Common MARC fields for printed books, with correct punctuation and spacing

(Not every possible field can be illustrated, especially given that a record can have only one main entry - in this example the main entry is author, in 100. Grey = AACR2 only.)

020  _  $aISBN$aq qualifier

022  _  $aISSN [only if record is for whole series/serial]

100  1 _ $aPersonal creator's surname, Firstname(s) or Initial(s)$q(Expansion of initials),$dDate,$erelator.

240  10 $aUniform title.$llanguage

245  1? $aTitle :$bremainder of title$[general material designation] /$cstatement of responsibility.

246  ?? $aVarying form of title [indicators vary according to type]


260/ 264 _1 $aPlace of publication :$bPublisher, $cDate of publication.

264  _4 $cCopyright date.

300  __ $aExtent :$bother physical details ;$cdimensions.

336 __ $aText$2rdacontent

337 __ $aUnmediated$2rdamedia

338 __ $aVolume$2rdacarrier

490  1_ $aSeries statement : other series title information / statement of responsibility for series. Subseries statement,$xISSN ,$vnumbering within series

5XX  __ $aNotes [various; different kinds have different 2nd & 3rd digits].

600  10 $aSurname, Firstname(s) and/or Initial(s)$q(Expansion of initials),$dDate.

650  _0 $aTopical subject heading$zGeographic subdivision$yChronological subdivision.

651  _0 $aGeographic subject heading$zGeneral subdivision$yChronological subdivision.

700  1_ $aPersonal contributor's surname, Firstname(s) or Initial(s)$q(Expansion of initials)$dDate,$erelator.

710  _? $aCorporate body contributor's name.$bSubordinate corporate name,$erelator.

711  2_ $aMeeting name$sn(Number of meeting :$dDate of meeting :$cLocation of meeting)

700/710/ 11 11 ? _ $aPersonal or Corporate Body name.$tTitle of related work. [Entry for a related work whose record has an author or issuing body as main entry].

700/710/ 11 22 $aPersonal or Corporate Body name.$tTitle of included work. [Analytical entry for a work whose record has an author or issuing body as main entry].

730  0 _ $aUniform title for a related work [whose record has title main entry].

730  02 $aAnalytic uniform title.$llanguage & language [for a work whose record has title main entry].

800  _? $aName.$tSeries [for a series associated with a single author; the other subfields are the usual ones for name and series headings].

830  _0 $aUniform title of series.$nNumber of subseries,$pUniform title of subseries ;$vnumbering within series. [If there is no $n, $p is preceded by full stop.]
Bibliographic elements for matching

Here are the fields which contain descriptive information, used for identifying a publication, with notes about permitted variations and where to look for the information on the resource. Other fields may contain forms of names and titles which are standardised for the sake of access rather than transcribed from the resource, and so should not be used for matching.

If you find a good match in OLIS you must use it, even if it is brief or faulty, unless it has a RTP field with the text 'Keyed', 'Google', 'Inventory Control Project record' or 'Pre-1920'. If it does, arrange for a new record to be created and then send the system numbers of the old and new records to BMAC (dbmaint@bodleian.ox.ac.uk).

If you find a good match with the Record Type 'Matched', use it as normal; but please refer any near but not perfect matches with this RTP to BMAC, who will check the Bodleian copies and correct the records if necessary, so that you can decide if your items are true matches.

If you find a record with the STA (Status) field 'Suppressed', please consult BMAC.

When matching, ignore any data in the record which is in square brackets.

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>$aValid ISBN,$zInvalid ISBN</td>
<td>May be taken from any source, because sometimes assigned retrospectively to a resource originally issued without one. A record may cover multiple parts of a set, or hardback and paperback issues, or issues from different publishers publishing jointly, or ordinary and international editions, each of which may have its own ISBN; be careful to match only on relevant ones. If record and resource both have relevant ISBNs these must match, but if one has an ISBN and the other does not, that’s OK. (Any ISBNs found only on the resource should be added to the record.) 13-digit, 10-digit, 9-digit and 5-digit, and ISBNs may be the 'same' number. The core number for matching is in 1-8 of 9 digits, 2-9 of 10 digits, 5-12 of 13 digits.</td>
</tr>
<tr>
<td>Title</td>
<td>$aTitle,$nPart number,$pPart title :$bRemainder of title /$cStatement of responsibility.</td>
<td>From title-page or from a source specified in a 500 note. Ignore capitalisation and minor omissions. AACR2 records may include $h[General material designation], indicating material type; these should match the resource.</td>
</tr>
<tr>
<td>Varying title</td>
<td>$dDisplay text:$aVarying form of title,$nPart number,$pPart title :$bRemainder of title</td>
<td>If there is a 246 whose 2nd indicator or subfield $d stipulates that the variant title is found somewhere on the resource, this is a matching point.</td>
</tr>
<tr>
<td>Edition</td>
<td>$aEdition statement /$bStatement of responsibility for edition.</td>
<td>From somewhere on the resource, unless in square brackets. Ignore capitalisation, abbreviations and numbering style. Older records might omit statements about the first edition or put statements not implying change of content (e.g. 'Anniversary edition') in notes.</td>
</tr>
<tr>
<td>Publication</td>
<td>$aPlace of Publication :$bPublisher,$cDate of publication.</td>
<td>From somewhere on the resource, unless in square brackets. Only first place and publisher are required. Slight differences in how place or publisher is presented do not matter, but a different place or imprint (even if both imprints are owned by the same organisation) requires a new record. Records with Record Types 'Keyed' or Pre-1920' give date of printing rather than publication, and records with 'Matched' were matched to earlier records using fuzzy criteria; in case of near match, consult BMAC.</td>
</tr>
<tr>
<td>Copyright date</td>
<td>$cCopyright date</td>
<td>From somewhere on the resource.</td>
</tr>
<tr>
<td>Physical description</td>
<td>$aNumber and type of carrier :$bother physical details ;$cdimensions +$eaccompanying material.</td>
<td>Should correspond with resource, except that (i) pagination ignores unimportant unnumbered pages and (ii) dimensions of printed resources may vary by up to 2 cm. It is important to check the type of physical unit in 300 $a. Look out particularly for e-books ('electronic resource'); print items should not be attached to e-book records and vice-versa.</td>
</tr>
<tr>
<td>Series</td>
<td>$aSeries statement,$xISSN ;$vvolume number</td>
<td>From series title page, or same source as title, or cover, or rest of publication. If some but not all parts of a multipart are in a series, this information should be in a 5XX note rather than 490. In older external records you might find series information in the obsolete 440 field.</td>
</tr>
<tr>
<td>Note</td>
<td>$aSeries statement,$xISSN ;$vvolume number</td>
<td>Most notes are free text. They may include details relevant to matching, e.g. descriptions of accompanying material.</td>
</tr>
</tbody>
</table>