

CATALOGUING STANDARD DOCUMENT

ADULT NON-FICTION

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26 th Feb 2014	Sarah Menzies	Removal of requirement to omit initial articles from Enhanced 505 note fields.

2 CATALOGUING DESCRIPTION

Agreed Auckland Libraries standard for cataloguing adult non-fiction books.

See separate cataloguing standards for Large Print non-fiction, non-fiction in languages other than English, adult literacy non-fiction and non-book materials.

Headings and access points are authorised against the Auckland Libraries authority file and/or INN-View in the case of conflict.

New record vs. added copy

Follow the OCLC general and field-by-field guidelines on when to create a new record - available online at: <http://www.oclc.org/bibformats/en/input/default.shtm>.

2.1 AGREED CATALOGUING STANDARDS

2.2 LEADER – FIXED-LENGTH DATA ELEMENTS

Purpose	
Provides coded information about the bibliographic record and the item being catalogued. This data is used for scoping and/or filtering searches and reports for both customers and staff.	
Business Rules	
Record status	Accept/ignore. Accept any codes imported. Do not add or correct data in this field.
Record type	a Language material
Bibliographic level	m Monographic component part
Encoding level	Code as blank for full-level cataloguing provided that the record created meets all standards for completeness as outlined in the current standard. Code encoding level as ‘ 7 ’ (minimal) whenever this policy being is being used in conjunction with another Auckland Libraries policy for which a full standard for completeness is not required (e.g. the Community Languages policy).
Descriptive cataloguing form	Use code ‘ a ’ where the descriptive portion of the record and the access points are consistent with AACR2.

2.3 008 FIELD – FIXED-LENGTH DATA ELEMENTS

Purpose	
Provides coded information about the bibliographic record and the item being catalogued. This data is used for scoping and/or filtering searches and reports for both customers and staff.	
Business Rules	
Date record created or entered on file (00-05)	When creating a new record from a template or copy-cataloguing from an existing record in the Auckland Libraries catalogue, edit the date data in this field to reflect the date that the new record was created in the local catalogue. Because Millennium does not automatically supply or update date information in this field, cataloguers must check and correct the content of this field in originally catalogued and copy-edited records. Date of record creation can be populated by removing existing content from the field and collapsing or re-saving the record ¹ . Date is entered in yymmdd form.

¹ 008/00-05 is system-generated content in most library systems but is not in Millennium.

Business Rules		
Type of date/Publication status (06)	m n s r q t	Multiple dates – item published across several years (first and last date) No date. Do not use this. Attempt to add a date, and code as either s or q Single known or probable publication or copyright date. Reprint/reissue date and original date Questionable date – earliest and latest possible dates. Publication and copyright dates
Date(s) (07-14)		Controlled by the type of date. Enter one or two dates as required. Always attempt to include a date, or at the very least a date range, as this data is used for filtering/scoping searches by date or date range. If fill characters are required, all libraries use u (e.g. 19uu)
Place of publication (15-17)		Use correct country/state codes according to latest version of the MARC Code list for countries. Retain Australian state codes for material published in Australia when given on imported records. Otherwise, for original cataloguing, enter code 'at' for Australia.
Illustrations (18-21)		Accept/ignore. Accept any codes imported. Do not add or correct data in this field.
Target audience (22)		Accept/ignore. [Typically not used for adult non-fiction print material]
Form of item (23)		Accept/ignore. [Typically not used for adult non-fiction print material]
Nature of contents (24-27)		Accept/ignore. Accept any codes imported. Do not add or correct data in this field.
Government publication (28)	f i l s	Not a government publication Federal/National International Local government including regional government [NZNB policy] State or provincial government (used for historical NZ material, and current US/Australian state governments)
Conference publication (29)	0 1	One-character code that indicates whether the item consists of the proceedings, reports, or summaries of a conference. (See MARC 21 Format for Bibliographic Data at 008/29 for details on the types of publications considered / not considered to be conference publications.) 0 Not a conference publication. 1 Is a conference publication.

Business Rules		
Festschrift (30)		One-character code that indicates whether the item is a festschrift. A festschrift is a complimentary or memorial publication usually in the form of a collection of essays, addresses, or biographical, bibliographic, scientific, or other contributions. (See MARC 21 Format for Bibliographic Data at 008/30 for fuller detail on the type of publication considered to be a festschrift.)
	0	Is not a festschrift
	1	Is a festschrift
Index (31)		Accept/ignore. Accept any codes imported. Do not add or correct data in this field.
Literary form (33)	0	Not fiction (no further specification)
	d	Drama
	e	Essays
	h	Humour, satires, etc.
	i	Letters
	m	Mixed forms
	p	Poetry
	s	Speeches
Biography (34)	a	Autobiographical
	b	Individual biography
	c	Collective biography
	d	Contains biographical information (but is not a biography – information should be substantial enough to be useful to a reader in the absence of a full biography)
Language (35-37)		Assign code from the MARC code list for languages for the predominant language. [See also 041 field]
Modified (38)		Accept/ignore. Accept any codes imported. Do not add or correct data in this field.
Cataloguing source (39)		Accept any codes on records imported from OCLC, LC etc. Code 'd' for original cataloguing.

2.4 020 FIELD – ISBN

Purpose
Records the ISBN(s) [International Standard Bibliographic Number(s)] for items included in this bibliographic record. ISBNs are used for data matching, including holdings maintenance on Te Puna, and for linking to external content databases e.g. Syndetics, Amazon, for additional data.

Business Rules
ISBNs are entered with no spaces or punctuation marks.
Where both a 10 and a 13-digit ISBN are present on the record, record both in sequential 020 fields. Record the 13-digit ISBN first. Include ISBNs only for the copies of the same edition (paperback/hardcover/online editions of the same copy). Do not code ISBN numbers for different editions or if the publishers differ.
Give a brief qualification in parentheses after the ISBN when a resource bears two or more standard numbers. If a resource has only one standard number, add the type of binding if considered to be important (AACR2 1.8E1). Example: 020 0387082662 (hbk.) 020 038708286X (pbk.) ²
When the bibliographic record represents more than one volume, enter the set number and the ISBN for each volume held on the record. Qualify appropriately. Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts and give a number for accompanying material last (AACR2 1.8B2). Example: 020 0379005506 (set) 020 0379005514 (v. 1) 020 0379005528 (v. 2) 020 037900553X (v. 3)
Do not retain price information in the <u>c</u> subfield. This information is recorded at the copy level within Acquisitions.
Record invalid ISBNs in <u>z</u> subfield.

2.5 022 FIELD – ISSN

Purpose
Records the ISSN(s) [International Standard Serial Number(s)] for items included in this bibliographic record. This information is used for linking together all manifestations of a series/serial with an ISSN.
Business Rules
Record ISSN in 022 field only when the record is for serial title. Do not use for the ISSN of a series but prefer to record as part of the series heading (4XX field).

2.6 024 FIELD – OTHER STANDARD IDENTIFIER

Purpose

² Millennium functionality requires qualification to be in a separate b subfield in order for ISBN duplicate matching to operate. This change will be made by a Global Update process, rather than by individual cataloguers. Retain qualifiers recorded in either a or b subfields.

Purpose

Records a standard number or code published on an item which cannot be accommodated in another field (e.g., field 020 (International Standard Book Number), 022 (International Standard Serial Number), and 027 (Standard Technical Report Number)).

Business Rules

Do not add data to this field but retain if given.

If an imported record has an EAN recorded in the 024 3_ field, retain as given. Do not delete, even if the no. is identical to the ISBN-13 recorded in the 020 field.

2.7 041 FIELD – LANGUAGE CODES

Purpose

Records additional language codes where this information is too complex to be completely recorded in the Fixed field (008/35-37). Information contained in this field may be used for applying search limits by language in the Millennium OPAC.

Business Rules

Code data in the 041 field only where more than one language is used in the item. Where item is in a single language, only the language code in the 008 is required to record this.

Language codes are taken from the MARC Code List for Languages available online at: <http://www.loc.gov/marc/languages/langhome.html>

Indicators:

1st indicator:	0	Item is not / does not include a translation.
	1	Item is or includes a translation.
2 nd indicator:	#	[Blank] (indicates MARC language code)
	7	Do not use. Delete both indicator and subfield on imported records and check/change field content as appropriate.

Business Rules		
Subfield codes:		Complete data in code a if applicable.
	a	<p>Language of text</p> <p>Enter codes for the languages of the text in multiple a subfields in order of their predominance. If no language is predominant, enter in English alphabetical order in separately coded, repeatable subfields³.</p> <p>The language code entered first in the 041 a should match the language code recorded in the 008/35-37.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> For a text written in Chinese and English where the predominant language is Chinese: 041 0_ chi aeng
	h	<p>Item is (or includes) a translation.</p> <p>When this subfield is used, the first indicator should be ‘1’.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> For a text written in Chinese and English, translated from Korean 041 1_ chi aeng hkor <p>Note that subfield h should <u>not</u> be used if the translated work is not entered under the main entry for the original work. For example, if the translated work is an adaptation of the original (i.e. rather than a straight translation of the original), then the item is not considered a translation – code first indicator position ‘0’; do not enter h subfield.</p>

2.8 082 FIELD – RECOMMENDED DDC CALL NUMBER

Purpose
Records the recommended DDC (Dewey Decimal Classification) for the item. Used as an information source for local classification decisions.
Business Rules
Retain this field when provided.
Do not add.

2.9 1XX FIELD – MAIN ENTRY

Purpose
Provides a controlled language access point to the bibliographic record. Usually forms the first element of the classification cutter.

³ In 2001 the practice of placing multiple language codes in one subfield (e.g. engfreger) was made obsolete, and all 041 subfields were changed from non-repeatable to repeatable.

Business Rules

Follow strict AACR2 and LCRI in choosing which element of the statement of responsibility to assign as the main entry. Code according to MARC.

Libraries may choose to assign classification cutter from other elements of the record (e.g. series)

2.10 100 & 700 FIELD – PERSONAL NAME.

Purpose

Provides a controlled language access point to the bibliographic record for personal authors.

Business Rules

Assign the authorised form of the author’s name if this is already recorded in the catalogue, as either an author or a subject entry.

If there is no authorised form, record the form of name as given on the item, unless there is a conflict either on the item or in the catalogue.

If there is a conflict, either carry out full authority work to separate the individual authors or notify a cataloguer with authority control responsibilities of the need for this.

Assign date(s) to a new author entry if these are easily found on the item, and there is some possibility that conflict might arise in the future.

Do not assign dates to authors whose LC authorised form does not include them. Record this information as a note in the authority record.

Where an authorised form includes a birth date, and the date of death is easily found on the item or as a note in the authority record; add the date of death, and edit the authority record to reflect this local practice.

2.11 110/710 FIELD – CORPORATE NAME

Purpose

Provides a controlled language access point to the bibliographic record for organisations or groups.

Business Rules

Follow AACR2 Chapt. 24, associated LCRI and MARC formats at 110 and 710.

2.12 111/711 FIELD – CONFERENCES, MEETINGS, ETC.

Purpose

Provides a controlled language access point to the bibliographic work for names of conferences, meetings, etc.

Business Rules

Follow AACR2 Chapt. 24.7, associated LCRI and MARC formats at 111 and 711.

2.13 130/730 FIELD – UNIFORM TITLE MAIN ENTRY

Purpose

Provides a controlled language access point to the title of a bibliographic work which has no author main entry.

Business Rules

Follow AACR2 Chapt. 25 and associated LCRI, MARC formats and Auckland Libraries local policies as noted below.

Local policies:

- Assign uniform titles only where these are required to group together similar/related items in the local catalogue where these would otherwise be separated.
- Generally do not record uniform titles for less well known works that have been translated into English (unless this is required for heritage collection access). Record original title information, not recorded in a uniform title, in a note.
- In consultation with Cataloguer, a well known English title may be assigned in place of a uniform title in another language.⁴ Otherwise, where there is no English title or no single well-known English title, and a uniform title is required, assign the uniform title from the original language of publication.

For heritage material, optionally, record a uniform title in original language (according to LCNA) in either 130 or as an added uniform title entry.

2.14 240 FIELD – UNIFORM TITLE ELEMENT OF AUTHOR-UNIFORM TITLE MAIN ENTRY

Purpose

Provides a controlled language access point to the title element of a bibliographic work, when the main entry is author/title.

Business Rules

Follow AACR rules, rule interpretations and MARC formats when determining the need for, and structure of, a uniform title. Generally assign a uniform title whenever required to group together similar/related items in the local catalogue where these would otherwise be separated.

Local policies:

- Prefer to use added author-uniform title entries (700 | a | t), as these provide a better display and access in Millennium. Assign a uniform title in the 240 field in preference to using a 7XX | a | t only where the uniform title is the desired first display element at the record browse level.
- Generally do not record uniform titles for less well-known works that have been translated into English (unless this is required for heritage collection access). Record original title information, not

⁴ This may result in the heading varying from LCNA and thus require authority work in the Auckland Libraries catalogue.

Business Rules

recorded in a uniform title, in a note.

- In consultation with Cataloguer, a well-known English title may be assigned in place of a uniform title in another language.⁵ Otherwise, where there is no English title or no single well-known English title, and a uniform title is required, assign the uniform title from the original language of publication.

For heritage material, optionally, record an additional uniform title in original language (according to LCNA) in either 240 or as an added uniform title entry.

2.15 245 FIELD – TITLE AND STATEMENT OF RESPONSIBILITY**Purpose**

Records the title information as it appears on the chief information source of the item. Provides an access point to the title.

Business Rules

Follow AACR rules, rule interpretations and MARC formats.

Retain initial articles and record an appropriate value in the non-filing indicator (indicator position 2). Non-filing indicators must be used for initial articles in all languages, including Maori.

Use value "0" when an article is to be filed on as follows:

1. The title begins with an article that appears as part of a personal, geographic, or corporate name and is retained in such a name according to [LCRI 22.4](#), [LCRI 23.2](#), or [AACR2 rule 24.5A](#);
2. The title begins with an article in a situation in which meaning and cataloguer's judgment require its retention, e.g., such titles as, "The" as an introductory element of generic nouns "El Cid" in literary criticism of the 20th century.

(LCRI 21.30J)

Marks of punctuation, spaces etc. associated with or preceding initial article:

Include in the count of non-filing characters any space or mark of punctuation associated with the initial article and any space or mark of punctuation preceding the first filing character.

Examples:

245 12 L'enfant criminal.
 245 05 [The Part of Pennsylvania that ... townships].
 245 16 --the serpent--snapping eye.
 245 18 The ... annual report to the Governor.
 245 15 The "winter" mind

Do not include in the count of non-filing characters any diacritic, space or mark of punctuation associated with the first filing character.

Examples:

245 10 [Diary]

⁵ This may result in the heading varying from LCNA and thus require authority work in the Auckland Libraries catalogue.

Business Rules

245 10 ...as others see us.

Local policy:

Do not include in the count of non-filing characters diacritical marks combined into a single character with the letter with which they are associated.

Examples:

245 14 Ngā tatauranga whakapuaki tuakiri o Aotearoa

245 13 Hē Monē tou Horous Sina

not 245 15 Ngā tatauranga whakapuaki tuakiri o Aotearoa.

245 14 Hē Monē tou Horous Sina.

Local policy

Maori titles beginning with an article:

When a title in Maori has an initial article of Ngā, Hē, or Tē, create a variant title entry in a 246 field recording the same title and including the article. Code the first 246 field indicator '3', as not for public display.

Example:

245 13 He tangata, he tangata

246 3 He tangata, he tangata

Do not apply this local rule to the same initial words in Maori when not used as an article (e.g. when they are used as part of a place, corporate or personal name). For example, no 246 variant title entry is required in the following examples:

Examples:

245 10 Te Rauparaha :|ba new perspective.

245 10 Te Awamutu :|ba history.

Local policy**Initial letter “A” when not used as an article**

Millennium is set to ignore English language articles when they appear at the beginning of title search statements so that OPAC users do not have to learn to omit initial articles from their title searches. A consequence of this is that the system does not determine when the initial letter “A” at the beginning of a title is not an initial article. Cataloguers must work-around this by:

1. Making an additional title entry using a 740 field with the first (non-filing) indicator set to “2” when the initial word “A” is followed by a space.

Examples:

245 10 A to Z of world events.

740 2 A to Z of world events.

245 10 A - Z of family history.

740 2 A - Z of family history.

2. Making an additional title entry using a 740 field with the first (non-filing) indicator set to exclude both initial article and the character “A” when both an article is present and the character “A” is followed by a space.

Examples:

245 13 An A to Z book of almost everything.

740 5 An A to Z book of almost everything⁶.

245 14 The A to Z of football.

740 6 The A to Z of football⁷.

There is no need to create an additional title entry using a 740 field when the character “A” is not followed by a space, whether or not an initial article is present.

Examples:

245 10 A-Z of family history.

245 13 An A-Z of archery.

245 14 The A-Z of cooking.

Statements of responsibility (245 | c)

Transcribe statements of responsibility that appear prominently in the item in the form in which they appear there. If a statement of responsibility is taken from a source other than the chief source of information, enclose it in square brackets (AACR2 1.1F1).

Record only those statements that are significant from the point of view of the intellectual and artistic content of an item. Do not record statements of technical credits, e.g. such as those for book designers, consultants, cover artists, etc. If in doubt about whether a statement is of bibliographic significance, follow the guidelines given at LCRI 1.1F1.

Do not transcribe statements of responsibility that appear elsewhere in the item being catalogued, except if an added entry is required under AACR2 21.29B. Such statements are enclosed in square brackets if they appear prominently; otherwise they are given in a note.

Include a note for the main entry if the statement of responsibility is not prominent, as required under

⁶ Example also works with ‘4’ as the non-filing indicator because space following the ‘A’ is skipped by Millennium.

⁷ Example also works with ‘5’ as the non-filing indicator because space following the ‘A’ is skipped by Millennium.

AACR2 1.1F2.

2.16 246 FIELD – VARYING FORM OF TITLE

Purpose

Records variations on the title proper which appear on the item or from other sources. Indicator codes trigger display of appropriate messages to staff and public in the OPAC (e.g. Cover title). Replaces the need for many notes relating to titles.

Business Rules

Order of 246 fields:

Enter 246 fields that relate to the 245 field first, as identified by second indicator values 0, 1, and # [blank], generally in that order. Enter any others in the order judged best.

(LCRI 21.30J)

Local policy:

Variant title entry for Maori titles beginning with an article:

When a title in Maori has an initial article of Ngā, Hē, or Tē, create a variant title entry in a 246 field recording the same title and including the article. Code the first 246 field indicator '3', as not for public display.

Example:

245 13 Hē Monē tou Horous Sina.

246 3 Hē Monē tou Horous Sina.

Do not apply this local rule to the same initial words in Maori when not used as an article (e.g. when they are used as part of a place, corporate or personal name). For example, no 246 variant title entry is required in the following examples:

Examples:

245 10 Te Rauparaha :|ba new perspective.

245 10 Te Awamutu :|ba history.

Code according to MARC [NB: Prefer codes in **bold**]

First indicator	0	Note, no added entry
	1	Note, added entry [NB use this to trigger display of 2nd indicator message in OPAC]
	2	No note, no title added entry
	3	No note, added entry [Use for general added titles – no 2nd indicator display]
Second indicator	0	Portion of title
	1	Parallel title (from b subfield of 245)
	2	Distinctive title (A special title that appears in addition to the regular title on individual issues of an item and by which the issue may be known.
	3	Other title (any other title that appears on the piece)

Business Rules		
	4	Cover title
	5	Added title page title (A title in another language found on a title page)
	6	Caption title
	7	Running title
	8	Spine title
Subfields	a	Title proper/short title
	b	Remainder of title
	i	Display text (note to be displayed in the OPAC)
	n	Number of part/section of a work
	p	Name of part/section of a work

2.17 250 FIELD – EDITION

Purpose
Records edition statements from the item. Used to distinguish significant content differences between items.

Business Rules
Transcribe the edition statement as found on the item as instructed in AACR2 1.2. Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C.
If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.
Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a given work following the edition statement if there is one.
Examples: <p>250 4th ed. / breviſed by J.G. Le Mesurier and E. McIntosh, Repr. with corrections. 250 Rev. ed. / bwith revisions, an introduction, and a chapter on writing by E.B. White.</p>

2.18 260 FIELD – STATEMENT OF PUBLICATION

Purpose
Records publication statement(s) recorded on the item. Used to distinguish between different editions. On multiple version bibliographic records contains the publication details of the first version catalogued.

Business Rules
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices as noted below.

Business Rules	
Place (260 a)	<p>Enter place of publication information as instructed in AACR2 1.4C.</p> <p>Make every attempt to infer a place of publication where this is not given. If the probable place of publication cannot be determined, use the abbreviation [S.l].</p> <p>Local policies:</p> <ul style="list-style-type: none"> • Where there is a single publisher, and multiple places, record only the first place of publication even where a subsequent place is NZ. (Note that this is contrary to instruction at AACR 1.4C5.) • Accept U.S. postal abbreviations for States where these are provided. Use AACR2 abbreviations when creating records.
Publisher (260 b)	<ul style="list-style-type: none"> • Record publisher information as instructed in AACR2 1.4D. • Do not record a distributor, unless there is no publisher given.
Date (260 c & g)	<p>Record the date of publication as instructed at AACR2 1.4F.</p> <p>Local policies:</p> <ul style="list-style-type: none"> • Give the latest date of copyright following the publication, distribution, etc. following the optional rule at AACR2 1.4F5 only when the date of publication and date of copyright differ by 5 years or more. <p>Example:</p> <p style="padding-left: 40px;">New York bMcGraw-Hill, c2008, c1995.</p> <ul style="list-style-type: none"> • Where an item is a printing, and the original publication date is 10 years or more different from the printing date, record the original publication date in the c subfield, and the printing date in parentheses in the g subfield. <p>Example:</p> <p style="padding-left: 40px;">London : bLaurie & Whittle, c1986 g(2009 printing)</p>

2.19 300 FIELD – PHYSICAL DESCRIPTION

Purpose
Records the extent and physical description of the item. May be used to distinguish between different editions.

Business Rules	
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.	
Extent (300 a)	Record number of volumes and/or pagination as instructed at AACR2 2.5B.
Physical details (300 b)	<p>Record the presence of illustrations as instructed by AACR2 2.5C.</p> <p>Describe an illustrated printed monograph or serial as "ill." in all cases unless there are maps present or the publication consists wholly or predominantly of illustrations, in which case give "all ill." or "chiefly ill.", as appropriate. Optionally, if those illustrations are all of one type, give all [name of type] or chiefly [name of type] (LCRI 2.5C2 and AACR2, LCRI 2.5C5). Generally accept the information already in the record in records created by other agencies unless it is obviously wrong</p> <p>If the illustrations are all of one or more of the following types, and are considered</p>

Business Rules	
	<p>to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate (AACR2 2.5C2).</p> <p>Always record the presence of maps.</p> <p>Examples:</p> <p>333 p. : bill., maps</p> <p>256 p. : bcoats of arms, facsims., ports.</p> <p>24 p. : bchiefly maps</p> <p>72 p. : ball ill.</p> <p>482 p. : bill. (some col.), maps</p>
Dimensions (300 c)	<p>Record dimensions of item as instructed at AACR2 2.5D.</p> <p>If the item consists of a single sheet:</p> <ul style="list-style-type: none"> • Give the height and the width of a single sheet. If such a sheet is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma, e.g. c48 × 30 cm., folded to 24 × 15 cm. • If the sheet is designed to be read in pages when folded, describe it as 1 folded sheet and give the number of imposed pages and the height of the sheet when folded, e.g. c1 folded sheet ([8] p.) ; c18 cm.
Accompanying materials (300 e)	<ul style="list-style-type: none"> • Record accompanying material. • Add note for further description if required. • Use customer-friendly terms from AACR2 Ch. 9.

2.20 490 FIELD – SERIES STATEMENT ON ITEM (WITH NO ADDED ENTRY, OR WITH THE ADDED ENTRY UNDER A DIFFERENT FORMAT)⁸

Purpose	
Records the series title as it appears on the item, whether or not the series is also traced in an 8XX field.	
Business Rules	
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.	
Distinguish between phrases that are true series and those that are not, with the latter sometimes included elsewhere in the bibliographic record (e.g., given as a quoted note) and sometimes not transcribed at all (LCRI 1.6 - Series or Phrase).	
Field 490 does not end with a mark of punctuation unless the field ends with an abbreviation, an initial/letter, or data that ends with a mark of punctuation.	

⁸ The 440 field was made obsolete in October 2008. Field 440 is not used and the transcribed form of the series name is in field 490 with the traced form in 8XX, even if the names are the same.

Business Rules	
First indicator: 0 Series not traced (490 0_)	No series added entry desired/entered for the series. Record series-like statements here, which may provide useful keyword access, but are not themselves series. Do not record this information in a 500 note.
First indicator: 1 Series traced in a different format (490 1_)	Series traced in 8XX field (the appropriate 800-830 field is included in the record to provide the series added entry) <ul style="list-style-type: none"> Record here the series as it appears on the item, including a statement of responsibility, other title information, dates, or volume numbers preceding or appearing as part of the title, when the authorised form of the series title is different to the statement on the item. Follow AACR2 rules as outlined at 1.6 (series area). Always use the 490 1_ in conjunction with an 8XX field. This rule applies even when the content of a 490 and an 830 (series title added entry) is identical.
Subfields	x Record ISSN (if given) in x subfield (AACR2 1.6F). 490 0_ Life series, x0023-6721 490 1_ Classic philosophers series, x0071-8246 ; v no. 123
	v Record volume designation information in v subfield in the terms given in the item (AACR2 1.6G). Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. 490 1_ Teachings of the feathered serpent ; vbk. 1 490 1_ Journal of the Polynesian Society ; vv. 47, no. 4

2.21 500 FIELD – GENERAL NOTES

Purpose	
Records information which is required for the complete or appropriate description of the item; and/or provides valuable keyword access points, but for which there is no other more appropriate MARC code.	
Business Rules	
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.	
Nature of item	Record information about the item not recorded elsewhere.
Language	Record translation statements, generally in the form: Translation from the [language] of [Original title. Original publication information (where available)] e.g. Die Erde lebt. Originally published: Zurich, Switzerland : Nord-Sud Verlag, c1994.
Adaptation	Record the original author, title (and sometimes publication information) of an adapted work. Example: 500 Adaptation of: The taming of the shrew / William Shakespeare.
Title notes	Prefer to record title notes, especially those that are also traced, in 246 field.
Title variations	Record title variants which are not recorded in 246 field, including versions published under other titles.

Business Rules	
Parallel titles	Record parallel titles which do not appear in the chief source (and so are not recorded in the 245 field.)
Statements of responsibility	Record statements of responsibility which do not appear in the chief source (and so are not recorded in the 245 field)
Edition and history	<p>Make notes relating to the edition being described or to the bibliographic history of the work.</p> <p>When cataloguing a republication (a reissue of a previously published edition by another publisher without change in text), make a note for the previous edition if the information is readily available. Begin the note with the phrase “Originally published” or “Previously published” if it is not known that the previous publication is the first publication. Follow with a colon. Include details of publication, etc., and other information appropriate to the particular case, when readily available (LCRI 2.7B7).</p> <p>Examples:</p> <p style="padding-left: 40px;">Previously published: Boston : Houghton, Mifflin, 1910. Originally published: 1928.</p>
	<p>For series, when the republication contains the original series statement as it appeared on the original publication, give in the note the original statement within parentheses and provide an 8XX series added entry for the series (LCRI 2.7B7, 21.30L).</p> <p>Example:</p> <p style="padding-left: 40px;">500 Originally published: Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3) 830 Studies in Asian languages and literatures ; v no. 3</p>
	<p>Type of date/publication status (008/06) should generally be coded “r” in conjunction with such statements.</p> <p>Example:</p> <p style="padding-left: 40px;">008/06 r 2008 2001 260 New York : bBantam, c2008. 500 Previously published: London: Beacon Hill, 2001.</p>
Publication and distribution	Record information about alternate publications, especially otherwise identical variants with different publishers; and information about publication brands, e.g. “A Robin book.”; “Published simultaneously in Canada.”
Physical description	Record any important elements relating to the physical description. e.g. maps on lining pages, where these are directly significant to the content and are not duplicated elsewhere in the item.
Accompanying material	Record any additional details about integral accompanying material, including any version or edition statements accompanied by changes in system requirements.
Index	Record the existence of an index. Where there is also a bibliography, use the 504 field for both notes.

2.22 502 FIELD – DISSERTATION NOTE.

Purpose

Purpose

Records information which is required for the complete or appropriate description of the item; and/or provides valuable keyword access points, but for which there is no other more appropriate MARC code.

Business Rules

Record, according to AACR2, where a dissertation or thesis is added to the collection. e.g. Thesis (M.A.)—Victoria University of Wellington, 2004.

2.23 504 FIELD – BIBLIOGRAPHY NOTE.**Purpose**

Records the existence and extent of additional resource lists available within the item, such as bibliographies, discographies, filmographies, etc.

Business Rules

Record, according to AACR2, when a bibliography or other resource list is included within the item.

Record the extent of the resource (i.e. the pagination) e.g. Bibliography p. [104]-129.

Record separate resource lists in separate 504 fields

Give the name of the resource list, as recorded in the item, with an explanation in square brackets, if this is unclear: e.g. Resource list [i.e. bibliography] p. 99-100.

Where there are bibliographic notes throughout the item, record them as: Includes bibliographical references.

If there is also an index, record this here: e.g. Includes bibliography (p. 99) and index.

Accept differently formatted bibliographic notes on imported records, unless they are factually incorrect (e.g. page numbers are wrong)

2.24 505 FIELD – CONTENTS NOTE**Purpose**

Record the table of contents, and or the authors/titles of parts of an item, or of separate works within it. This note may be formatted, so as to enable indexing of the various components. The title element of formatted notes is able to be searched by the staff and public through the OPAC.

Business Rules

Retain imported contents notes, unless they add no value to information about the item or its retrieval. Add contents notes where this provides valuable additional access to the item, or substantially increases keyword access.

Business Rules	
<p>Include un-enhanced contents notes where content list consists of chapter headings.</p> <p>Generally retain/include enhanced contents notes (505 00) only where the contents consist of separately identified works (often by different authors). Optionally, add enhanced contents notes, where it is desired to have title-level access to individual elements of the work.</p> <p>Do not use the g subfield to separate initial articles from titles in field 505. If an enhanced contents note on a copy-edited record uses the g subfield to separate the initial articles, however, there is no requirement for these to be removed .</p> <p>Example:</p> <p>505 0_ tQuark models / rJ. Rosner -- tIntroduction to gauge theories of the strong, weak, and electromagnetic interactions / rC. Quigg -- tDeep inelastic leptognucleon scattering / rD.H. Perkins -- tJet phenomena / rM. Jacob -- tAn accelerator design study / rR.R.Wilson -- tLectures in accelerator theory / rM. Month.</p>	
<p>Where access is desired by the 'author' element, record contents listing in un-enhanced form and add separate author-title entries in 7XX a t form.</p>	
505 0_	Use of this indicator will generate the display constant 'Contents' in the OPAC. Use when listing complete contents of an item – use may be limited to recording of first-level chapter headings only when first and second- level headings appear on the item.
505 2_	Use of this indicator will generate the display constant 'Partial contents' in the OPAC. Use when recording partial contents for an item even though all the parts of an item are available for analysis.

2.25 506 FIELD – RESTRICTIONS ON ACCESS NOTE

Purpose	
Record details of the restrictions that govern access or limit distribution. Used to record legal restrictions imposed by the NZ censor; and/or any other restrictions on access imposed on the material.	
Business Rules	
Access requirements (506 a)	Record the terms governing access (legal or physical).
Authorization (506 e)	Record the source of authority for the restriction

2.26 520 FIELD – SUMMARY NOTE

Purpose	
Record information about the scope and general contents, which will enhance keyword access to the item, and increase the likelihood of users being able to select relevant resources directly from the catalogue.	
Business Rules	

Business Rules
Generally retain summary notes, if imported but be careful of retaining false or misleading information, or promotional material. Add a summary note whenever doing so helps to convey or clarify the scope, tone or purpose of the work and/or provides additional information not already covered by other parts of the description, including by providing useful keywords, names etc. The summary note should be objective, avoiding interpretation or evaluation.
Summary notes not written by the cataloguer should be recorded in quotes and attributed to the source. In most cases the summary will be the publisher description as found on the item or in another source, such as the publisher's website. In these cases the citation will simply be, "–Publisher description".
Aim to keep the summary note concise. Avoid creating or retaining overly-long descriptions that could overwhelm the OPAC user browsing a long list of records. Description in quotations acquired from other sources may be edited provided that omissions are indicated by ellipses.
Do not quote reviews of a title as summary information.
Do not copy subscription-based that may be subject to specific terms and conditions as summary information. This includes information provided by Global Books in Print and Syndetics Solutions.

2.27 521 FIELD – AUDIENCE NOTE

Purpose
Record information about the intended audience when this is clearly outside the usual library collection scope.

Business Rules
This is not typically recorded for adult non-fiction works. Record only where this is significantly outside the usual collection policy of the libraries: e.g. Post-doctoral work designed for geographers, planners, geologists, meteorologists and others who have a professional interest in analyzing spatial data.

2.28 530 FIELD – ADDITIONAL PHYSICAL FORMAT AVAILABILITY NOTE

Purpose
Record information about alternate physical form(s) – especially electronic – in which the work is available. This is only used to record an online version of a resource.

Business Rules
Generally record this information where it is apparent on the item, or is found using alternative sources.
Do not record electronic access to online tables of contents or publication data.
Do not record statements about other physical formats in which the item has been produced.

2.29 538 FIELD – SYSTEM DETAILS NOTE

Purpose

Purpose

Record information about the system access requirements for accompanying material in electronic formats. Typically used for a book with an accompanying computer program.

Business Rules

Record, according to AACR2, when print resource is accompanied by electronic resource(s)

Follow cataloguing rules for the appropriate electronic resource in recording this information.

Treat a change in system requirements for accompanying material as a new edition, requiring a new bibliographic record.

2.30 541 FIELD – IMMEDIATE SOURCE OF ACQUISITION NOTE

Purpose

Record the immediate source of acquisition of an item. Used primarily for original or historical items or other archival collections at Auckland. Intended for use only by Auckland who currently follow these procedures.

2.31 546 FIELD – LANGUAGE NOTE

Purpose

Record the language(s) of the item (when required)

Business Rules

Make notes on the language(s) of the text of the item unless this is apparent from the rest of the description. Retain if present in imported records.

Record notes on the fact that it is a translation or adaptation in a 500 field.

Examples:

546 Chinese text with parallel English translation.

546 Text in English, Maori and Samoan.

But: 500 English translation of: La muerte de Artemio Cruz.

2.32 561 FIELD – OWNERSHIP AND CUSTODIAL HISTORY NOTE.

Purpose

Record the provenance of the items. Used primarily for original or historical items or other archival collections at Auckland. Intended for use only by Auckland who currently follow these procedures.

2.33 583 FIELD – ACTION (PRESERVATION) NOTE

Purpose

Purpose

Internal note used to record collection and/or cataloguing treatment actions by libraries. Used in the local catalogue primarily as an alert to cataloguers to retain bibliographic description when heritage or other special collection items are attached.

Business Rules

Assign standard note as required; e.g.: Auckland Libraries Heritage record. Retain bibliographic description. Do not merge attached Auckland items or delete this record.

Field may be repeated where required by more than one library system.

2.34 586 FIELD – AWARDS NOTE**Purpose**

Record details of awards won by the item, when this information is not recorded as a series note.

Business Rules

Use this field to record any award/s won by the title. Where decision has been made to trace award in 830 field (local policy – see notes at 830), do not supply an awards note in this field.

The 586 field does not end with a mark of punctuation unless the field ends with an abbreviation, initial/letter, or other data that ends with a mark of punctuation.

Example:

Daniels Medal for Biography, 1987

2.35 588 FIELD – SOURCE OF DESCRIPTION**Purpose**

Records information used for tracking and controlling the metadata contained in the record.

Business Rules

Use this field to record general and specific source of description notes, e.g. *Title from cover*.

This field may also be used to record other administrative information about the record, especially of interest to other cataloguers rather than to other users of the catalogue.

2.36 600 FIELD – PERSONAL NAME SUBJECT HEADINGS**Purpose**

Provides a controlled language access point to the bibliographic record for names of people.

Business Rules

Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same person as author and subject

Business Rules
Assign the authorised form of the subject's name if this is already recorded in the catalogue, either as an author or a subject entry.
If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.
If there is a conflict, either carry out full authority work to separate the individual authors or notify a cataloguer with authority control responsibilities of the need for this.
Assign date(s) to a new subject entry if these are easily found on the item, and there is some possibility that conflict might arise in the future.
Do not assign dates to subjects whose authorised form does not include them. Record this information as a note in the authority record.
Where an authorised form includes a birth date, and the date of death is easily found on the item or as a note in the authority record; add the date of death, and edit the authority record to reflect this local practice.

2.37 610 FIELD – CORPORATE BODY SUBJECT HEADINGS.

Purpose
Provides a controlled language access point to the bibliographic record for names of organisations or groups.

Business Rules
Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same organisation as author and subject
Assign the authorised form of the organisation's name if this is already recorded in the catalogue, either as an author or a subject entry.
If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.
If there is a conflict, do full authority work to separate the individual subjects.

2.38 611 FIELD – CONFERENCES, MEETINGS SUBJECT HEADINGS.

Purpose
Provides a controlled language access point to the bibliographic record for names of conferences or meetings.

Business Rules
Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same meeting as author and subject
Assign the authorised form of the meeting name if this is already recorded in the catalogue, either as an author or a subject entry.

Business Rules

If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.

If there is a conflict, do full authority work to separate the individual subjects.

2.39 630 FIELD – UNIFORM TITLE SUBJECT HEADINGS

Purpose

Provides a controlled language access point to the bibliographic record for titles

Business Rules

Follow AACR2 and LCRI and MARC formats. Form of name should be identical for the same title as author and subject

Assign the authorised form of the uniform title if this is already recorded in the catalogue, either as an author or a subject entry.

If there is no authorised form in the local catalogue, record the form of name as given in the item, unless there is a conflict either on the item or in the catalogue.

If there is a conflict, do full authority work to separate the individual subjects.

2.40 650 FIELD – TOPICAL SUBJECT HEADINGS

Purpose

Provides a controlled language access point to the bibliographic record for general subjects.

Business Rules

Follow LCSH rules and MARC formats.

Assign class of persons subject heading for all works with personal name subject entries unless the biographee belongs to no recognizable class of persons of the type judged likely to be sought by the typical public library user (SCM H 1330).

Headings qualified by sex or ethnic group. Assign headings that specify the sex or ethnic group of the class of persons, such as Women architects, African American lawyers, etc., if that is a significant aspect of the work. When assigning this heading, assign it in addition to the unqualified heading for the class of persons (SCM H 1330).

Example:

650 0 Costume designers | zAustralia | vBiography.

650 0 Women costume designers | zAustralia | vBiography.

Ensure that all works which have a substantial “Maori” content have either a subject heading or a subdivision for “Maori” or an Iwi occurring at least once in the subject headings.

Business Rules
<p>NZ terms and expressions:</p> <p>NZ terms and expressions may occasionally be established as subject headings in the local catalogue in place of the established LC subject heading. Local variations must be approved by the cataloguing team leaders and are not to be established until approval has been sought and gained. The cataloguing team leaders will employ the concept of literary warrant when the merits of establishing local variation and will therefore take into account the degree to which American terms appear in the literature held and made accessible by the libraries.</p>
<p>American spellings:</p> <p>American spellings as found in LC subject headings and subdivisions will be used unchanged in the local catalogue.</p>

2.41 651 FIELD – GEOGRAPHICAL SUBJECT HEADING

Purpose
Provides a controlled language access point to the bibliographic record for names of countries and other geographical bodies.

Business Rules
Follow LCSH rules, SCM, Auckland Libraries variations and MARC formats
Ensure that all works which have a substantial “NZ” content have either a geographic heading or a geographic subdivision for “New Zealand” occurring at least once in the subject headings.
For works of interest to local history and genealogists, assign a [place] – [topic] heading as instructed under SCM H1845.

2.42 6XX FIELD – SUBJECT HEADING SUBDIVISIONS

Purpose
Access point to the bibliographic record for subjects.

Business Rules
Follow LCSH rules and MARC formats

Business Rules	
Geographic subdivision (z)	<p>LCSH policy is to include no more than two levels of geographic subdivision. Auckland Libraries local policy is to extend this to a third level for material relating to specific areas of the Auckland region and for U.S. places where necessary (i.e. as described below).</p> <ul style="list-style-type: none"> • Local policy: LCSH policy is to subdivide topics directly by states of the United States, rather than indirectly through “United States”. Local policy is to interpose “United States” in these SH strings, i.e. “Topic – United States – Name of state”. • Local policy: Assign NZ subdivisions always down to the most local level for Auckland Region (e.g. City planning -- New Zealand – Auckland – Howick). <p>For all other countries / regions of N.Z., include no more than two levels of geographic subdivision.</p> <p>Do not divide topics geographically to a level lower than that of a city, town, etc. Instead, assign additional headings to bring out entities and features in cities, including archaeological sites, parks and gardens, streets and roads, city sections, etc. (SCM H830).</p> <p>Example:</p> <p style="padding-left: 40px;">650 _0 Tourism zEngland zLondon <i>and</i> 651 _0 Soho (London, England.) <i>not</i> 650 _0 Tourism zEngland zLondon zSoho.</p> <p>For works likely to be of special interest to local historians and genealogists, follow the additional provisions for providing place and topic access given under SCMs H1631 and H1845. (See also note under 651 above.)</p>
Chronological subdivision (ly)	Assign according to LCSH & SCM
Form subdivision (lv)	<p>Assign according to LCSH & LC SCM</p> <p>Local policy:</p> <p>Delete the following subject subdivisions:</p> <ul style="list-style-type: none"> • Popular works • Amateur’s manuals (replace with Handbooks, manuals, etc.)
Topical subdivision (lx)	Assign according to LCSH & SCM

2.43 650 FIELD – FORM HEADINGS

Purpose
Provides a controlled language access point to the bibliographic record for the literature of the country from which the work comes.

Works by a single author

Assign form headings in MARC field **650** to express the topic, theme and/or genre for the works of a single author where any of these aspects is emphasized.

Examples:

650_0 Love poems, French.

650_0 Sea poetry, English.

650_0 Detective and mystery plays, American.

Local policies:

1. If one or more heading combining topic and form (e.g. as in the examples given above) cannot be applied to the work of a single author, assign a non-specific literary form heading⁹. (This instruction is contrary to those in the SCMs at H1770, H1775 & H1800, which state that non-specific literary form headings are not applied to the works of individual authors.) [Assign as MARC field 655_7 |2local](#). Include period subdivisions for all literatures¹⁰.

Examples:

[655_7 English poetry |y19th century. |2local](#)

[655_7 Australian drama |20th century. |2local](#)

[655_7 New Zealand poetry |21st century. |2local](#)

[655_7 Indic literature |y20th century |vTranslations into English. |2local](#)

2. Assign nonspecific form headings or standard dramatic genre headings to collections of plays by one author whenever applicable (for example, **English drama**, **English drama (Comedy)**; **Comedy**; **Farces**; **Melodrama**; **One-act plays**; **Tragedy**; **Tragicomedy**).

[Assign as MARC field 655_7 |2local](#).

Collections by more than one author

⁹Non-specific literary form headings are those which do not include a topical aspect (e.g. 'English poetry', 'Australian drama (cf. 'Love poetry', 'Detective and mystery plays', etc.)).

¹⁰Local policy for poetry, drama, essays etc. here differs from local policy for fiction, which is to add period subdivisions for NZ works only.

Collections by more than one author

For collections of works by more than one author, include a heading for literary form and or theme/topic as a standard LCSH heading (MARC tag **650**) following instructions in the LC Subject Cataloguing Manual (SCM) H1775 (Literature: General), H1770 (Drama) and H 1800 (Poetry).

Note that any of the concepts listed in SCM H1775 Section 2 may be assigned to collections by more than one author.

Examples:

- 650 _0 English poetry | **y**20th century.
- 650_0 Canadian poetry | **x**Women authors.
- 650_0 Youth's writings, American.
- 650_0 Slavery | **v**Poetry.
- 650_0 War poetry.
- 650_0 Chinese poetry | | **v**Translations into English.

When assigning a heading that combines both form and topic, (e.g. Detective and mystery plays; Love poems, etc), with the exception of collections of New Zealand poetry, drama, etc., do not generally also assign a broader, non-topical heading.

Examples:

- 650_0 War poetry, English.
- not:** 650_0 War poetry, English [and]
650_0 English poetry | **y**20th century.
- 650_0 Detective and mystery plays, American.
- not:** 650_0 Detective and mystery plays, American. [and]
650_0 American drama | **y**21st century.

Single heading shown above designates both topic and form – no additional literary form heading is required as is not an NZ work.

Local policy: Always assign a non-specific form heading followed by a period subdivision for New Zealand works. Assign whether or not a heading combining both topic and form has been applied.

- But:** 650_0 Anti-war poetry, New Zealand **and** 650_0 New Zealand poetry | **y**20th century. (*Exception for NZ literature*)

Local policy to apply both forms of heading for NZ works.

Period subdivisions

Period subdivisions are used only after headings for individual literatures or major literary genres, for example, headings in the form “[...] poetry”, “[...] drama”, “[...] essays” etc. They are not used after headings for literatures or literary genres with a geographic subdivision; nor are they free-floating under headings modified by parenthetical qualifiers for language (SCM H1156).

Examples:

- South African poetry, English.
- Experimental drama, Australian.
- Christmas plays, Canadian.
- Nigerian poetry (English)
- but:** Australian drama | **y**21st century.

These headings all contain either a geographic or a language qualifier and so do not take period subdivisions.

This heading is for a major literary genre (does not have geographic or language qualifier and so may take a period subdivision).

Translations

Record the subdivision “|vTranslations into English” directly after literature headings, if item is an English translation (SCM H2220).

Local policy: When applying to the work of individual authors by local policy, assign as a local heading in MARC field 655_7 ,... |2 local.

2.44 7XX FIELD – ADDED ENTRIES

Business Rules

Order of added entries (LCRI 21.29)

Give added entries in the following order:

- 1) Personal name;
- 2) Personal name/title;
- 3) Corporate name;
- 4) Corporate name/title;
- 5) Uniform title (all instances of works entered under title);
- 6) Other.

For arrangement within any one grouping, generally follow the order in which the justifying data appear in the bibliographic description. If such a criterion is not applicable, use judgment.

Use the second indicator value of ‘2’ in the 7XX fields whenever the title that is represented by the added entry is contained within the item (i.e., is an analytical entry).

Example:

245 10 |a Title A|. |bTitle B.

700 12 |a Name of author. |tTitle B.

(See LCRI 21.30J for further examples.)

2.45 700 FIELD – ADDED AUTHOR/TITLE

Purpose

Provides a controlled language access point to an author/title combination.

Business Rules

Business Rules
Follow AACR2 rules, rule interpretations and MARC formats.
Local policy: Use when the work is also published under a different title, (e.g. U.S. ed.: Inside the kingdom; U.K. ed.: The veiled kingdom) Example: 100 1_ Leggett, Jeremy K. 245 14 The empty tank : boil, gas, hot air and the coming global financial catastrophe. 500 Previously published under the title: Half gone : oil, gas and the coming energy crisis. 700 1_ Leggett, Jeremy K. tHalf gone ¹¹ .
Record for individual titles in an omnibus ed.
Adaptation of an item by another author.
Generally prefer to use added author-uniform title entries rather than 1XX/240 entries as these provide a better display and access in Millennium.
Where there is a well-known English title, assign this in preference to a uniform title in another language. [NB this may result in a variation from LCNA, and authority control work in the local catalogue]
For heritage material, optionally, record an additional uniform title in original language (according to LCNA) in either 240 or as an added uniform title entry.

2.46 740 FIELD – ADDED TITLE

Purpose
Provides an access point to the title, or to a previous or associated title.
Business Rules
Follow AACR2 rules, rule interpretations and MARC formats.
Record added title for versions published under different titles (e.g. U.S./U.K. title variations)

2.47 8XX FIELD – ADDED SERIES TITLE

Purpose
Provides a controlled language access point to the series name.
Business Rules
Follow AACR rules, rule interpretations and MARC formats, and Auckland Libraries practices.
The 8XX field is used in conjunction with the 490 1_ field, which records the series as it is displayed on the item. This rule applies even when the content of a 490 and an 830 (series title added entry) is identical.

¹¹ Title given in 700 | t subfield under Auckland Libraries policy would be given in a 240 under standard LC policy.

Business Rules	
<p>Auckland Libraries policy is to provide controlled access to series in the 8XX fields whenever the series may be sought by users of the catalogue.</p> <p>Generally do not supply a series added entry if:</p> <ol style="list-style-type: none"> a) The items in a series are related to each other only by common physical characteristics. b) The numbering suggests that the parts have been numbered primarily for stock control. <p style="text-align: right;">(AACR2 21.30L1)</p>	
Author-title series (800)	<ul style="list-style-type: none"> • Record here the authorised form of the author’s name, and the series title.
Uniform title entry for series (830)	<ul style="list-style-type: none"> • Record here the authorised form of the series title. • Local policy for literary awards: Local policy is to establish and assign series headings for selected literary awards. Follow established pattern for name of series. Follow with the year the award was won. <p>Examples:</p> <p style="padding-left: 40px;">Montana New Zealand Book Awards. pBiography. f2003. New Zealand Book Awards. pNon-fiction. f1987.</p> <p>Awards won by the title that are not established as an access point in the local catalogue may be recorded a 586 field.</p>
Series part number (830 n)	<ul style="list-style-type: none"> • Record the number of part/section of a series in the terms given in the item. Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. • When establishing a new series in the local catalogue, record series numbering in the terms given on the item (e.g. no., pt., Series A etc.).¹² Otherwise, for series already established in the local catalogue, record numbering so that it conforms to the existing pattern.
Series part name (830 p)	<ul style="list-style-type: none"> • Record the name of part/section of a series. • If a series number is given, record it in the v subfield.
Volume no. (800/830 v)	<ul style="list-style-type: none"> • If a series number is given, record it in the v subfield in the terms given in the item. Use abbreviations as instructed in AACR2 Appendix B and numerals as instructed in AACR2 Appendix C. • When establishing a new series in the Auckland Libraries catalogue, record series volume designation (e.g. v., no., pt., bk.) in the terms given on the item.¹³ Otherwise, for series already established in the local catalogue, record volume information so that it conforms to the existing pattern. • Do not add leading zeroes to volume numbering to facilitate sorting as Millennium allows correct filing of series in numerical order without this.
ISSN	<ul style="list-style-type: none"> • Do not record ISSN IN 8XX fields. Record in 490 field only.

¹² Before October 2008 Auckland Libraries policy was to omit series volume/number designation and to record Arabic numerals.

¹³ Auckland Libraries policy was to omit series volume/number designation before October 2008.

2.48 856 FIELD – URL

Purpose	
Provides a link to an electronic resource that may be used to locate and access an electronic version of a non-electronic resource described in the bibliographic record or in a portion of the resource described. May also provide a link to a closely related electronic resource.	
Business Rules	
The 856 field may be supplied in a bibliographic record when the resource described in the record, a subset of it, or a closely related resource is available electronically. The field is repeatable.	
Important:	
A URL link to a resource may be provided in the bibliographic record only when the online resource referred to is a freely available one.	
Provide URL links to Auckland Libraries' subscription databases in a holdings record rather than in the body of the bibliographic record (as this facilitates the display of access conditions next to the link).	
Supply links for electronic versions of central and local government publications when an electronic version can be readily obtained. Almost all government publications now have online equivalents available on the relevant ministry/dept. etc. website.	
Always check and change if necessary links supplied in records acquired from other databases (and particularly from Te Puna). These links may be internal or ephemeral.	
Always delete links to publisher databases (including table of contents data). These are ephemeral links, as this information is usually deleted quickly to free up space for newly published material.	
1 st indicator	4 Method of access is http
2 nd indicator	The 2 nd indicator for the 856 field may vary depending on the relationship of the resource supplied in the link to the record described.
	1 Link to an electronic version of a print resource.
	2 Link to an electronic resource which is related to the resource described.
Subfields	<p>The subfields used for the 856 field vary depending on the relationship of the resource supplied in the link to the record catalogued. Each subfield contains link text which is used for display in place of the URL in subfield u.</p> <p>The subfield containing the link text may be entered before or after the u subfield containing the URL as the display in Millennium is unchanged.</p> <p>Provide brief text in appropriate subfield field to explain the nature of the resource being connected to if desirable. Remember that the Millennium OPAC supplies the text "Connect to" at the top of this field.</p>
y	<p>Note for display to the public when the link is to the electronic version of the print resource.</p> <p>Example:</p> <p>856 41 yOnline version (600 KB) uhttp://www.madeupwebsite.pdf</p>

Business Rules		
	 3	Note for display to the public when the link is to a portion or subset of the resource described. Example: 856 41 3 Introduction uhttp://www.madeupwebsite.govt.nz
	 z	Note for display to the public with information which will assist with accessing the electronic resource. Subfield z may be used for any additional notes about the electronic resource at the specified location. Examples include subscription information or access restrictions. Note that in the Millennium OPAC the content of the z subfield merges with the content of the y subfield when used to form the link text. Check public display of note to ensure it will be comprehensible to public.
	 u	Record URL in u subfield

