6∅∅	Same as 111 or 6∅∅ ($x, $y, $z)
63∅ Subject heading - uniform title	First indicator: Same as 11∅ Second indicator Same as 6∅∅	Same as 111 or 6∅∅ ($x, $y, $z)
65∅ Subject heading - Topical	First indicator ∅ - Blank Second indicator: Same as 6∅∅	$a Topical subject heading $b Name following entry element which is a place Same as 6∅∅ ($x, $y, $z)
651 Subject heading - geographic name	First indicator: ∅ - Blank Second indicator: Same as 6∅∅	$a Geographic name $b Geographic name following place entry element Same as 6∅∅ ($x, $y, $z)

TAG	INDICATORS	SUBFIELD CODES
69∅ Subject heading - description of profession or activity		$a Profession or activity

Added Entries

TAG	INDICATORS	SUBFIELD CODES
7∅∅ Added entry - personal name	First indicator: Same as 1∅∅ Second indicator: ∅ - Alternative entry 1 - Secondary entry 2 - Analytic entry	Same as 1∅∅ Codes associated with musical works in 6∅∅ ($s, $g, $m, $n, $o, $r)
71∅ Added entry - corporate name	First indicator: Same as 11∅ Second indicator: Same as 7∅∅	Same as 11∅ Codes associated with musical works in 6∅∅ ($s, $m, $n, $o, $r)
711 Added entry - corporate name - conference or meeting	First indicator: Same as 11∅ Second indicator: Same as 7∅∅	Same as 111
73∅ Added entry - uniform title heading	First indicator: ∅ - Blank Second indicator: Same as 7∅∅	Same as 13∅
74∅ Added entry - title traced differently	First indicator: b - Blank Second indicator: Same as 7∅∅	$a Title added entry $h Media qualifier

RECENT PUBLICATIONS ON MARC [1]

<u>Books: A MARC Format; Specifications for Magnetic Tapes Containing Catalog</u>
<u>Records for Books</u>. 5th ed. 1972. 106 p. $1.00 (LC 1.2:M18/11) Addenda distributed free upon request to LC Card Division.

<u>Data Preparation Manual for the Conversion of Map Cataloging Records to</u>
<u>Machine-Readable Form</u>. Prepared by David K. Carrington and Elizabeth U. Mangan. 1971. 317 p. $2.75 (LC 1.6/4:M32)

<u>Films: A MARC Format; Specifications for Magnetic Tapes Containing Catalog</u>
<u>Records for Motion Pictures, Filmstrips, and Other Pictorial Media Intended</u>
<u>for Projection</u>. 1970. 65 p. 65 cents (LC 1.2:M18/8) Addenda distributed free upon request to LC Card Division.

<u>Information on the MARC System</u>. 2d ed. 1972. 31 p. Free upon request to LC Central Services Division.

<u>Maps: A MARC Format; Specifications for Magnetic Tapes Containing Catalog</u>
<u>Records for Maps</u>. 1970. 45 p. 50 cents (LC 1.2:M18/6) Addenda distributed free upon request to LC Card Division.

<u>The MARC Pilot Project: Final Report on a Project Sponsored by the Council</u>
<u>on Library Resources, Inc.</u> By Henriette D. Avram. 1968. 183 p. $3.50 (LC 1.2:M18/2)

<u>MARC Manuals Used by the Library of Congress</u>. 2d ed. Chicago, American Library Association, 1970. For sale by ALA, 50 East Huron Street, Chicago, Ill. 60611, at $12.50 a copy.
Contents--Books: A MARC Format (4th ed.) Data Preparation Manual: MARC Editors. Transcription Manual: MARC Typists. Computer and Magnetic Tape Usability Study.

<u>Serials: A MARC Format</u>. 1970. 72 p. 70 cents (LC 1.2:M18/7) Addendum no. 1. 1971. 35 cents.

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[1] For sale by the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402, unless otherwise noted.