

Cataloguing

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Cataloging using MARC21

Cataloging using MARC21 (Machine-Readable Cataloging) involves creating bibliographic records for library materials in a standardized format. MARC21 records include information about the title, author, publisher, publication date, physical description, subject headings, and more. Here's a general guide to cataloging using MARC21:

1. **Access Cataloging Module:** Log in to Koha's staff interface and access the cataloging module.
2. **Create a New Record:** Start by creating a new bibliographic record for the item you want to catalog. You can do this by clicking on the "New Record" or "New Item" button, depending on your workflow preferences.
3. **Enter Bibliographic Information:** Enter bibliographic information about the item, including the title, author, publisher, publication date, edition, physical description, etc. Use the appropriate MARC21 fields to input each piece of information. Refer to the MARC21 documentation or guidelines for specific field codes and formatting rules.
4. **Assign Subject Headings:** Assign subject headings to describe the content of the item. Use controlled vocabularies such as Library of Congress Subject Headings (LCSH) or other authorized lists. Enter subject headings in the appropriate MARC21 fields (e.g., 650 for topical subjects).
5. **Add Additional Details:** Include any additional details about the item, such as notes, summaries, contents, series statements, etc. Use the appropriate MARC21 fields for each type of information.
6. **Assign Call Number:** Assign a call number to the item based on your library's classification system (e.g., Dewey Decimal Classification, Library of Congress Classification). Enter the call number in the appropriate MARC21 field (e.g., 050 for Library of Congress call numbers).
7. **Save the Record:** Once you've entered all relevant information, save the bibliographic record. Koha will validate the record to ensure it conforms to MARC21 standards.
8. **Review and Edit:** Review the cataloging record for accuracy and completeness. Make any necessary edits or corrections before finalizing the record.
9. **Attach Items:** If the bibliographic record represents a physical item in your collection, attach the item record to the bibliographic record. Enter item-specific details such as barcode, location, copy number, etc.
10. **Cataloging-in-Process (CIP):** If you're cataloging newly acquired materials that come with Cataloging-in-Process (CIP) records from the publisher, you can import the CIP record into Koha and then modify it as needed to reflect your library's standards and practices.
11. **Save and Close:** Once the cataloging process is complete, save the bibliographic record and close the cataloging module.

Oxx

In MARC21 cataloging, there are several commonly used fields that contain essential bibliographic information about library materials. Here are some of the most frequently used MARC21 fields along with examples of their entries:

1. **Leader Field (000):**

- The Leader field contains control information about the record.
- Example: LDR 01001cam 2200289 4500

2. **Control Number (001):**

1. A unique control number assigned to the record.
2. Example: 001 123456789

3. **Physica Description fixed field: (007)** The 007 field in MARC21 records contains fixed-length data elements that provide physical characteristics information about non-book materials. It is used for materials such as electronic resources, maps, visual materials, sound recordings, etc. Here are the essentials of the 007 field:

- **Category of material (positions 00-00):** Indicates the category of material being described, such as electronic resource, map, sound recording, etc. It uses a single-character code based on the MARC21 Category of Material Code List.
- **Specific material designation (positions 01-01):** Provides additional detail about the specific type of material being described. It uses a single-character code to specify specific material characteristics.
- **Color (positions 02-03):** Indicates the color characteristics of the resource, if applicable. It uses a two-character code based on the MARC21 Color Code List.
- **Dimensions (positions 04-07):** Specifies the dimensions or size of the resource, such as height and width. It uses four characters to represent the dimensions in centimeters.
- **Sound characteristics (positions 08-10):** Describes the sound characteristics of the resource, if applicable. It uses a three-character code based on the MARC21 Sound Characteristics Code List.
- **Image bit depth (positions 11-12):** Indicates the bit depth of the image for visual materials, if applicable. It uses a two-character code to represent the number of bits per pixel.
- **File formats (positions 13-15):** Specifies the file formats for electronic resources, if applicable. It uses a three-character code to represent the file formats.
- **Quality assurance target(s) (positions 16-17):** Indicates the quality assurance target(s) for the resource, if applicable. It uses a two-character code based on the MARC21 Quality Assurance Targets Code List.
- **Antecedent/source (positions 18-19):** Describes the relationship of the resource to an antecedent or source, if applicable. It uses a two-character code to specify the relationship.

These elements in the 007 field provide detailed physical characteristics information about non-book materials, facilitating accurate description and classification of various types of materials in library collections.

1. **Fixed-length data elements: (008)** The 008 field in MARC21 records contains fixed-length data elements that provide essential information about the bibliographic record as a whole. Here are the essentials of the 008 field:

- **Date of publication (positions 07-10):** Indicates the date of publication of the resource. It includes the year or range of years for resources published within a specific time frame.
- **Country of publication (positions 15-17):** Specifies the country of publication using a three-character code based on the MARC Code List for Countries.
- **Illustrations (position 18):** Indicates whether the resource contains illustrations. It uses a single-character code to specify the presence and nature of illustrations in the resource.
- **Audience (positions 22-23):** Specifies the target audience for the resource, such as general, juvenile, or specialized. It uses two characters based on the MARC21 Target Audience Code List.
- **Type of material (position 23):** Indicates the type of material being described (e.g., book, computer file, map, etc.). It uses a single-character code based on the MARC21 Type of Material Code List.
- **Government publication (position 28):** Indicates whether the resource is a government publication. It uses a single-character code to denote various types of government publications.
- **Literary form (position 33):** Specified whether it is fiction, essay or other form of literary.
- **Biography (position 34):** Indicates whether the resource is a biography. It uses a single-character code to specify if the item is a biography or not.
- **Language (position 35-37):** Specifies the primary language of the resource using a three-character code based on the MARC Code List for Languages.

These are the essential elements of the 008 field in MARC21 records, providing important information about the resource's publication details, language, type, and other characteristics. These elements help libraries and catalogers to accurately describe and classify bibliographic resources.

2. **ISBN (020):**

- International Standard Book Number for the item.
- Example: 020 \$a9780306406157

3. **ISSN (022):**

- International Standard Serial Number for the item.
- Example: 02003064

4. **Source of Acquisition (037):**

- **Subfield \$a:** Vendor X (Source from which the item was acquired)
- **Subfield \$b:** 12345 (Stock number associated with the acquisition source)
- **Subfield \$c:** Purchased (Acquisition status of the item)
- **Subfield \$d:** Purchase (Method by which the item was acquired)
- **Subfield \$e:** 2023-03-01 (Date when the item was acquired)

- **Subfield \$f:** Main Library (Ownership of the item)

5. **Language (041):**

- Language code(s) of the item.
- Example: 041 0 \$aeng \$bfre \$gspa

6. **Dewey Decimal Classification (082):** Classification number according to the Dewey Decimal Classification system.

- **Subfield \$a:** Dewey Decimal Number

- Sample Value: 813.54
- Description: Represents the primary classification number assigned to the item based on the Dewey Decimal Classification system.

- **Subfield \$b:** Item Number / Author Marc

- Sample Value: N419a
- Description: Author Mark as per sunborn cutter figure

- **Subfield \$c:** Edition Number

- Sample Value: 23
- Description: Indicates the edition number of the Dewey Decimal Classification system used to assign the classification number.

1XX

The 1XX fields in MARC21 records primarily contain information about the main entry, which typically represents the primary creator or contributor of the bibliographic resource. Here's a breakdown of the 1XX fields with subfields commonly used along with an example:

1. **100 - Main Entry-Personal Name:**

- **Indicators:** Indicator 1 specifies whether the personal name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Personal name (Example: Rowling, J.K.)
- **Subfield \$b:** Numeration (Example: III)
- **Subfield \$c:** Titles and other words associated with a name (Example: Sir)

2. **110 - Main Entry-Corporate Name:**

- **Indicators:** Indicator 1 specifies whether the corporate name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Corporate name (Example: Library of Congress)
- **Subfield \$b:** Subordinate unit (Example: Cataloging Policy and Support Office)

3. **111 - Main Entry-Meeting Name:**

- **Indicators:** Indicator 1 specifies whether the meeting name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Meeting name (Example: International Conference on Machine Learning)
- **Subfield \$n:** Numbering (Example: 28th)
- **Subfield \$d:** Date of meeting (Example: 2021)
- **Subfield \$c:** Location of meeting (Example: New York, N.Y.)

4. **130 - Main Entry-Uniform Title:**

- **Indicators:** Indicator 1 specifies whether the uniform title is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Uniform title (Example: Bible. New Testament. Greek)

2xx

The essential 2XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **200 - Title Proper:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Title proper (Example: Harry Potter and the Sorcerer's Stone)
 - **Subfield \$b:** Remainder of title (Example: Part 1)
 - **Subfield \$f:** Date of a work (Example: 1997)
 - **Subfield \$g:** Miscellaneous information (Example: Audiobook version)
 - **Subfield \$h:** Medium (Example: Sound recording)
2. **210 - Abbreviated Title:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Abbreviated title (Example: HPSS)
3. **222 - Key Title:**
 - **Indicators:** Indicator 1 is typically set to "0" (used) and indicator 2 is undefined.
 - **Subfield \$a:** Key title (Example: Proceedings of the International Conference on Machine Learning)
4. **240 - Uniform Title:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Uniform title (Example: Bible. New Testament. Greek)
5. **242 - Translation of Title:**
 - **Indicators:** Indicator 1 is typically set to "0" (used) and indicator 2 is undefined.
 - **Subfield \$a:** Title proper (Example: Harry Potter and the Philosopher's Stone)
 - **Subfield \$b:** Remainder of title (Example: Part 1)
 - **Subfield \$n:** Number of part/section (Example: Book 1)
6. **245 - Title Statement:**
 - **Indicators:** Indicator 1 is typically set to "1" (title added entry) or "0" (no added entry). Indicator 2 depends on whether the title is intended to be displayed in a non-filing position.
 - **Subfield \$a:** Title proper (Example: Harry Potter and the Sorcerer's Stone)
 - **Subfield \$b:** Remainder of title (Example: Part 1)
 - **Subfield \$c:** Statement of responsibility (Example: J.K. Rowling)
7. **246 - Varying Form of Title:**
 - **Indicators:** Indicator 1 is typically set to "3" (title added entry) or "0" (no added entry). Indicator 2 depends on whether the title is intended to be displayed in a non-filing position.
 - **Subfield \$a:** Title proper (Example: Sorcerer's Stone)
8. **247 - Former Title:**
 - **Indicators:** Indicator 1 is typically set to "0" (used) and indicator 2 is undefined.
 - **Subfield \$a:** Title proper (Example: Harry Potter and the Philosopher's Stone)
9. **250 - Edition Statement:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Edition statement (Example: First American edition)

10. **254 - Musical Presentation Statement:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Musical presentation statement (Example: Solo version)

3XX

The essential 3XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **300 - Physical Description:**

- **Indicators:** Indicator 1 specifies whether the physical description is formatted according to ISBD (International Standard Bibliographic Description) conventions.
- **Subfield \$a:** Extent (Example: 356 pages)
- **Subfield \$b:** Other physical details (Example: illustrations)
- **Subfield \$c:** Dimensions (Example: 23 cm)

2. **336 - Content Type:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Content type term (Example: text)
- **Subfield \$b:** Content type code (Example: txt)

3. **337 - Media Type:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Media type term (Example: unmediated)
- **Subfield \$b:** Media type code (Example: n)

4. **338 - Carrier Type:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Carrier type term (Example: volume)
- **Subfield \$b:** Carrier type code (Example: nc)

5. **340 - Physical Medium:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Material base and configuration (Example: microfilm reel)
- **Subfield \$b:** Dimensions (Example: 16 mm)

6. **347 - Digital File Characteristics:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** File type (Example: PDF)
- **Subfield \$b:** Encoding format (Example: application/pdf)

7. **380 - Form of Work:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Form of work term (Example: novel)
- **Subfield \$b:** Form of work code (Example: a)

8. **384 - Medium of Performance:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Instrumentation (Example: piano)
- **Subfield \$b:** Numeric designation of soloist/performer (Example: 1)

9. **500 - General Note:**

- **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
- **Subfield \$a:** Note text (Example: Includes bibliographical references)

10. **505 - Contents Note:**

- **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
- **Subfield \$a:** Contents note text (Example: Chapter 1: Introduction)

4xx

The essential 4XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **400 - Series Statement/Added Entry-Personal Name:**
 - **Indicators:** Indicator 1 specifies whether the series statement is traced (value "0") or not traced (value "1").
 - **Subfield \$a:** Personal name (Example: Rowling, J.K.)
2. **410 - Series Statement/Added Entry-Corporate Name:**
 - **Indicators:** Indicator 1 specifies whether the series statement is traced (value "0") or not traced (value "1").
 - **Subfield \$a:** Corporate name (Example: Library of Congress)
3. **411 - Series Statement/Added Entry-Meeting Name:**
 - **Indicators:** Indicator 1 specifies whether the series statement is traced (value "0") or not traced (value "1").
 - **Subfield \$a:** Meeting name (Example: International Conference on Machine Learning)
4. **440 - Series Statement/Added Entry-Title:**
 - **Indicators:** Indicator 1 specifies whether the series statement is traced (value "0") or not traced (value "1").
 - **Subfield \$a:** Title (Example: Harry Potter Series)
5. **490 - Series Statement:**
 - **Indicators:** Indicator 1 specifies whether the series statement is traced (value "0") or not traced (value "1").
 - **Subfield \$a:** Series statement (Example: The Chronicles of Narnia)
6. **500 - General Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Note text (Example: Includes bibliographical references)
7. **505 - Contents Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Contents note text (Example: Chapter 1: Introduction)
8. **520 - Summary, Etc.:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Summary text (Example: This book follows the journey of a young wizard, Harry Potter, as he attends Hogwarts School of Witchcraft and Wizardry.)
9. **546 - Language Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Language note text (Example: In English)
10. **590 - Local Note:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Local note text (Example: Gift of the author)

5xx

The essential 5XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **500 - General Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Note text (Example: Includes bibliographical references)
2. **505 - Contents Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Contents note text (Example: Chapter 1: Introduction)
3. **520 - Summary, Etc.:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Summary text (Example: This book follows the journey of a young wizard, Harry Potter, as he attends Hogwarts School of Witchcraft and Wizardry.)
4. **546 - Language Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Language note text (Example: In English)
5. **590 - Local Note:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Local note text (Example: Gift of the author)
6. **500 - General Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Note text (Example: Includes bibliographical references)
7. **505 - Contents Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Contents note text (Example: Chapter 1: Introduction)
8. **520 - Summary, Etc.:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Summary text (Example: This book follows the journey of a young wizard, Harry Potter, as he attends Hogwarts School of Witchcraft and Wizardry.)
9. **546 - Language Note:**
 - **Indicators:** Indicator 1 specifies whether the note is linked to the title (value "0") or not (value "1").
 - **Subfield \$a:** Language note text (Example: In English)
10. **590 - Local Note:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Local note text (Example: Gift of the author)

6XX

The essential 6XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **600 - Subject Added Entry-Personal Name:**
 - **Indicators:** Indicator 1 specifies whether the personal name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Personal name (Example: Rowling, J.K.)
 - **Subfield \$b:** Numeration (Example: III)
 - **Subfield \$c:** Titles and other words associated with a name (Example: Sir)
2. **610 - Subject Added Entry-Corporate Name:**
 - **Indicators:** Indicator 1 specifies whether the corporate name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Corporate name (Example: Library of Congress)
 - **Subfield \$b:** Subordinate unit (Example: Cataloging Policy and Support Office)
 - **Subfield \$n:** Meeting name or jurisdiction name as entry element (Example: (28th : 2021 : New York, N.Y.))
3. **611 - Subject Added Entry-Meeting Name:**
 - **Indicators:** Indicator 1 specifies whether the meeting name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Meeting name (Example: International Conference on Machine Learning)
 - **Subfield \$n:** Numbering (Example: 28th)
 - **Subfield \$d:** Date of meeting (Example: 2021)
 - **Subfield \$c:** Location of meeting (Example: New York, N.Y.)
4. **630 - Subject Added Entry-Uniform Title:**
 - **Indicators:** Indicator 1 specifies whether the uniform title is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Uniform title (Example: Bible. New Testament. Greek)
 - **Subfield \$v:** Form subdivision (Example: Commentaries)
5. **650 - Subject Added Entry-Topical Term:**
 - **Indicators:** Indicator 1 specifies whether the term is established in the Library of Congress Subject Headings (value "0") or not established (value "1").
 - **Subfield \$a:** Topical term (Example: Wizards)
 - **Subfield \$x:** General subdivision (Example: History)
 - **Subfield \$z:** Geographic subdivision (Example: England)
6. **651 - Subject Added Entry-Geographic Name:**
 - **Indicators:** Indicator 1 specifies whether the name is established in the Library of Congress Subject Headings (value "0") or not established (value "1").
 - **Subfield \$a:** Geographic name (Example: England)
 - **Subfield \$v:** Form subdivision (Example: Maps)
 - **Subfield \$x:** General subdivision (Example: History)

7. **653 - Index Term-Uncontrolled:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Uncontrolled term (Example: Magic)
 - **Subfield \$2:** Source of term (Example: LCSH)
8. **655 - Index Term-Genre/Form:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Genre/form term (Example: Fantasy fiction)
 - **Subfield \$v:** Form subdivision (Example: Juvenile literature)
9. **656 - Index Term-Occupation:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Occupation term (Example: Wizards)
 - **Subfield \$v:** Form subdivision (Example: Fiction)
10. **657 - Index Term-Function:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Function term (Example: Education)
 - **Subfield \$v:** Form subdivision (Example: Evaluation)

7xx

The essential 7XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **700 - Added Entry-Personal Name:**

- **Indicators:** Indicator 1 specifies whether the personal name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Personal name (Example: Rowling, J.K.)
- **Subfield \$b:** Numeration (Example: III)
- **Subfield \$c:** Titles and other words associated with a name (Example: Sir)

2. **710 - Added Entry-Corporate Name:**

- **Indicators:** Indicator 1 specifies whether the corporate name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Corporate name (Example: Library of Congress)
- **Subfield \$b:** Subordinate unit (Example: Cataloging Policy and Support Office)

3. **711 - Added Entry-Meeting Name:**

- **Indicators:** Indicator 1 specifies whether the meeting name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Meeting name (Example: International Conference on Machine Learning)
- **Subfield \$n:** Numbering (Example: 28th)
- **Subfield \$d:** Date of meeting (Example: 2021)
- **Subfield \$c:** Location of meeting (Example: New York, N.Y.)

4. **720 - Added Entry-Uncontrolled Name:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Uncontrolled name (Example: Harry Potter Fan Club)

5. **730 - Added Entry-Uniform Title:**

- **Indicators:** Indicator 1 specifies whether the uniform title is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
- **Subfield \$a:** Uniform title (Example: Bible. New Testament. Greek)

6. **740 - Added Entry-Uncontrolled Related/Analytical Title:**

- **Indicators:** Indicator 1 specifies whether the title is traced (value "0") or not traced (value "1").
- **Subfield \$a:** Uncontrolled title (Example: Harry Potter Illustrated Edition)

7. **751 - Added Entry-Geographic Name:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Geographic name (Example: Hogwarts School of Witchcraft and Wizardry)

8. **752 - Added Entry-Hierarchical Place Name:**

- **Indicators:** Both indicators are typically undefined or contain blank values.
- **Subfield \$a:** Country or larger entity (Example: United States)
- **Subfield \$b:** First-order political jurisdiction (Example: New York)

- **Subfield \$c**: Intermediate political jurisdiction (Example: New York County)

9. **753 - System Details Access to Computer Files:**

- **Indicators**: Both indicators are typically undefined or contain blank values.
- **Subfield \$a**: Make and model of machine (Example: Dell Inspiron)
- **Subfield \$b**: Programming language (Example: Python)

10. **754 - Added Entry-Taxonomic Identification:**

- **Indicators**: Both indicators are typically undefined or contain blank values.
- **Subfield \$a**: Taxonomic name (Example: Canis lupus)
- **Subfield \$c**: Taxonomic category (Example: species)

8XX

the essential 8XX fields commonly used in MARC21 records with their respective indicators, subfields, descriptions, and examples:

1. **800 - Series Added Entry-Personal Name:**
 - **Indicators:** Indicator 1 specifies whether the personal name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Personal name (Example: Rowling, J.K.)
 - **Subfield \$b:** Numeration (Example: III)
 - **Subfield \$c:** Titles and other words associated with a name (Example: Sir)
2. **810 - Series Added Entry-Corporate Name:**
 - **Indicators:** Indicator 1 specifies whether the corporate name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Corporate name (Example: Library of Congress)
 - **Subfield \$b:** Subordinate unit (Example: Cataloging Policy and Support Office)
3. **811 - Series Added Entry-Meeting Name:**
 - **Indicators:** Indicator 1 specifies whether the meeting name is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Meeting name (Example: International Conference on Machine Learning)
 - **Subfield \$n:** Numbering (Example: 28th)
 - **Subfield \$d:** Date of meeting (Example: 2021)
 - **Subfield \$c:** Location of meeting (Example: New York, N.Y.)
4. **830 - Series Added Entry-Uniform Title:**
 - **Indicators:** Indicator 1 specifies whether the uniform title is established in the Library of Congress Name Authority File (value "0") or not established (value "1").
 - **Subfield \$a:** Uniform title (Example: Bible. New Testament. Greek)
5. **841 - Holdings Coded Data Values:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$a:** Holdings code (Example: 12345)
 - **Subfield \$b:** Summary holdings (Example: Vol. 1-10)
6. **856 - Electronic Location and Access:**
 - **Indicators:** Indicator 1 specifies whether the electronic resource is available (value "4") or not available (value "8").
 - **Subfield \$u:** Uniform Resource Identifier (Example: <http://www.example.com>)
 - **Subfield \$z:** Public note (Example: Access may be restricted)
7. **880 - Alternate Graphic Representation:**
 - **Indicators:** Both indicators are typically undefined or contain blank values.
 - **Subfield \$6:** Linkage (Example: 880-01)
 - **Subfield \$a:** Alternate graphic representation (Example: □□□□)

9xx

The 942 field in MARC21 records is used for holdings information specific to the local institution. It typically contains data related to the item's location, call number, and other holdings-related details. Here's an overview of the subfields commonly found in the 942 field:

- **Subfield \$a:** Location - Specifies the location of the item within the institution.
- **Subfield \$b:** Sub-location - Provides additional information about the specific area or section within the location.
- **Subfield \$c:** Call number prefix - Indicates any prefix associated with the call number assigned to the item.
- **Subfield \$d:** Call number suffix - Specifies any suffix added to the call number.
- **Subfield \$h:** Shelving scheme - Describes the shelving scheme used for organizing items in the location.
- **Subfield \$i:** Item type - Indicates the type of item, such as book, periodical, DVD, etc.
- **Subfield \$l:** Circulation modifier - Specifies any circulation restrictions or modifiers associated with the item.
- **Subfield \$m:** Materials specified - Provides details about the material or format of the item, such as microfilm, CD-ROM, etc.
- **Subfield \$n:** Not for loan - Indicates whether the item is available for loan or not.
- **Subfield \$o:** Item enumeration and chronology - Specifies enumeration or chronology information associated with the item.
- **Subfield \$p:** Piece designation - Provides a piece designation or identifier for multi-piece items.
- **Subfield \$x:** Non-public note - Contains non-public notes or comments related to the item.
- **Subfield \$z:** Public note - Contains public notes or comments related to the item.

Example:

- Location: Main Library, General Stacks
- Call number: FIC (fiction section)
- Shelving scheme: LC (Library of Congress Classification)
- Item type: Book
- Circulation: Not for loan
- Materials: Print
- Public note: Do not remove from library

Item fields

The 952 field in MARC21 records is used for location and item information, particularly for holding libraries. Here's an overview of the subfields commonly found in the 952 field:

- **Subfield \$0:** Control subfield (Not withdrawn): Indicates that the item has not been withdrawn from the collection.
- **Subfield \$3:** Materials specified: Indicates specific materials, such as bound volumes or other parts.
- **Subfield \$4:** Not damaged: Indicates whether the item is damaged or not.
- **Subfield \$7:** Not for loan: Indicates whether the item is available for loan.
- **Subfield \$8:** Collection code: Specifies the collection code, often used to categorize items.
- **Subfield \$a:** Home library: Specifies the home library or main library where the item is located.
- **Subfield \$b:** Current location: Specifies the current location within the library.
- **Subfield \$c:** Shelving location: Specifies the shelving location within the library.
- **Subfield \$d:** Acquisition date: Indicates the date when the item was acquired by the library.
- **Subfield \$e:** Source of accession: Specifies the source from which the item was acquired, such as purchased, donated, etc.
- **Subfield \$g:** Cost, normal purchase price: Specifies the cost or normal purchase price of the item.
- **Subfield \$h:** Enumeration and chronology: Provides enumeration or chronology information for the item.
- **Subfield \$o:** Full call number: Specifies the full call number assigned to the item.
- **Subfield \$p:** Barcode: Specifies the barcode number assigned to the item.
- **Subfield \$t:** Copy number: Specifies the copy number of the item, distinguishing between multiple copies.
- **Subfield \$x:** Non-public note: Contains non-public notes or comments related to the item.
- **Subfield \$z:** Public note: Contains public notes or comments related to the item.

Example:

- Home library: Main Library
- Current location: General Stacks
- Shelving location: FIC (Fiction section)
- Acquisition date: February 15, 2023
- Source of accession: Purchased
- Cost: \$29.99
- Enumeration and chronology: Volume 1
- Full call number: NF 456
- Barcode: 135792468

- Copy number: 1
- Non-public note: Clue page number is 45
- Public note: Do not move

Recommended

Tags	Tag field	Field	Have to do	Remarks
020	INTERNATIONAL STANDARD BOOK NUMBER	a-International Standard Book Number	Both 13and 10digit (separately)	(-)no need
022	INTERNATIONAL STANDARD SERIAL NUMBER	a-International Standard Serial Number	8 digit	(-)no need
040	CATALOGING SOURCE	a-Original cataloging agency c-Transcribing agency d-Modifying agency	a-a-BD a-BD-DhTI or cataloguing agency c-BD-DhTI or cataloguing agency d- BD-DhTI (if modified)	
041	LANGUAGE CODE	a-Language code of text/sound track or separate title	a-select English or Bengali	
082	DEWEY DECIMAL CLASSIFICATION NUMBER	2-Edition number a-Classification number b- item number	2-23 a-658.8 b-KOM 2012	NB: b- Author marks copyright year or latest publication year
100	MAIN ENTRY - PERSONAL NUMBER	a-Personal name	i.e. Kotler, Philip, P.	Surname space first name(write 1 in the first blank box due to reverse)
110	MAIN ENTRY-CORPORATE NAME	a-Corporate name or jurisdiction name as entry element	i.e. a-Ministry of finance i.e. b-Statistical Department	
245	TITLE STATEMENT	a-Title b-remainder of title c- Statement of responsibility, etc.	a-title b-subtitle c-editor	(write in the first blank box due to author & 0 without article or 2/3/4 due to article in the 2 nd box)
250	EDITION STATEMENT	a-Edition statement	i.e. a-3 rd ed.	
260	PUBLICATION DISTRIBUTION,ETC(IMP RINT)	a-Place of publication, distribution , etc. b-Name of publisher, distributor, etc. c-Date of publication, distribution, etc.		See library of congress online catalogue
300	PHYSICAL DESORPTION	a-Extent b-Other physical details c-Dimensions	a-Pagination b-Illustration c-cm	i.e. Xi, 560 p.:
440	SERIES STATEMENT/ADDED ENTRY-TITLE	a-Title	i.e. marketing management	See library of congress online catalogue
500	GENERAL NOTE	a-General note	i.e. Includes Index	See library of congress online catalogue

504	BIBLIOGRAPHY, ETC. NOTE	a-Bibliography , etc.	i.e. Includes bibliographical references.	i.e. includes bibliographical reference and index
590	LOCAL NOTE (RLIN)	a-Name of cataloguer	i.e. Md. Mubassir Ahsan	
650	SUBJECT ADDED ENTRY- TOPICAL TERM	2-Source of heading or term a-tropical term or geographic name as entry element v-Form subdivision y-Chronological subdivision		a-i.e. marketing a-i.e. management v-i.e. marketing- dictionary x-i.e. marketing-theory v-i.e. marketing Bangladesh-1947-1971
651	SUBJECT ADDED ENTRY- GEOGRAPHIC NAME	a-Geographic name	a-Name Of A Country	i.e. Bangladesh /India
653	INDEX TERM- UNCONTROLLED	a-Uncontrolled term	a- English subject heading of Bengali book	Subject heading without sears list
700	ADDED ENTRY- PERSONAL NAME	a-Personal name	Rest of the authors one by one without first author in case of more than one author	I.e. Kotler, Philip, P. NB: write 1 in the first box [1]for each entry
710	ADDED ENTRY CORPORATE- NAME	a-Corporate name or jurisdiction name as entry element b-Subordinate unit	i.e. a- Ministry of finance, India i.e. b-statistical department	
856	ELECTRONIC LOCATION AND ACCESS	3-Materials specified u-Uniform resource	i.e. a-Table Of Contents i.e. http://www.loc.gov/cat dir	i.e. Bibliographical information i.e. Publisher description
942	ADDED ENTRY ELEMENTS (KOHA)	2-Source of classification or shelving scheme c-KOHA [default] item type	2-DDC c-Books/CD/	

Item Entry Fields

Tag	Field	Have to do	Remarks
2	Source of classification or shelving location	Select Dewey decimal classification	
7	Not for loan	Select not for loan	One copy from each title (confined)
a	Permanent location	TL Library	
b	Current location	TL Library	
c	Shelving location	General stacks	
d	Date acquired	1012-05-10	Date of acquisition
e	Source of acquisition	Pearson/Asia Foundation	Name of book supplier
g	Cost normal purchase price	950	Price of BD taka
v	Replacement Price		
h	Serial enumeration/chronology	1	Volume number
o	Full call number	658.8 KOM 2012	
p	barcode	Accession number	
y	Koha item type	Select book /cd/reference	