

Brief Summary of the MARC 21 Bibliographic Format

Bibliographic record in MARC 21 format consists of three components:

- **Leader** occupies the first 24 character positions (00-23) in a MARC 21 record. It contains parameters for the processing of the record.
- **Directory** is a series of entries that contain the address of each variable field in a record.
- **Variable field** is used to hold the actual bibliographic data; there are two types of variable field:
 - **Variable control fields** — 00X fields, sometimes called **fixed-length fields**, even though they are not inherently fixed-length, and they generally serve either to identify a record, or to provide coded values that can be used to process records.
 - **Variable data fields** — 0XX-8XX fields, carry the actual bibliographic data of the records.

Since each variable field (tag) is registered in the Directory, the data content of each variable field, theoretically, can be retrieved quickly by the computer. This mechanism serves as a fundamental function to communicate bibliographic data between library automation systems and to store and manipulate records within local systems.

The following is a brief summary of the MARC 21 tags and subfield codes adopted in SLS. For complete details, please refer to the *MARC 21 bibliographic format* at <http://www.loc.gov/marc/bibliographic/ecbdhome.html>.

LEADER

The leader comprises the first 24 character positions (0-23) of a record and contains a set of parameters for the processing of that record. The following are two of these parameters:

- | | | |
|----|-------------------------------|--|
| 06 | Type of Record (Type) | |
| | a | Language material (including microforms) |
| | c | Music, printed or microform |
| | e | Maps, printed or microform |
| | g | Projected media, such as slide, video-recording |
| | k | Two-dimensional nonprojectable graphic representations |
| | i | Sound recordings, nonmusical |
| | j | Sound recordings, musical |
| | m | Machine-readable data files/Computer files |
| | o | Kits |
| 07 | Bibliographic Level (Bib lvl) | |
| | a | Monographic component part |
| | m | Monograph/Item |
| | s | Serial |

FIXED FIELD

Tag 008

Contains 40 character positions (0-39) that describe the bibliographic aspects of the item. These coded data contains information of potential usefulness for retrieval and data management purposes. Codes of general usage are listed below.

Position 15-17: Place of publication (Refer to <http://www.loc.gov/marc/> for details of the codes)

Place	Code	Place	Code	Place	Code
Australia	at	Hong Kong	hk	Scotland	stk
Austria	au	Japan	ja	Singapore	si
Canada	cn	Korea, North	kn	Taiwan	ch
China, Mainland	cc	Korea, South	ko	United Kingdom	uk
England	enk	Macau	mh	United States	us
France	fr	Malaysia	my	Unknown place	xx
Germany	gw	New Zealand	nz		

Position 35-37: **Language code** (Refer to <http://www.loc.gov/marc/> for details of the codes)

Language	Code	Language	Code
Chinese	chi	Japanese	jpn
English	eng	Korean	kor
French	fre	Spanish	spa
German	ger		

VARIABLE FIELDS

Note that a blank indicator is represented by a letter b in this document.

Tag 020 INTERNATIONAL STANDARD BOOK NUMBER (ISBN) (R)

Indicators 1 and 2 - Blank

Subfields

a	International Standard Book Number
c	Terms of availability

e.g. 020 bb |a0491001304|c|8.95

Tag 022 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) (R) (For serials)

Indicator 1 and 2 - Blank

Subfields

a	International Standard Book Number
c	Terms of availability

eg. 022 bb |a0376-4583

Tag 090 LOCAL CALL NUMBER, i.e. DEWEY DECIMAL CALL NUMBER (DCN) (R)

Indicator 1 and 2 - Blank

Subfields

a	Local call number (R)
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eg. 090 bb |a697.78 WAN
090 bb |a611.2 CHA 1990

Tag 100 MAIN ENTRY - PERSONAL NAME (NR)

Indicator 1 - Type of personal name

- 0 Forename only
- 1 Single surname
- 2 Multiple surname
- 3 Name of family

Indicator 2 - Blank

Subfields

- |a Name (Surnames and forenames) (NR)
- |d Dates (of birth, or death) (NR)
- |q Qualification of name (fuller form) (NR)

eg. 100 1b |aLoh, Philip Fook Seng
 100 1b |aRodger, M. L.|q(Martha Lucile),|d1947-

Tag 110 MAIN ENTRY - CORPORATE NAME (NR)

Indicator 1 - Type of corporate name

- 0 Inverted name
- 1 Place name
- 2 Name in direct order

Indicator 2 - Blank

Subfields

- |a Corporate or place name (NR)
- |b Subordinate unit (R)

eg. 110 1b |aBirmingham (Ala.)
 110 1b |aCanada.|bDept. of Agriculture.
 110 2b |aDemocratic Party (Tex.).|bState Convention.

Tag 111 MAIN ENTRY - CONFERENCE OR MEETING (NR)

indicator 1 - Type of conference or meeting name

- 0 Inverted name
- 1 Place name
- 2 Name in direct order

Indicator 2 - Blank

Subfields

- |a Meeting or place name (NR)
- |c Place (NR)
- |d Date of conference/meeting (NR)
- |n Number of part/section/conference (R)

eg. 111 2b |aTheatertreffen Berlin (Festival)
 111 2b |aOlympic Games|n(21th :|d1976 :|cMontreal, Quebec)
 111 2b |aInternational Symposium on Quality Control (1974-)|d(1978 :|cTokyo, Japan)
 (A date added in parenthesis to distinguish between identical names is not coded in subfield.)

Note: A named meeting that is entered under a corporate name should be entered in the 110/610/710/810 tag. Corporate names that include such words as conference **or** congress are also entered in the 110/610/710/810 tag. eg. Congress of Neurological Surgeons is a corporate name. Refer to AACR2R for correct application.

Tag 245 TITLE STATEMENT (NR)

Indicator 1

0 No title added entry

1 Title added entry

Indicator 2 - Nonfiling characters

0-9 Number of nonfiling characters

Subfields

|a Title (NR)
 |b Remainder of title (NR)
 |c Statement of responsibility (NR)
 |h Medium (NR)

- eg. 245 18 |aThe ... annual report to the Governor.
 Note: Diacritical mark or special character associated with the article (but preceding the first actual filing character) is included in the count of nonfiling characters.
- 245 14 |aThe printer manual /|cby Caleb Stower ; with a new introduction by John Bidwell.
 The printer companion / by Edward Grattan ; with a new introduction by Clinton Sisson|h[microform].
- 245 00 |aDaily report.|pPeople's Republic of China.|h[microform] /|cFBIS.
- 245 14 |aThe royal gazette|h[microform] /|cNew Brunswick.
 Note: |h usually follows the title proper (|a) but precedes the remainder of the title (|b) and/or statement of responsibility (|c).
- 245 10 |aProject directory /|cTDC = Repertoire des projets / CDT.
 Note: Title elements and statements of responsibility following parallel titles are not subfield coded.
- 245 00 |aAnimalsk production :|bTiererzeugung = Animal production.

Tag 250 EDITION STATEMENT (NR)

Indicators 1 and 2 - Blank

Subfield

|a Edition statement (NR)
 |b Remainder of edition statement (NR)

- eg. 250 bb |aRev. ed. /|bedited by W. H. Chaloner.
 250 bb |aSpecial education ed.

Tag 260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) (NR)

Indicators 1 and 2 - Blank

Subfields

|a Place of publication, distribution, etc. (R)
 |b Name of publisher, distributor, etc. (R)
 |c Date of publication, distribution, etc. (R)

- e.g. 260 bb |aNew York :|bSpringer Verlag,|c1989.
- 260 bb |aVictoria, B.C. :|b[s.n.],|c1898-1945.
 (For monographic series.)
- 260 bb |a[S.l. :|bs.n.,|c15--?]
- 260 bb |aChicago :|bTime Inc.
 (For serials when the first issue date of publication is unknown.)
- 260 bb |aChicago :|bTime Inc.,|c1910-
 (For serials when the last issue date of publication is unknown.)

Tag 300 PHYSICAL DESCRIPTION (NR)

Indicators 1 and 2 - Blank

Subfields

|a Extent (R)
 |b Other physical details (NR)
 |c Dimensions (R)
 |e Accompanying material (NR)

eg. 300 bb |a271 p., [4] leaves of plates :|bill., map ;|c21 cm.
 300 bb |a1 aerial chart :|bcol. ;|c77 x 61 cm. folded to 27 x 17 cm.
 300 bb |a1 score (24 p.) + 1 part ;|c31 cm.
 300 bb |a1 sound disc (57 min.) :|banalog, 33 1/3 rpm, stereo. ;|c12 in.
 300 bb |a1 videocassette (7 min.) :|bsd., b&w ;|c3/4 in. +|eresearch report (18 leaves ;
 28 cm.)
 300 bb |a1 film reel (32 min.) :|bsd., col ;|c16 mm. +|e50 slides (col.) + 1 guide (52 p.
 : ill. ; 28 cm.)
 300 bb |a1 filmstrip (35 fr.) :|bcol. ;|c35 mm. +|el script.
 300 bb |a1 computer disk :|bsd., col. ;|c5 1/4 in. +|el user's manual (107 p. ; 23 cm.)
 300 bb |a1 microfiches (162 fr.) :|bchiefly ill. ;|c11 x 15 cm. +|el pamphlet.
 300 bb |av. ;|c22 cm. (For serials)

Tag 440 SERIES TITLE TRACED AS IT IS (R)

Indicator 1 - Blank

Indicator 2 - Nonfiling characters

0 - Number of nonfiling characters

Subfields

|a Series title (NR)
 |n Number of part/section (R)
 |p Name of part/section (NR)
 |v Volume or number (NR)

eg. 440 b4 |aThe Pediatric clinics of North American ;|vno. 2
 440 b0 |aJournal of polymer science.|nPart C,|pPolymer symposia ;|vno. 39
 440 b0 |aRussian titles for the specialist,|x0305-3741 ;|vno. 78

Note: Tag 800-830 is not used when tag 440 is present.

Tag 490 SERIES UNTRACED OR TRACED DIFFERENTLY (R)

Indicator 1

0 Series not traced

1 Series traced differently

Indicator 2 - Blank

Subfields

|a Series title untraced or traced differently (R)
 |v Volume or number (R)

eg. 490 0b |aLife series
 [No added entry is traced because it is considered not necessary.]

Note: Tag 490 is used for the series statement with a corresponding 800-830 tag as series added entry. A general note (tag 500)

relating to series is usually used to justify the relationship between the name entry and the series statement, or it may be specified in tag 490.

Tag 500 GENERAL NOTE (R)

Indicators 1 and 2 - Blank

|a General note (R)

- eg. 500 bb |aTranslated from German.
 500 bb |aCover title: The fair American.
 500 bb |aIncludes index.
 500 bb |aIn English, French, and German.
 500 bb |aReprint. Originally published: New York : Doubleday, 1978.
 500 bb |aTypescript.
 500 bb |aOn t.p.: Saint Paul : The Minnesota Historical Society.
 500 bb |aDuration: 13 min. (For music)
 500 bb |aIncludes librettos. (For music)
 500 bb |aProgram notes on container. (For sound recordings)
 500 bb |aJazz piano solos. (For sound recordings)
 500 bb |aMusic by Elith Worshing ; words by Ch. Bengtsson.
 500 bb |aAlso available as videocassette.
 500 bb |aMade in Holland.
 500 bb |aBased on: Tragedie de la deportation, 1940-1945 / Olga Wormser and Henri Michel.
 Paris : Hachette, 1954.

Tag 505 FORMATED CONTENTS NOTE (NR)

Indicator 1

- 0 Complete contents
- 1 Incomplete contents
- 2 Partial contents

Indicator 2 - Blank

- eg. 505 0b |aContents: 1. Trap and guess - 2. Bumblebug - 3. Hidden treasure - 4. Bumble art.
 505 1b |aContents: Investigating a glacier - How a glacier shapes its valley - Recon-
 structing the Ice Age
 [Parts to be added later; note left open without ending period.]
 505 2b |aContents: Pt. 1. General observations - pt. 2. Methodology - pt. 4. Initial
 phase.
 [Spaces used to represent missing intermediate part. Only selected parts on the items are analysed.]
 505 0b |aContents: 924. Let's learn about seeds (24 fr.) - 970. Some plants grow from
 seeds (27 fr.) -- 996. Looking for wild flowers (29 fr.)
 505 0b |aFour last songs: Fruling (3 min., 38 sec.), September (5 min.), Bein
 Schlafengehen (5 min.) Im Abendrot (8 min.) - Muttertandelei, op. 433, no. 2 (2
 min., 2 sec.) - Waldseligkeit, op. 49, no. 1 (3 min.)

Tag 600 SUBJECT ADDED ENTRY - PERSONAL NAME (R)

Indicator 1 - Type of personal name

- 0 Forename only
- 1 Single surname
- 2 Multiple surname
- 3 Name of family

Indicator 2 - Subject heading system/thesaurus

0 LCSH/LC authority files
4 Other subject headings

Subfields

|a Name (Surnames and forenames) (NR)
|d Dates associated with a name (NR)
|q Qualification of name (fuller form) (NR)
|t Title (of a work) (NR)
|x General subdivision (R)
|y Chronological subdivision (R)
|z Geographic subdivision (R)

eg. 600 00 |aMoses|c(Biblical leader)
600 20 |aGarcia Lorca, Federico.
600 10 |aShakespeare, William, |d1564-1616.|tHamlet.
600 10 |aShakespeare, William, |d1564-1616|xCriticism and interpretation|xHistory|y18th century.
600 10 |aFord, Gerald R., |d1913- |xMuseums, relics, etc.|zMichigan.

Tag 610 SUBJECT ADDED ENTRY - CORPORATE NAME (R)

Indicator 1 - Type of corporate name

0 Inverted name
1 Place name
2 Name in direct order

Indicator 2 - Subject heading system/thesaurus

0 LCSH/LC authority files
4 Other subject headings

Subfields

|a Corporate or place name (NR)
|b Subordinate unit (R)
|t Title of a work (NR)
|x General subdivision (R)
|y Chronological subdivision (R)
|z Geographic subdivision (R)

eg. 610 20 |aBenjamin F. Packard (Sailing ship)
610 10 |aFrance.|tConstitution (1946)
610 20 |aCatholic Church|xPrayer-books and devotions|xEnglish|xEarly works to 1800.
610 10 |aUnited States.|bArmy.|bCavalry|xHistory|yCivil War, 1861-1865|xMaps.
610 20 |aCatholic Church|zGermany|xHistory|y1933-1945.

Tag 611 SUBJECT ADDED ENTRY - CONFERENCE OR MEETING (R)

Indicator 1 - Type of conference or meeting name

0 Inverted name
1 Place name
2 Name in direct order

Indicator 2 - Subject heading system/thesaurus

0 LCSH/LC authority files
4 Other subject headings

Subfields

|a Meeting name or place name (NR)
|c Place (i.e. conference/meeting location) (NR)

|d Date of conference/meeting (R)
|n Number of part/section/conference (R)
|x General subdivision (R)
|y Chronological subdivision (R)
|z Geographic subdivision (R)

eg. 611 20|a Symposium on Physical Activity and the Heart|d(1964:|cHelsinki, Finland).
611 20|a Purdue Pest Control Conference|xPeriodicals.

Tag 650 SUBJECT ADDED ENTRY - TOPICAL TERM (R)

Indicator 1 - Blank

Indicator 2 - Subject heading system/thesaurus
0 LCSH/LC authority files
4 Other subject headings

Subfields

|a Topical term or place element (NR)
|x General subdivision (R)
|y Chronological subdivision (R)
|z Geographic subdivision (R)

eg. 650 b0 |aReal property|zMississippi|zTippah County|xMaps.
650 b0 |aGreat Britain in literature.
650 b0 |aArt|xExhibitions.
650 b0 |aBallads, American|zHudson River Valley (N.Y. and N.J.)
650 b0 |aFORTRAN (Computer program language)

Tag 651 SUBJECT ADDED ENTRY - GEOGRAPHIC NAME (R)

Indicator 1 - Blank

Indicator 2 - Subject heading system/thesaurus
0 LCSH/LC authority files
4 Other subject headings

Subfields

|a Topical term or place element (NR)
|x General subdivision (R)
|y Chronological subdivision (R)
|z Geographic subdivision (R)

eg. 651 b0 |aPompeii (Ancient city)
651 b0 |aUnited States|xBoundaries|zCanada.
651 b0 |aMing Tombs (China)

Tag 658 Curriculum Objective (R)

Indicator 1 and 2 - Blank

Subfields

|a Main Curriculum objectives (NR)
|b Subordinate curriculum objective (R)
|c Curriculum code (NR)
|d Correlation factor (NR)
|2 Source of term or code (NR)

eg. 658 bb |aImproving writing
658 bb |aDrug abuse awareness|bpeer pressure|2local

Tag 690 SUBJECT ADDED ENTRY - SCHOOL DISCIPLINE (R)

Indicator 1 and 2 - Blank

Subfields

|a School Discipline (NR)

eg. 690 bb |aComputer Studies

Tag 700 ADDED ENTRY - PERSONAL NAME (R)

Indicator 1 - Type of personal name

- 0 Forename only
- 1 Single surname
- 2 Multiple surname
- 3 Name of family

Indicator 2 - Blank

Subfields

|a Name (Surnames and forenames) (NR)
|d Dates (of birth, or death) (NR)
|q Qualification of name (fuller form) (NR)
|t Title of a work (NR)

eg. 700 2b |aBancroft-Hunt, Norman.
700 1b |aShakespeare, William, |d1564-1616. |tMuch ado about not hing.
700 1b |aShakespeare, William, |d1564-1616. |tPlays.
700 1b |aGilbert, W. S. |q(William Schwencke), |d1836-1911. |tPirates of Penzance.

Tag 710 ADDED ENTRY - CORPORATE NAME (R)

Indicator 1 - Type of corporate name

- 0 Inverted name
- 1 Place name
- 2 Name in direct order

Indicator 2 - Blank

Subfields

|a Corporate or place name (NR)
|b Subordinate unit (R)
|t Title of a work (NR)

eg. 710 2b |aBroaderbund Software (Firm)
710 2b |aMINITEX (Program)
710 1b |aMinnesota. |bDivision of Civil Defense.
710 2b |aLibrary of Congress |tInternal Cataloging Policy Manual.

Tag 711 ADDED ENTRY - CONFERENCE OR MEETING (R)

Indicator 1 - Type of conference or meeting name

- 0 Inverted name (Pre-AACR 2 convention)
- 1 Place name (Pre-AACR 2 convention)
- 2 Name in direct order

Indicator 2 - Blank

Subfields

- |a Meeting or place name (NR)
- |c Place (i.e. conference/meeting location) (NR)
- |d Date of conference/meeting (NR)
- |n Number of part/section/conference (R)
- |t Title of a work (NR)

- eg. 711 2b |aOlympic Games|n(21st :|dMontreal, Quebec).
- 711 2b |aInternational Symposium on Standardization of Hematological Methods|d(1968 :
|cMilan, Italy).|tProceedings.|f1970.
- 711 2b |aInternational Symposium on Quality Control (1974-)|n(3rd :|d1978 :|cTokyo,
Japan)
- 711 2b |aInternational Conference on Gnosticism|d(1978 :|cNew Haven, Conn.).|tRediscovery
of gnosticism.

Tag 740 ADDED ENTRY - VARIANT/ALTERNATE TITLE (R)

Indicator 1 - Nonfiling characters

0-9 Number of nonfiling characters

Indicator 2 - Blank

Subfields

- |a Title (NR)

- eg. 245 10 |aLotus 1-2-3 2.2 problem solver
- 740 0b |aLotus one-two-three two point two problem solver.
- 245 14 |aThe hobbit, or, There and back again.
- 740 0b |aThere and back again.
- 245 04 |aThe Free people of color.
- 500 bb |aThe first work, originally issued in 1839, is reprinted from: Miscellaneous
writings on slavery / William Jay. 1853 ; the second from: Christian examiner.
Mar. 1859.
- 505 0b |aCondition of the free people of color / William Jay – Condition of the free
colored people of the United States / James Freeman Clarke.
- 700 1b |aJay, William.|tCondition of the free people of color.|f1969.
- 700 1b |aClarke, James Freeman.|tCondition of the free people of the United States.|f1969.
- 740 0b |aCondition of the free people of color.
- 740 0b |aCondition of the free colored people of the United States.

Tag 830 SERIES ADDED ENTRY - UNIFORM TITLE (R)

Indicator 1 - Blank

Indicator 2 - Nonfiling characters

0-9 Number of nonfiling characters

Subfields

- |a Uniform title (NR)
- |p Name of part/section (R)
- |v Volume or number (NR)

- eg. 490 1b |aProblem solver series
- 830 b0 |aScott, Foresman problem solver series.
- 490 1b |aCancer treatment symposia ;|vv. 2, 1984
- 830 b0 |aCancer treatment symposia ;|v1984, v. 2.

Tag 856 ELECTRONIC RESOURCES LOCATION (R)

Indicator 1 and 2 - Blank

Subfields

|u URL (NR)
|z Public note (R)

e.g. 856 1b |uhttp://www.sls.org.hk/|zConnect to SLS Web Site

Tag 991 ITEM RECORD (LOCAL) (R)

Indicator 1 and 2 - Blank

Subfields

b	Barcode	a	Accession number
v	Volume/copy information	c	Accession date
d	Location	o	Vendor
t	Item type	p	Price
s	Status	i	Invoice
n	Notes	j	Inventory Date
r	Reading Levels	l	Library Code
h	Item Level Call Number		

e.g. 991 bb |b00230001|vv.2|dREF|t100|sa|aE002071|c19940721|oHong Wing|p120.00|izAB1128|r4,5
991 bb |b00230002|vv.2,c.2|dLIB|t999|sp

Tag 992 ENRICHMENT INFORMATION LINK (LOCAL) (R)

Indicator 1 - Types of enrichment link

0 Cover image
1 Illustration image
2 Summary
3 Table of content

Indicator 2 - Blank

Subfields

|u URL
|c Chinese link label
|e English link label

e.g. 992 2b |uhttp://www.antonio-vivaldi.org/VIVbio.htm|c??|eBiography