

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	

Revision #1

Created 12 August 2025 10:00:18 by Admin

Updated 12 August 2025 10:00:18 by Admin