Libraries Online, Inc. – Bibliographic Committee

Bibliographic Manual

Standards and Examples of Cataloging Requirements for LION Consortium Member Libraries

Revised by the Bibliographic Manual Revision Subcommittee convened on October 25, 2018.

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LIBRARIES ONLINE, INC. (LION) BIBLIOGRAPHIC POLICY MANUAL

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MISSION STATEMENT

In keeping with the overarching mission[1] of LION, we have agreed to adhere to the following protocols. These guidelines are designed to facilitate standardized cataloging in a cooperative environment. This committee recognizes that cataloging is a shared responsibility and that materials are not fully discoverable without quality cataloging. We also realize that high quality cataloging is vital for the maintenance of a high quality database. Our catalog strives to promote ease of access to all users and we believe that technical service is customer service.

GENERAL BIBLIOGRAPHIC RECORD RULES AND GUIDELINES

Records will be input according to current Library of Congress practices using MARC[2] format and RDA[3] standards.

It is expected that the staff member overseeing cataloging activities at each library has cataloging training and experience and is familiar with both MARC and RDA standards. They are responsible for ensuring that records produced or imported by that library meet the standards laid out in this manual.

If a source outside of the LION Bibliographic Manual is used for training and/or to create new bibliographic records, that source must conform to LION standards.

If the records created or imported do not conform to LION standards, LION reserves the right to suppress said records from the shared database.

Catalogers are encouraged to reach out to the LION cataloger for guidance or training.

I. Searching

In order to avoid creating duplicate records in the LION catalog, before creating or importing a new bibliographic (bib) record, conduct the following searches in order, proceeding to the next one whenever a match is not found:

- Title
- Standard number (ISBN, ISSN, etc.)
- Creator (author, artist, performer, etc.)

For manga series that have numbered volumes, and certain nonfiction materials that are updated on a regular schedule, (ex. – travel books and testing books), locate and attach to the **series** bib record, rather than separate records for each volume or edition. If unable to locate a series record, please contact the LION cataloger who will assist in the creation of one.

If duplicate bib records are found in the catalog, report them to the LION cataloger by typing “m” in the ‘Bib Code 3’ field in all bib records involved.

If no match is found within the LION catalog, it is **strongly suggested** that catalogers create an Initial Search Record (ISR) bib record as described in Section III.2 below. Alternately, a remote search may be conducted.

[1] www.lioninc.org/wp-content/uploads/2018/05/Strategic-Plan-2008-2011-002.pdf
[2] https://www.loc.gov/marc/bibliographic/
[3] https://www.rdatoolkit.org/examples/

Before a match is imported from the remote databases, ensure that all information in the bibliographic record applies to the item in hand and conforms to MARC and RDA and LION standards. If a cataloger is not sure they know how to bring outside records up to the standard, an ISR should be created instead.

II. What determines a match?

The primary source of information of an item in-hand should be used to create a new bib record or match with a bib to attach to. **Catalogers should not use Amazon or other vendor sites in place of the item in-hand when creating, matching to, or upgrading a bib record.**

A match is found if the record in the database and the item in hand agree in ALL the following points:

- Creator(s) – 1XX, 7XX
- Title - 245
- Edition - 250
- Publisher & Date - 264
- Description (pagination/running time/number of discs, online resource, etc.; content; media; container – 3XXs

When considering a match with a vendor or other 'short' record for a newly published item, catalogers should select the fullest bib record available and edit it to meet this manual's requirements. Note that pagination/running time in vendor records is often wrong. If the title, author, and ISBN match, the pagination/running time should be edited to match the item in hand, along with the other fields in need of attention in the bib record.

An item may be attached to a bibliographic record when an author writes under a pseudonym and the author's name on the title page does not match the name in the 100 field due to this.

Consider that you have a match if the only variation is one of the following:

- Description – Print items: |a exact match |c within 1 cm. This allows the variation between a hardcover and paperback of the same item with the same pagination to share a bib record.
- A difference in the printing or copyright date – different binding or publisher/distributor is acceptable if pagination, running time, etc., is a match.
- A minor variation in imprint, (Examples: "a division of…", or "Harper Trophy"; "Recorded Books release of a Simon & Schuster audiobook".
- Different ISBN is a match only if the pagination is the same or in the case of monographic serials.
  Examples:
  - Hardcover and trade softcover of the same novel
  - Annual copies of a travel book, or other annual book on a monographic serial record
  - Paw Prints/library binding editions.

- A difference in binding: Add the additional ISBN if necessary, followed by a "|q" with binding type or year of publication. Examples: 9780062797155|q(paperback); 9781598889796q(2018)

Any tags that do not correspond to the in-hand item or any information appearing in red text within the bib record should be removed or edited when importing or overlaying a record. The exception to this is the LION cataloger's code ("LEO") or old Dynex information appearing in red text, which should be preserved in bib records.

Item-specific information belongs in a library's item record, not in the bibliographic record. Examples: "Viewing copy only", "signed by author", "missing booklet".

Duplicate Records:

If duplicate bib records for the same item are present, they may be merged. Catalogers are encouraged to report them by typing "m" in the 'Bib Code 3' field in the Sierra Header in all the records involved. The LION cataloger will merge the records. Catalogers should attach their holdings to the best bib record present.

If no match is found, create a new bib record.

III. Creating a new bibliographic record

Within MARC fields, **the first subfield "|a" is not entered by the cataloger as it is system supplied. The use of this subfield within this manual is for clarification purposes.**

Items that require a separate bib record include, but are not limited to, the following list:

Each format should have its own bib record.

- Mass market paperbacks – dimensions and pagination vary greatly from the hardcover/trade paperback. Another name for a mass-market paperback is a "pocket-sized" paperback.
- Audio books – discs, Playaways, etc. (Each has its own Sierra header material type.)
- Large print – Sierra header material type "l" (lower case L), 008 form item code "d"
- Music – discs, vinyl LPs
- Video games – 538 system type (Examples: Xbox, Wii, PlayStation, etc.)
- Videos – DVDs, Blu-rays.

Be aware of Sierra header material types, as they determine grouping (scoping) and icon display in both Sierra and PIKA. They must be correct since they are essential for displaying the type of item, such as Large Print, audiobook, graphic novel, etc.

New bib records are created from the item in-hand. **The primary source of information of an item in-hand should be used to create a new bib record or match with a bib to attach to. Catalogers should not use Amazon or other vendor sites in place of the item in-hand when creating, matching to, or upgrading a bib record.**

Templates

Records created in Sierra require the use of templates. A well-designed template will ensure quick and efficient bibliographic record creation while also minimizing errors. **Templates should be created for each type of bib and item record used by a library**, and can include both automatically supplied information as well as prompts to enter data in other fields within that bib or item record.

Examples of useful bib templates are: Book, Large Print, Audio, DVD, Blu-ray, Kit, Equipment, etc.

Useful Item templates might include JE, YAF, Summer Reading, Express DVD, Adult New Fiction, Large Print, CD Audio, etc.

Libraries may have many templates and they should be updated periodically to comply with LION standards.

Templates may be created from scratch by catalogers or copied from LION templates or existing records and edited to suit the library's needs. Instructions for copying and editing templates are available in the Appendix 'Template Use in Sierra' section here. Catalogers may contact the LION cataloger for more information. Template codes should start with the owning library's 2-letter code and the name of the library should be in the template's description.

Types of new records

Ensure that the correct template is used for each new bib record created. See 'Templates' sections (above) and in the Appendix.

1. On-order Bib Records

These records are created in advance of the item being received by a library. These records allow staff to see which titles are on order and allow patrons to place holds. They may be supplied by vendors or created manually by a cataloger.

Libraries that use the acquisitions module in Sierra create records called "order records" that are attached to these bib records. Other libraries may create "on-order item records" manually and attach them to show that they have the item on order. These "on-order" records are also called dummy or place-holder item records.

The cataloger who is the first to have an item in-hand for an on-order/order record *must upgrade the record* to either an Initial Search Record (ISR) or a full record.

If a bib record has not been upgraded, and no in-hand items are attached after 6 months, LION will suppress the record, meaning it will continue to appear in Sierra but not in the OPAC. The first library to attach an item should unsuppress the record by changing the value in the 'Bib Code 3' field to a hyphen and upgrade the record to an ISR or full record.

Fields required in an On Order Record:

- Cat. Date: Leave blank
- Sierra Header : Material Type - Required

- 035 – ocm0000000 – OCLC number – (May be obtained in Worldcat.org.) If this number is present, catalogers may omit tags below 3XXs. **NOTE: Use this field only when the WorldCat record found is a well-constructed, full bib record that exactly matches the item in hand**. The use of an OCLC/WorldCat number in this field should point to a full bib record that does not need editing. **Otherwise, omit this field.**
- 02Xs – Required, if available
- 040 – xx [Two letter library code.] (Omit "|d" in front of library code if creating a new record and no other library codes are present.)
- 100 – |a Required [One name/group name only. |e Required if available
- 245 – |a Required |b Required if applicable |c Required if available.
- 250 – Widescreen, 2nd edition - Required if applicable and available
- 264 –|c Required if available

If an On Order Item record is created, catalogers must use the "xxooo" item Location Code to allow holds to be placed. "xx" is the library's two-letter code. Ex.: 'nlooo' is New London's On Order location code.

NOTE: **Vendor Records**

When importing vendor records, it is the cataloger's responsibility to ensure that they meet the standards for an ISR (see 'Section III 2. Initial Search Records', below). This includes Sierra Header Material Types (Large Print, CD audio, DVD, etc.) and subfield indicators, 245 non-filing characters, etc. Libraries should check with their vendors and/or LION for information about adjusting settings for vendor record downloads into the LION catalog.

Catalogers should be aware that pagination in vendor records is rarely reliable and should be edited once the item is in hand.

2. Initial Search Records (ISRs)

The purpose of an ISR is to facilitate an OCLC search for a bib record to be imported by the LION cataloger when a **quality** record cannot be found in Sierra or the remote databases. **A quality record is one that meets the standards in Section VI – Full Bibliographic Records**, perhaps with some minor editing. **If a cataloger is not sure that they know how to bring outside records up to the standard, create an ISR instead. LION encourages the use of an ISR.**

The cataloger who is the first to have an item in-hand for an on-order/order record *must upgrade the record* to either an Initial Search Record (ISR) or a full record by entering information from the item in-hand or publisher website.

ISRs are created from the item in-hand. **The primary source of information of an item in-hand should be used to create a new bib record or match with a bib to attach to. Catalogers should not use Amazon or other vendor sites in place of the item in-hand when creating, matching to, or upgrading a bib record.**

The primary sources of information are the following:

-Book – Title page and verso. Other publication information may be found in other parts of the book, such as publishing information on the last page rather than the verso.

-DVDs, Blu-rays, CDs, Playaways, videogames – Opening and closing credits (official). Also acceptable: Disc surface, case, librettos/booklets/insets present in case.

-Publisher or author websites may be used for determining publication location, series information, etc.

- Use square brackets around any information taken from a source outside the resource itself, such as a publisher or author website, when estimating place or date of publication, or when entering hand-counted unnumbered pages.

ISRs should include as many of the following fields as possible. Bib Records that do not meet these criteria will be sent back to the cataloger for correction.

Note: When contacted by the LION cataloger, you may be required to upgrade an ISR that you created from an item in hand when a matching bib record is not located in OCLC by the LION cataloger and is not present in the remote databases. Examples might be books or music CDs by local authors/artists, local history, and other uncommon items. See Full Bibliographic Records section for requirements.

Fields required for an ISR:

Ensure that the proper template for each format is used. Records created in Sierra require the use of templates. A well-designed template will ensure quick and efficient bibliographic record creation while also minimizing errors. Templates should be created for each type of bib record used by a library, and can include both automatically supplied information as well as prompts to enter data in other fields within that bib record.

Examples of useful bib templates are: Book, Large Print, Audio, DVD, Blu-ray, Kit, Equipment, etc.

Libraries may have many templates and they should be updated periodically to comply with LION standards.

Templates may be created from scratch by catalogers or copied from LION templates or existing records (see Saving as a Template) and edited to suit the library's needs. Instructions for copying and editing templates are available in the Appendix 'Template Use in Sierra' section here. Catalogers may contact the LION cataloger for more information.

The correct indicators must be added when entering 1xx, 2xx, 4xx, 6xx, 7xx fields.

MARC tag indicators, data entry, and formatting information may be found by right-clicking anywhere in the field and selecting 'MARC Tag Info'. A drop-down menu will appear and selections may be made to update data in the field. This is especially helpful for indicators.

See http://www.loc.gov/marc/bibliographic/ecbdhome.html for more information on entering data in specific MARC fields.

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Language	eng English	Cat. Date	- -	Bib Code 3	- ---
Skip	4	Bib Level	m MONOGRAPH	Country	vra Victoria
Location	multi	Material Type	a BOOK		

MARC Leader	##### n a m 2 2 ##### 5 4 5 0 0			
Locations	eh ,hc ,hm ,hw ,md ,nh ,ox ,or ,st ,wa ,wd			
Misc.	005			20181218144458.0
Misc.	008			181218 s e 0 0 0 1 eng
Standard No.	020			9781925773811
Standard No.	020			1925773817
Misc.	035			ocm1053905331
Misc.	040			HM
Author	100	1		Simsion, Graeme C.|eauthor.
Title	245	1	4	The Rosie result /|cGraeme Simsion.
Publication Info.	264		1	Melbourne :|bText Publishing Company,|c[2019]
Description	300			378 pages ;|c24 cm
Description	336			text|2rdacontent
Description	337			unmediated|2rdamedia
Description	338			volume|2rdacarrier

Sample ISR

Instructions for expanding fields in Sierra are provided in the Appendix.

- Sierra Header
  - Language – Required
  - Cat Date – **Leave blank.** This is important because the LION cataloger uses the blank date to identify records in need of upgrading.
  - Bib Level – Required
  - Country – Required, if not United States
  - Illustr1 (and 2, 3, & 4 as needed) – Required when applicable. These fields should refer to the 300 |b field.
  - Material Type – Required
- MARC Leader :
  - Rec Type – Required - a=Language material, g= projected medium, i=nonmusical sound recording, j=Musical sound recording, etc.
- 008
  – Audience – Required
  – Form Item – Required for Large print = d or Braille = f
  – Lit Form - Required
  – Language – Required
- 02X – ISBN, ISSN, Publisher Number, other Standard Number such as UPC - Required if available.
  035 – ocm0000000 – OCLC number – (May be obtained in Worldcat.org.) If this number is present, catalogers may omit tags below 3XXs. **NOTE: Use this field only when the WorldCat record found is a well-constructed, full bib record that exactly matches the item in hand**. The use of an OCLC/WorldCat

number in this field should point to a full bib record that does not need editing. **Otherwise, omit this field.**
Ensure that no library codes are present in this field, which is a change from the practice pre-RDA.

- 040 – |dxx [Two letter library code.] Omit "|d" before library code if creating a new bib record.
- 1XX –|a Required, except for films (One name/group name only.) |e Required. Must be verified.
- 245 – |a Required |n required if applicable |p required if applicable |b required if applicable |c required
- 250 – Required if applicable
- 264 – |b Required |c Required
- 300 – |a Required |b Required if applicable |c Required |e Required if applicable

The following tags are required if **not using the 035**:

- 336 – Required
- 337 – Required
- 338 – Required
- 511 – Performer note required for classical music recordings, encouraged for other musical recordings and DVDs/Blu-rays.
- 538 – System details - Required if applicable – Compact disk, Blu-ray, DVD, video games, etc.
- 5xx – Other notes are encouraged
- 7xx – Required when multiple authors/creators are present.

3. On-the-Fly Items

These are items found on the shelf that have no record in the catalog or temporary records (such as non-LION ILLs,) used to check out non-LION materials. These records are typically created at the Circulation desk.

An "On-the-Fly" template must be created, and libraries are encouraged to customize the bib and item record fields for local use.

- Use Sierra Header Cat. Date of "09-10-2006" (the 'Magic Date'), which excludes these temporary records from the LION Cataloger's workflow.
- Use Bib Code "n" = Suppress
- Bib and Item record information should be in ALL CAPS.
- Ensure that a message is added to the Item record for the material to be sent to Tech. Services/ILL staff when returned. The "On-the-Fly" item (and bib) record would then be deleted by library staff and the item catalogued, if desired.

4. Homegrown or Local Interest Materials

Examples of these materials might be equipment, unique archival or historical items, book discussion sets, mixed materials (such as a toy and book in the same container), or kits.

Catalogers may judiciously use a Sierra Header Catalog Date of "09-10-2006" (the 'Magic Date') in new bibliographic records where the materials being cataloged have unique qualities which would preclude the LION Cataloger's search for a matching full record. It is the responsibility of the local cataloger to ensure that these bib records meet the standards under "Kits" in Section VI.

IV. Item records

Once a bibliographic record has been created and saved it must have an item or order record attached. LION will periodically run a clean-up program to delete records that have no items or orders attached.

The cataloger who is the first to have an item in-hand for an on-order/order record *must upgrade the record* to either an Initial Search Record (ISR) or a full record by entering information from the item in-hand or publisher website.

Records created in Sierra require the use of templates. A well-designed template will ensure quick and efficient bibliographic record creation while also minimizing errors. Templates should be created for each type of item record used by a library and can include both automatically supplied information as well as prompts to enter data in other fields within that bib record.

Examples of useful item templates are: JE, YAF, Adult New Book, Summer Reading, Large Print, Audio, DVD, Blu-ray, graphic novel, Kit, Equipment, etc.

Libraries may have many templates and they should be updated periodically to comply with LION standards.

Templates may be created from scratch by catalogers or copied from LION templates or existing records (see Saving as a Template) and edited to suit the library's needs. Instructions for copying and editing templates are available in the Appendix 'Template Use in Sierra' section here. Catalogers may contact the LION cataloger for more information.

Record

Not checked out
i6073193x Last Updated: 01-02-2019 Create

Revisions: 28

Copy No.	1	Inventory Date	- -	Location	orabe Orange/Case Adult Audiobook Nonfiction CD
Item Code 1	0	Checkin Location	725	Loanrule	0
Item Code 2	- ---	No. of Renewals	0	Status	- AVAILABLE
Item Type	3 ADULT BOOK ON CD	No. of Overdues	0	Internal Use	0
Price	$39.99	Notice Date	- -	Copy Use	0
Checkout Date	- - :	Item Use 3	0	Item Message	- NO MESSAGE
Checkout Location	725	Recall Date	- -	OPAC Message	-
Due Date	- -	Total Checkouts	6	Year-to-Date Circ	0
Patron No.	0	Total Renewals	2	Last Year Circ	6
Last Patron	1316553	Last Checkout Date	08-15-2018 01:03PM	Item Agency	25 Orange/Case Memorial Library
Last Checkin	09-14-2018 09:11AM				

Call Number	092	Audiobook CD 973.933 Wolff
Barcode		32159002231518
Message		Check for 10 discs.
Internal Note		AB CD 2399

Sample item record

- Copy No. – Optional. Local use, if desired.
- Item Codes 1 & 2 – Optional. Local use, if desired.
- Item Type – Required. This field, along with Location code, and patron code (patron who checks out item) contribute to the determination of the Loan Rule used for the transaction. Consult LION for more information about Loan Rules.

- Price – Recommended. Default is based on the loan rule when price is not present.
- Location – Required
- Status – Required. Typically "r" = In Processing, at the time of cataloging.
- Item Message – Optional. Local use, when desired.
- Item Agency – Required.
- Call Number – Required**. Information such as season or series may be added to this field, rather than the volume field on a non-serial record.** (See "Volume", below.)
  Ex.: "Series J Fic L'Engle #3"
- Barcode – Required
- Volume - Use of "v." or "volume" is not needed in this field.

  Use of titles and volume numbers are recommended. It helps patrons and staff select exactly the item they desire when placing item level holds in PIKA and Sierra.

  This volume should only be used when **multiple items in the same manga series, TV series season, etc., are on the same bib record and require differentiation from each other, or when the item has multiple volumes**, such as an encyclopedia set. Use of this field forces an item-level hold in PIKA, (rather than a bib-level hold,) which may not be desirable in all cases.

  Examples of typical use of the volume field include encyclopedia sets ("4 C-Cr"), testing or travel books on a serial record ("2018", "4th ed."), one season of a TV series in multiple cases ("Discs 4-6"), or manga ("27").

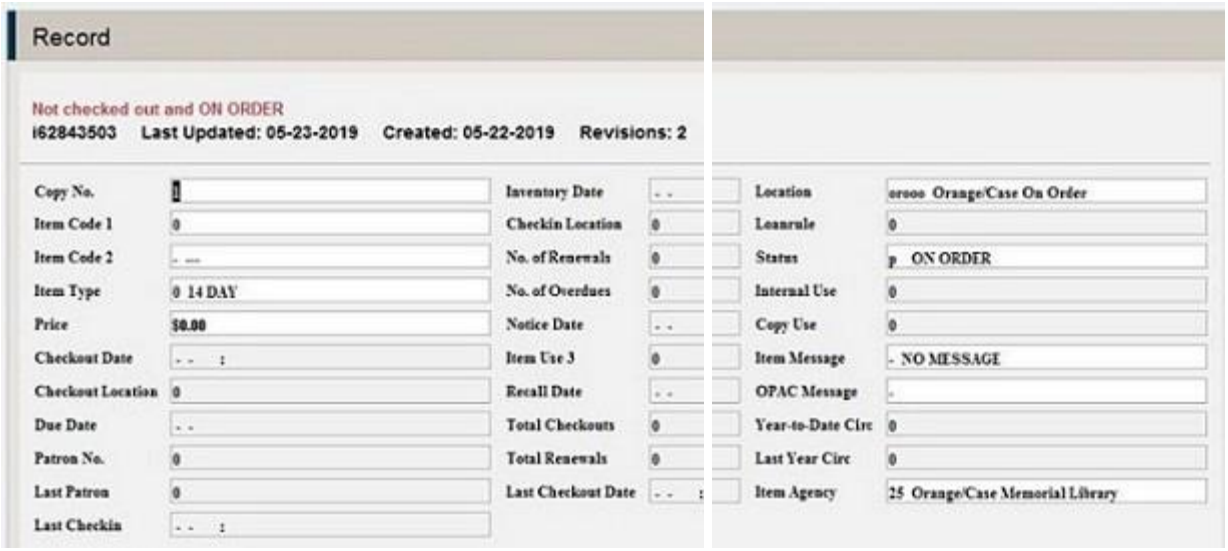
  Conversely, **this field should <u>not</u> be used to convey series order on a non-serial record. If <u>any</u> library has information in their item record's volume field attached to a bib record, PIKA will force an item-level hold, which is not desirable in this case.**

  Example: Library X has "Book 3" in their volume field attached to the bib record for "A Swiftly Tilting Planet". Even though all items attached to this (monograph) bib record are copies of the same book, patrons are not able to place bib-level holds on this record due to the information entered in the volume field of one item record.

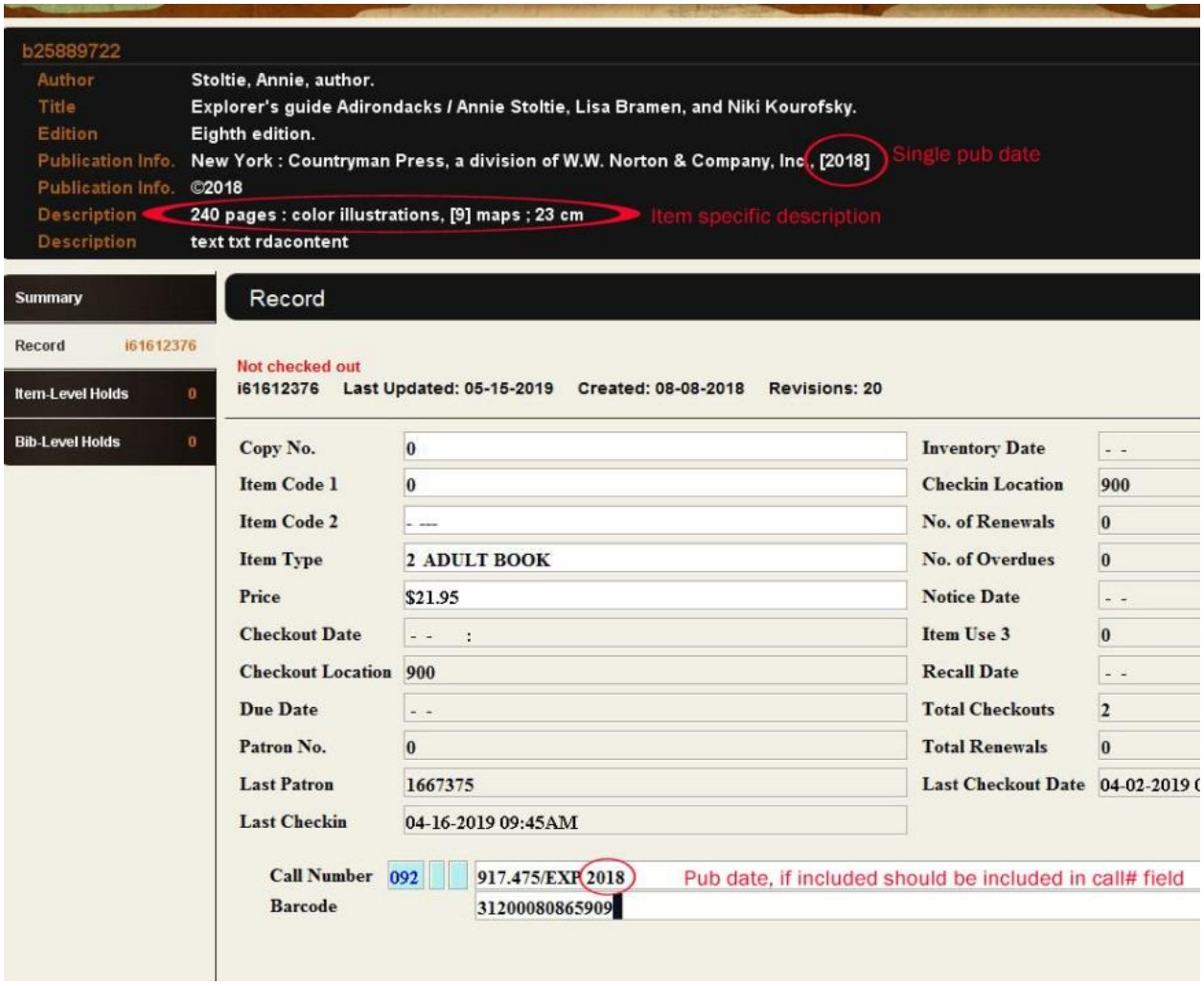
  Series order information on a non-serial record may be added to the 'Call Number' field if desired. **It should also be present in the 490 and 8XX fields of the bib record.**

- Message – Optional. Text in this field appears in a pop-up window when item record is accessed at check-in, check-out, etc., in Sierra.
  Useful for reminders on number or nature of items present or notes on format. Examples include "Check for 6 discs", "Missing leaflet", "Blu-ray – will not play on regular DVD player".

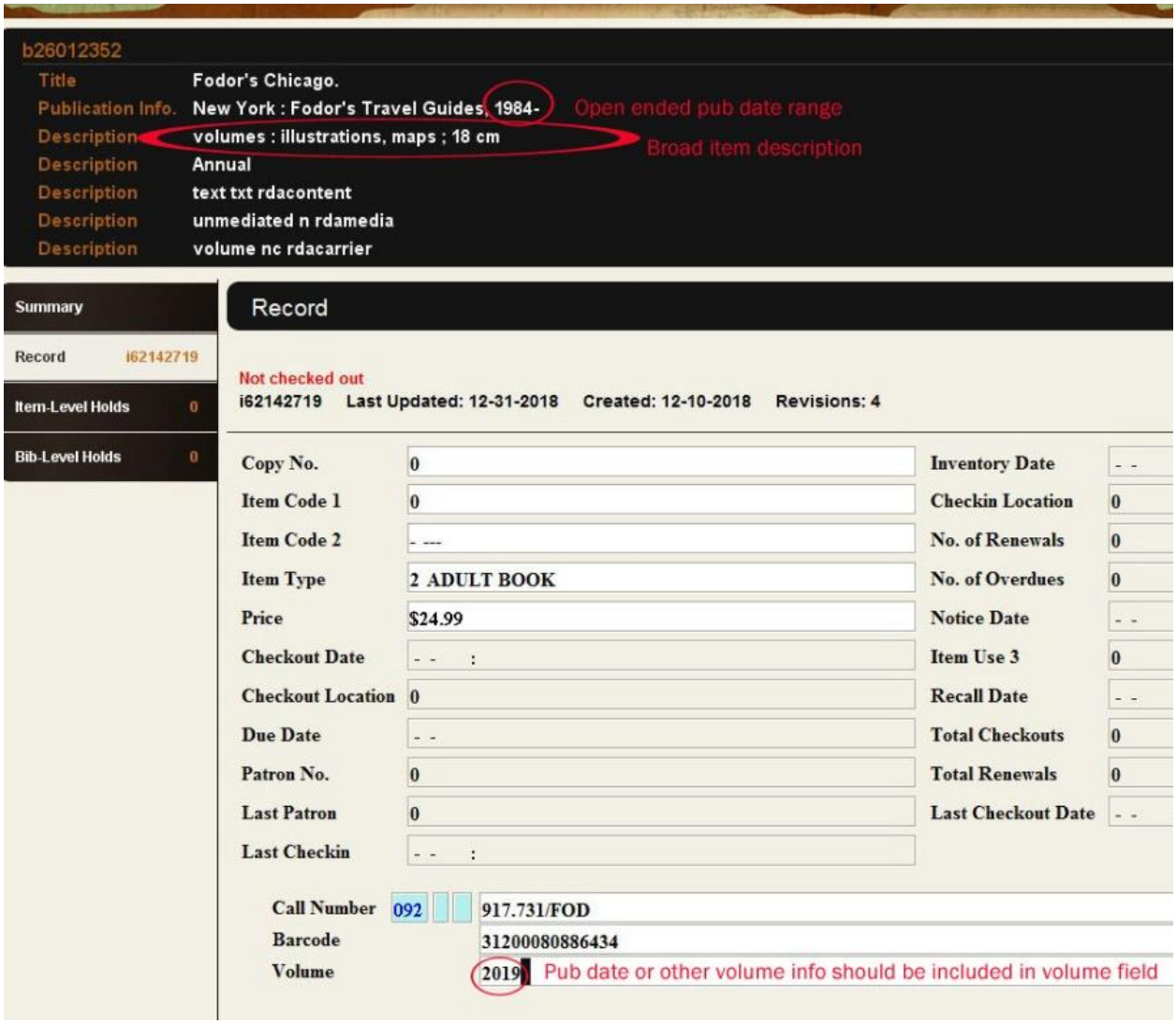
- Internal Note – Optional. Text in this field is visible only when Item Record is opened fully in Sierra. Often used for notes about the item not necessary for each transaction, such as purchasing source/donation, collection names, mending dates, "Replacement disc added on [date] at 36 circs.", or "Autographed by the author".



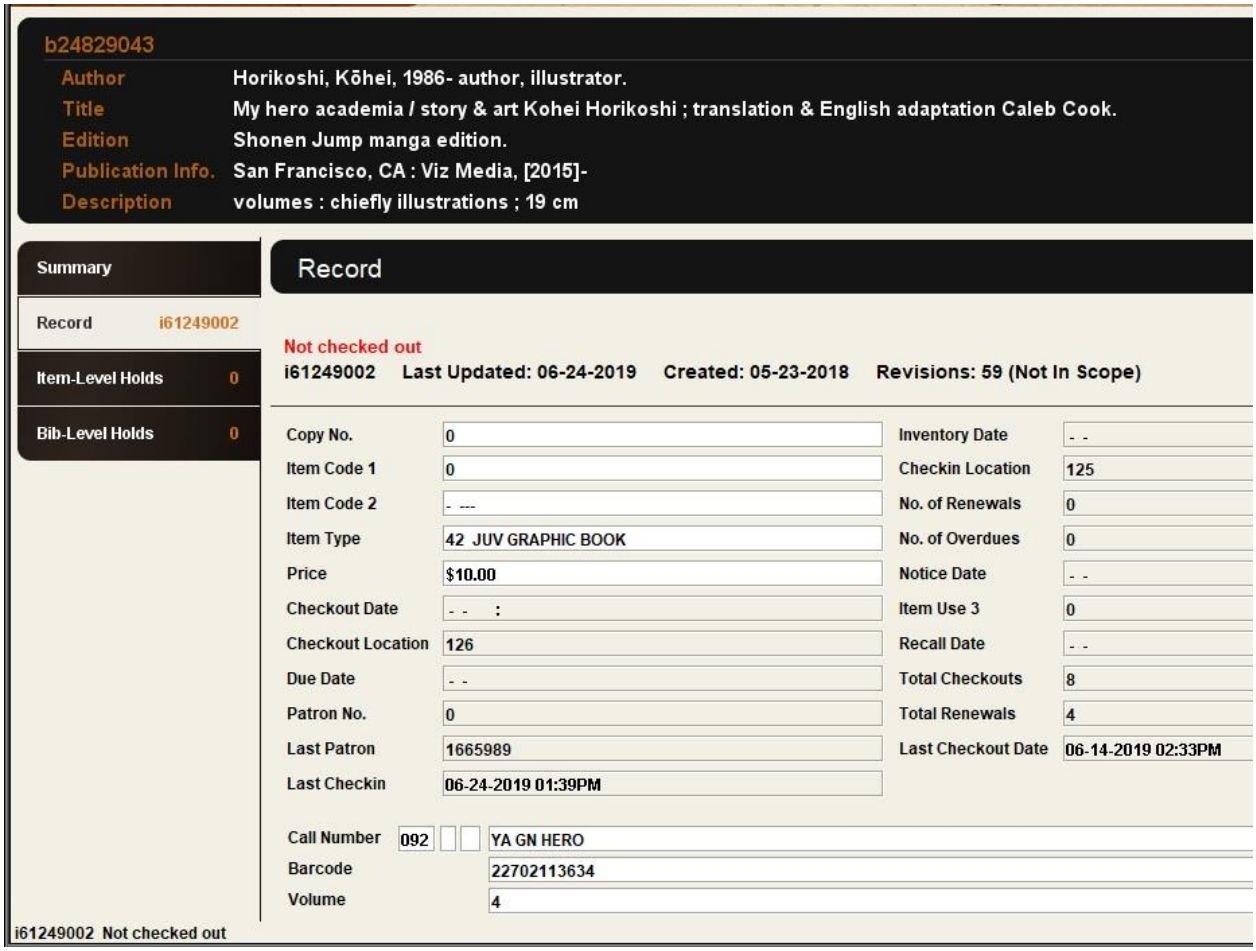
Sample item record for an item on order



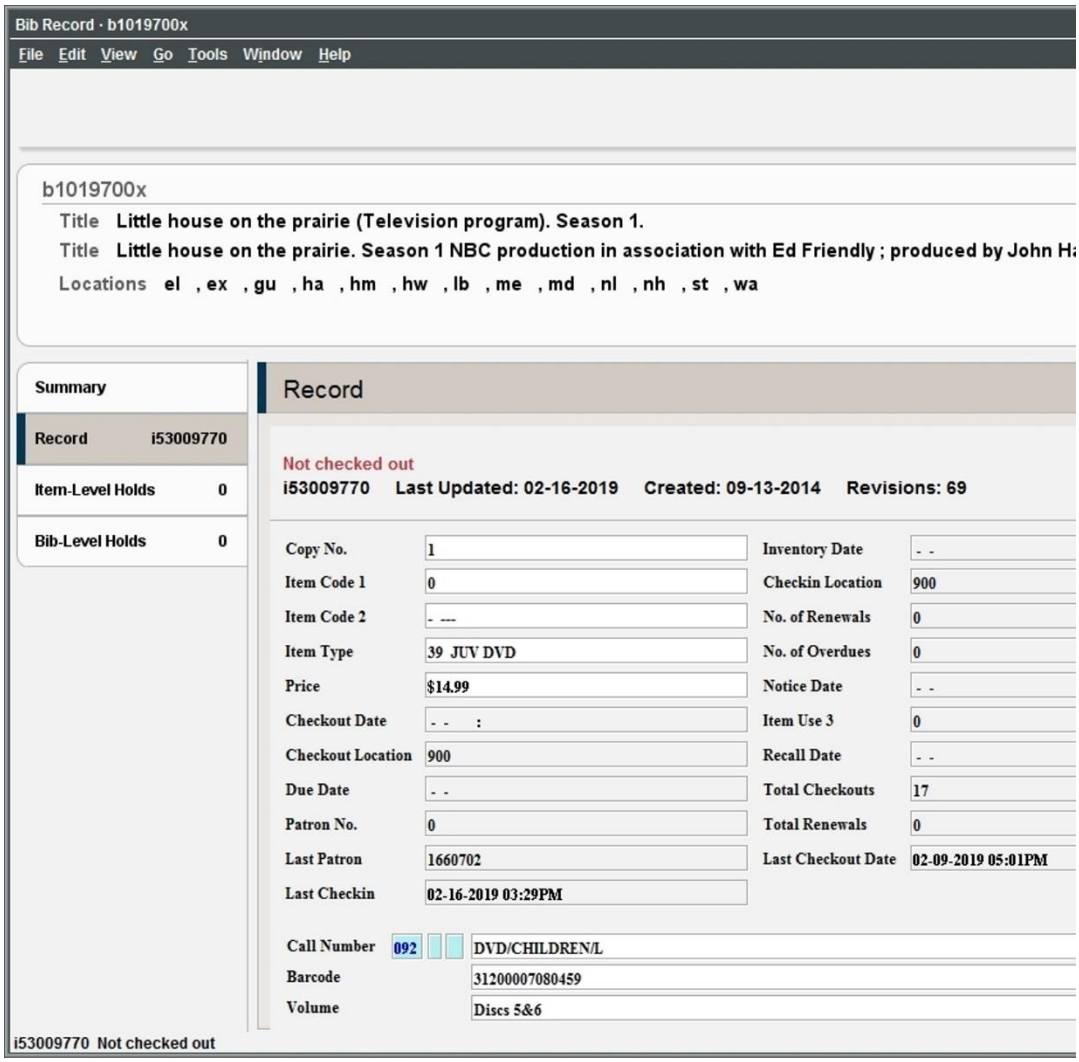
Sample item record: travel book on a monograph record



Sample item record: travel book on a serial record



Sample item record: Manga on a serial record



Sample item record: part of a season of a TV show

V. Editing existing bibliographic records

When editing a bibliographic record already in the catalog, add your library's two-letter code to 040|d .

Reasons to Edit:

- Correcting misspellings
- Adding performers, along with relator codes
- Changing the title and subtitle when the "item-in-hand" differs from information present in an ISR or On Order bib record for that item.
- Adding missing information, such as additional ISBNs in 020, 3XXs, 505 – Formatted contents, 520 – Summary note, and/ or other 5XX notes, 7XXs - added authors, etc.
- Adding other pertinent information such as for a series (490 & 8XX), local or EDI subject headings.

- Any information written in ALL CAPS should be edited.
- Titles should be entered using sentence case. Capitalize the first word of a title and any proper nouns. If the title in a record is in title case, edit it to sentence case
  Ex: *The Bookshop of Second Chances* should be entered/edited as *The bookshop of second chances*.)

VI. Full bibliographic Records

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

It is the responsibility of the bib record's creator/importer or the first library with item in-hand to ensure that the following requirements are met. Records that do not meet these criteria will be sent back the cataloger for correction.

The primary source of information of an item in-hand should be used to create a bib or match with a bib to attach to or to import. Catalogers should not use Amazon or other vendor sites in place of the item in-hand when creating, matching to, or upgrading a bib record. The primary sources of information are the following:

> **-Book – Title page and verso. Other publication information may be found in other parts of the book, such as publishing information on the last page rather than the verso.**
>
> **-DVDs, Blu-rays, CDs, Playaways, videogames – Opening and closing credits (official). Also acceptable: Disc/cartridge surface, case, librettos/booklets/insets present in case.**

Use square brackets around any information taken from a source outside the resource itself, such as a publisher or author website, **when estimating place or date of publication**, or when **entering hand-counted unnumbered pages.**

When adding new holdings to pre-RDA records (generally for items published before 2013) which are already present in Sierra, catalogers should edit the bib record to meet these standards. Editing is encouraged to improve the quality and utility of the catalog.

Within MARC fields, **the first subfield "|a" is not entered by the cataloger, as it is system supplied. The use of this subfield within this manual is for clarification purposes.**

Catalogers may obtain information about appropriate data entry and formatting for a MARC tag and its indicators by right-clicking anywhere in the field and selecting 'MARC Tag Info'. A drop-down menu will appear and selections may be made to update data in the field. This is especially helpful for indicators.

Note: Catalogers may be required to upgrade an ISR that they created from an item in hand if a matching bib record cannot be located by the LION cataloger. Catalogers will be contacted by the LION cataloger if this occurs. Examples might be books or music CDs by local authors/artists, local history publications, and other uncommon items.

Please see the Library of Congress MARC Standards[4] for full cataloguing explanations and examples.

[4] http://www.loc.gov/marc/bibliographic/

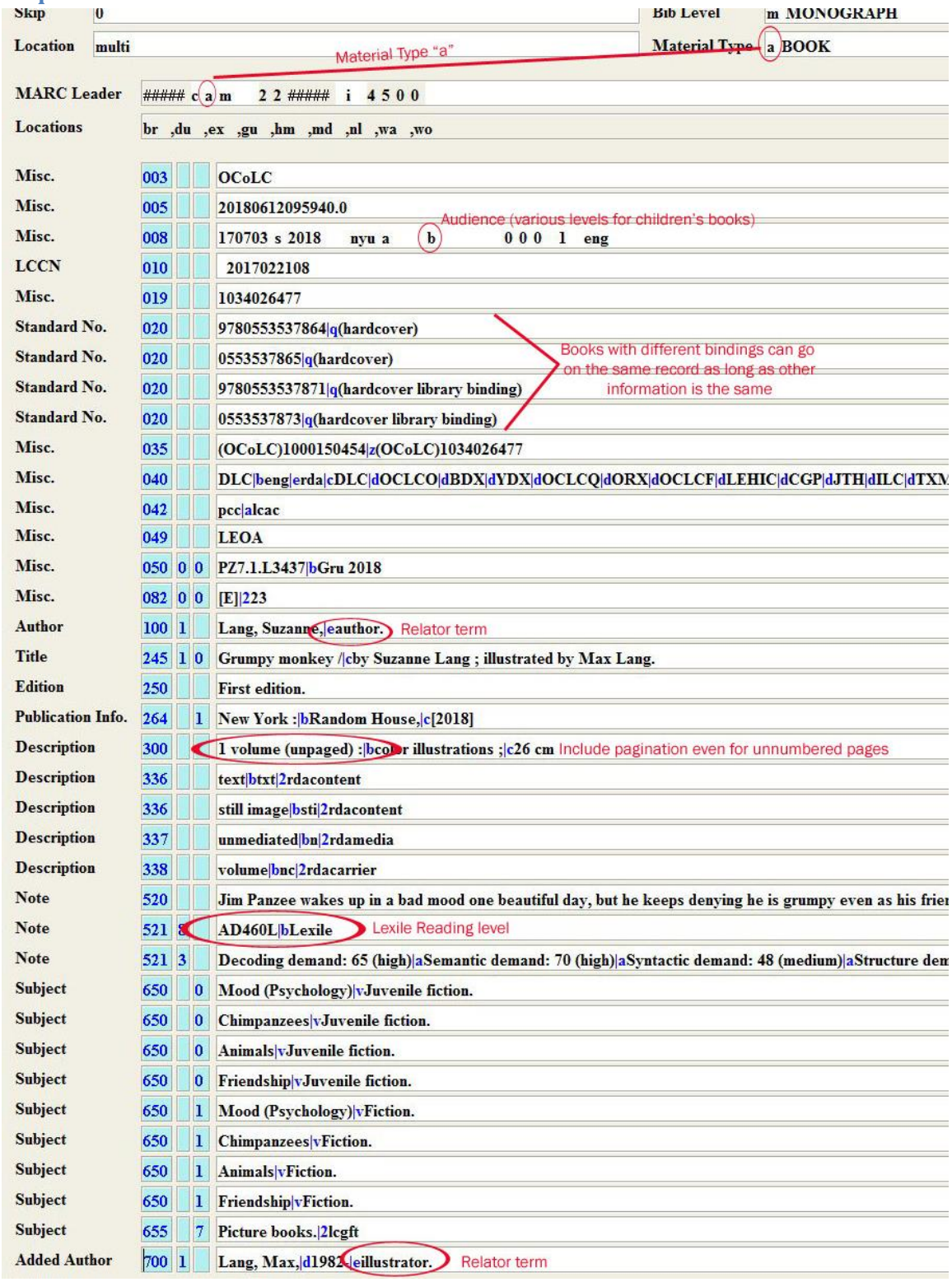
Records created in Sierra require the use of templates. A well-designed template will ensure quick and efficient bibliographic record creation while also minimizing errors. Templates should be created for each type of bib and item record used by a library and can include both pre-filled information as well as prompts to enter data in other fields within that bib or item record.

Examples of useful bib templates are: Book, Large Print, Audio, DVD, Blu-ray, Kit, Equipment, etc.

Libraries may have many templates and they should be updated periodically to comply with LION standards.

Templates may be created from scratch by catalogers or copied from existing records (see Saving as a Template) and edited to suit the library's needs. They may also be copied from LION templates. Instructions for copying and editing templates are available in the Appendix 'Template Use in Sierra' section here. Catalogers may contact the LION cataloger for more information.

Required fields: Books



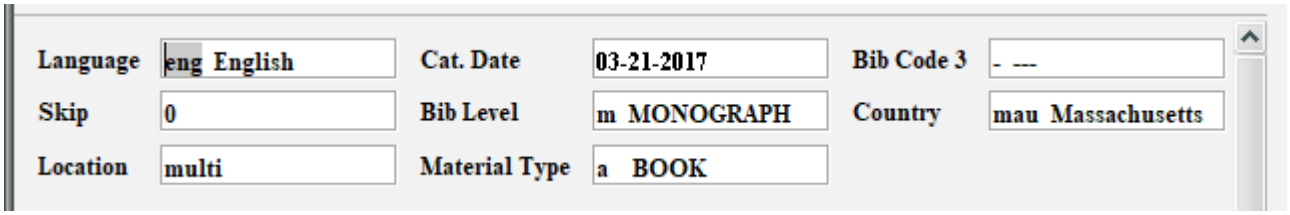
Sample full bib record for a book (juvenile picture book)

Required fields: Books

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA standards.

The use of the appropriate book template is required. (See Template Use in Appendix.)

Sierra Header



- Language – Required

- Cat Date – Required

- Bib Level – Required

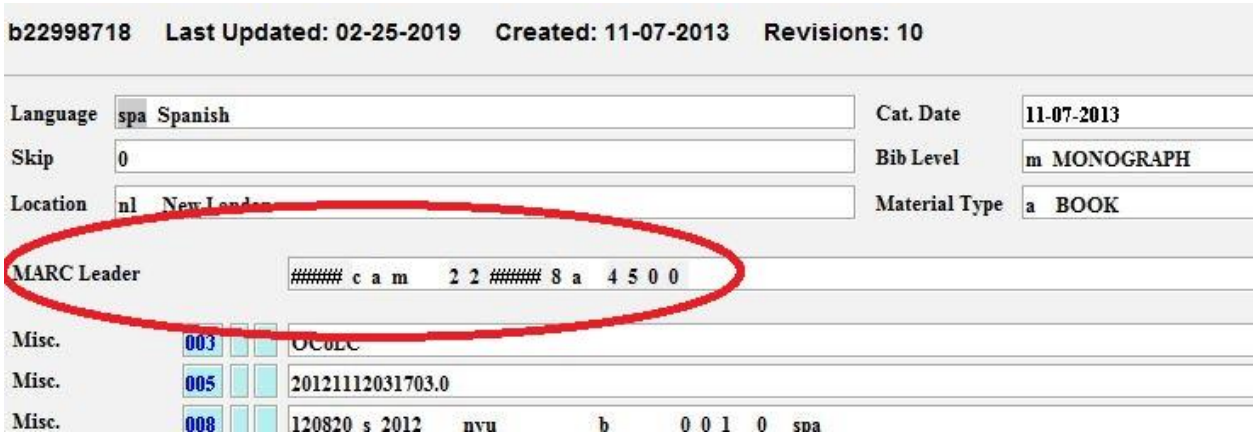
-Bib Code 3 – Use as necessary

  - m = multiples: place in all duplicate records for the exact same item, LION cataloger will merge these records. Attach your item to the best record.
  - n = suppress: suppresses from PIKA, but bib record is still visible in Circulation. Use for ILLs, test, and local records.
  - p = priority: use for records created for an item in hand, that are more than a 3 months old, and that need upgrading by the LION cataloger.

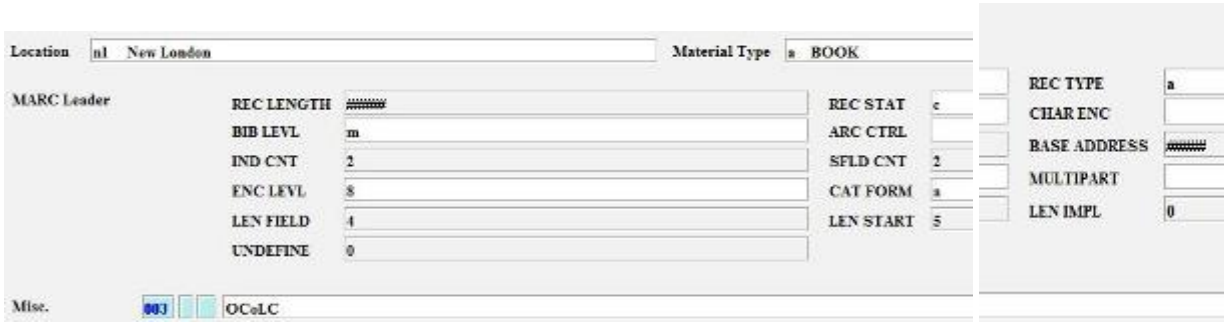
- Country – Required

- Material Type – **Required**. (Examples: book = a, LP = l, Graphic novel = gra, Braille = h.)
This field is vital and supplies necessary information to Sierra and PIKA allowing items to display proper material types for patrons and staff.

MARC Leader



MARC Leader (collapsed)



MARC Leader (expanded)

- Rec Type – Required - a = Language material, g = projected medium (DVD/Blu-ray), I = nonmusical sound recording (CD audio book), J = musical sound recording (music CD), o = kit.

- Cat Form – Required - i (ISBD punctuation included = Conforms to our standards of punctuation)

007 – This field may not automatically appear. If it is not present, add the correct code in the MARC Leader Rec(ord) Type, then open the 007 (CTRL+R or right click), close it, and reopen to edit this field.

008 – This field may not automatically appear. If it is not present, add the correct code in the MARC Leader then open the 008 (CTRL+R or right click), close it, and reopen to edit this field.

– Rec(ord) Type – Required

– Dat Type – Required

– Date(s) – Required

– Country – Required

– Audience– Required.
When this field is coded in one of the **juvenile** (a, b, c j) categories, the 6XXs should use either '1' for the second indicator or '0' and use subdivided subjects "Juvenile fiction" or "Juvenile literature", the latter for non-fiction. **Young adult** (d) would use adult subject headings in the 6XXs.

a - Preschool
Intended for children, approximate ages 0-5 years.

b - Primary
Intended for children, approximate ages 6-8 years.

c - Pre-adolescent
Intended for young people, approximate ages 9-13.

d – Adolescent
Intended for young people, approximate ages 14-17.
f - Specialized
Aimed at a particular audience and the nature of the presentation would make the item of little interest to other audiences. Examples of items which are coded f include: 1) technical material geared to a specialized audience, and 2) items which address a limited audience; for example, the employees of a single organization.

g - General
Of general interest and not aimed at a particular target audience.

j – Juvenile
Inteded for use by children and young people, approximate ages 0-15. The code is used when a more specific code for the juvenile target audience is not required.

| - No attempt to code.

– Illustr(s) - Use as many as necessary. The code in this field **must** correspond to the 300 tag.

– Form Item – Required. [d = Large Print, q = direct electronic (discs), f=Braille, etc.]

– Content(s) – "Up to four one-character codes that indicate whether a **significant part of the item** is or contains certain types of material" (Library of Congress)[5].

– Index – Required.

– Lit Form – Required. Specificity is encouraged. When using "0" the 6XXs should be 'nonfiction'. When using "1" the 6XXs should be 'fiction'

– Government publication, Conference publication, Festschrift, and Biography should be used when these apply to the item being cataloged.

– Language – Required.

02X – ISBN, ISSN, Publisher Number, other Standard Number (such as UPC) - Required if available

-Remove ebook ISBNs and others that do not pertain to this item.

[5] https://www.loc.gov/marc/bibliographic/concise/bd008b.html

-Remove pricing information in this field.

-Use "|q" for volume numbers and binding, containing the information within parentheses.

-Add ISBN and edition/volume number for monographic serials, such as travel books, Petersons guides, graphic novels, etc.

Examples: 9780062797155|q(paperback) 9781598889796|q(2018)

035 – ocm0000000 – OCLC number – (May be obtained in Worldcat.org.)

NOTE: Use this field only when the WorldCat record found is a well-constructed, full bib record that exactly matches the item in hand. The use of an OCLC/WorldCat number in this field should point to a full bib record that does not need editing. **Otherwise, omit this field.**

- When importing a bib record, ensure that any OCLC number in this field points to a full,well-constructed record. Otherwise, delete this field.

-Ensure that no library codes are present in this field, which is a change from the pre-RDA practice.

040 – |dxx [Two letter library code] Required.

Omit "|d" but include library code if cataloger is creating new record from item in hand.

084 – Remove BISACSH codes if present

092 – Remove if present

1XX - |a Required |e Relator code(s) Required. See list of relator codes at https://www.loc.gov/marc/relators/relaterm.html.

Note: A comma should be used before the relator code "|e" typically. The exception occurs when an open date is used, such as with Stephen King in the example below.

There should be a space between a creator's initials. Example: Stine,_R._L.,|eauthor.

In subfield |c do not use credentials or statements after the author's name. Only enter the person's name.

Indicators are required. Be alert to creator names that place the family name/surname first or single-word names.

Only one name/group name should be present in this field. Additional creators belong in 7XXs, and **must be verified.**

If a creator's name does not verify and it is a new or local author catalogers may leave the name in this field. Contact the LION cataloger for assistance.

Not all names have an authority record. Authority records are used to differentiate between authors of the same name. **It is important that you have the correct authority record for that work's author.**

Examples: 100 1 Stone, Melicent,|eauthor,|eillustrator.

100 1 King, Stephen.|d1947-|eauthor.

See Verifying Indexed fields in the appendix for more information.

245 ## – Both indicators required |a Required |b Required if applicable |n required if applicable

|p required if applicable |c required
Include a period after the |c field if there is a 490 field included in the bib record.

Catalogers are responsible for proper capitalization and punctuation of titles. First word of title and proper nouns should be capitalized.

ALL CAPS should not be used in bib records. Sentence case (below) should be used to input/edit titles.

Use sentence case for titles. Capitalize the first word and any proper nouns. If the title in a record is in title case, edit it to sentence case (Ex: *The Bookshop of Second Chances* should be entered/edited as *The bookshop of second chances*.)

Include a period after the |c subfield if there is a 490 field included in the bib record.

246 – Use judiciously when title contains symbols, numbers, alternate titles on package or cover. Do not include initial articles.

Do not use this field for title "keywords".

246 1_ Seven and a half deaths of Evelyn Hardcastle.

The following example is useful on some items when a series name, publisher, etc. is prominent, but not actually part of the title.

246 1_ |iAt head of title:|aNational Geographic.

250 – Required if applicable

264 01 – |a Required |b Required |c Required

Second 264 04 - |c Required if copyright differs from publication OR to convey distribution information

First indicator = Sequence of statements: **blank #** Not applicable/No information provided/Earliest **2** Intervening **3** Current/latest

Second indicator = Function of entity: **0** Production, **1** Publication, **2** Distribution, **3** Manufacture Statements and **4** Copyright notice date

Example: Waterville, Maine :|bThorndike Press,|cc2013.

Use only as last resort if a piece of information is not available on item, packaging, website, etc.:

|a [Place of publication not identified] : |b [publisher not identified], |c [date of publication not identified]

300 __ |a Required :|b Required if applicable ;|c Required +|e Required if applicable

Omit the terminal period at the end of the field, unless using an abbreviation, such as “in.”.

Metric measurement units are symbols, not abbreviations, and do not need a period after them.

If illustrations are included in this tag, make sure they are reflected in the 008 field.

Examples:

Large Print: 510 pages (large print) ;|c23 cm

xxiii, 178 pages :|bcolor illustrations ;|c21 cm

1 volume (unpaged) :|bcolor illustrations ;|c24 cm

xi, 819 pages, 32 pages of color plates :|billustrations ;|c24 cm

xiii, 258 pages, 16 unnumbered pages of plates :|billustrations (chiefly color) ;|c24 cm

3XX - Required

Note: Multiple sets of 33Xs may be necessary for items comprising multiple types of media, such as a book with CD. This does not apply to library-created kits, such as a bag of books with toys.

336 – Required http://www.loc.gov/standards/valuelist/rdacontent.html

337 – Required http://www.loc.gov/standards/valuelist/rdamedia.html

338 – Required http://www.loc.gov/standards/valuelist/rdacarrier.html

Examples for book:

336 text|2rdacontent

337 unmediated|2rdamedia

338 volume|2rdacarrier

BOOK WITH CD included

Typically, CD is placed in pocket attached to book.

300 __ 218 pages :|bcolor illustrations ;|c23 cm +|e1 CD-ROM (12 cm)

OR 300 __ 218 pages :|bcolor illustrations ;|c23 cm +|e1 sound disc (12 cm)

500 __ Accompanied by a CD.

BOOK WITH DVD included

Typically, DVD is placed in pocket attached to book.

300 __ xv, 223 pages ;|c24 cm +|e1 videodisc

OR 300 __ xii, 210 p. :|billustrations ;|c26 cm +|e1 videodisc (DVD :sound, color; 12 cm)

500 __ Accompanied by a DVD.

490 - |a Required if applicable |v Required if available (See item in hand or author website.)

There is no period after the 490 field and it is transcribed exactly as it appears on the item, similar to a 245 |c field.

An 800 field often must be completed, as well.
Indicators: 490 1_ = 800 present
See guidelines at https://www.loc.gov/marc/bibliographic/bd490.html.

Series that are indexed/traced have a 490 with a first indicator of 1 and a corresponding 8XX.

Ex. 490 1_ Hitchhikers trilogy ;|vbk. 4 800 1_ Hitchhikers trilogy ;|vbk. 4.

Series that **are <u>not</u> indexed/traced** have only a 490, with a first indicator of "0", **and no 8XX.**

Ex.: 490 0_ Thorndike Large Print Books

Note: 490 is <u>not</u> an indexed field, but 800 <u>is</u> indexed, meaning information is displayed in Sierra and Pika from the 8XX field, but not the 490.

5xx – Notes are encouraged

Note: This field is indexed, which means it is searchable.

Formatted contents: 505 0_ |gv. 1|tIt creeps! --|gv. 2|gThe|tReal bargain -- |gv. 3|tTell no one!.
The use of "|t" allows title searching for songs, short stories, novellas, poems, films, etc., in anthologies or items with multiple films, novels, etc. in one volume.
Use "|g" in front of non-filing characters to enhance discovery: 505 gThe |tflight -- |gThe |tchild -- |gThe |tporpoise -- |gThe |tfamily.

Table of contents: 505 0_ Essential equipment for baking -- Essential ingredients for baking -- Cookies -- Cakes -- Pies and tarts -- Breads -- Toppings and fillings.

Summaries : 520 – Summaries are encouraged, especially for non-fiction books.

65X – Required

I**ndicators must be used and field must be verified** (see Appendix on verifying subjects.)

If desired subjects are not verifying then new subjects should be selected. The LoC Subject Authorities[6] database is helpful to locate authorized subject headings.

Note: 650 are topic headings: what the item is *about,* while 655 are genre/form headings: what the item *is*. See https://www.oclc.org/bibformats/en/6xx.html for more information.

Delete 'fast', Sears, and other non-LC subject headings.

Subject 655 Musical films.|2**fast|0(OCoLC)**fst01710273. – **Delete** this heading

Subject 655 Musical films.|2**lcgft**. – **Keep** this heading. It is Library of Congress.

[6] https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

Common genre headings:

655 _ 0 Short stories.

655 _0 Board books.

655 _0 Large type books.

655 _0 Love stories.

655 _0 Urban fiction.

655 _0 Mystery fiction.

655 _0 Western stories.

655 _0 Science fiction.

655 _0 Fantasy fiction.

655 _0 Humorous fiction.

655 _0 Suspense fiction.

655 _0 Horror fiction.

655 _0 Historical fiction.

655 _0 Christian fiction.

655 _0 War stories.

655 _0 Graphic novels.

690 - Local subject headings: When adding these to a bib record, catalogers should enter their library's initials in the 040. Please see the LION Supplemental Thesaurus of Equity, Diversity, and Inclusion (EDI) terms in the Appendix for the list of terms to be used.

Catalogers should leave the original LC heading in a bib record and then add the appropriate Local Heading from our thesaurus. LION follows LC subject practices and the LION cataloger keeps all verified headings when importing a bib record.

Indicators and the subfield |2local should be omitted as they are not used in this field. Putting the EDI term into the 690 field will ensure that the EDI heading will be preserved. Please make sure all terms are spelled correctly.

690 __ Own voices.

690 __ Enslaved persons.

690 __ Indigenous peoples.|vFiction.

There have been some EDI updates to LC Subject Authorities recently. An example can be seen in a search for "LGBTQ+ people" in the LC Authorities, which will bring up "Authorized & References" for other related terms. Catalogers can explore the authorities for pertinent headings and then add LION local headings as needed.

Note: For catalogers wishing to learn more about subject heading selection, start with searches for authorized subject headings in the LC Authorities.

7XX – |a Required, |e Required [Must be verified.]

Other common relators: adapter colorist compiler contributor editor
Full list: http://www.loc.gov/marc/relators/relaterm.html

Some new or local creators may not have authority files. See 1XX field for more information.

There should be a space between a creator's initials. Example: Stine,_R._L.,|eauthor.

8XX - |a Required;|v Required (See item in-hand or author website.)

Used when a 490 tag is present. Must be verified.

Note: 800 is an indexed/traced field, but 490 is not indexed/traced.

8XX fields end with a period and must be verified, much like a 100 field**.**

Ex.: Series 800 1_ Hunter, Erin.|tWarriors, omen of the stars ;|v#1.

Use an 8XX field with a first indicator of 1 if all titles in the series are by the same author.

Ex. 490 1_ Maze Runner series;|vbook 4

800 1_ Dashner, James,|d1972-|tThe Maze Runner series;|vbook 4.

Use an 830 for series written by different authors. The first indicator is always blank and the second indicator represents non-filing characters.

Ex.: 830_0 39 Clues;|vbook 4.

9XX – Any tags with red in them need to be edited or removed.

The **exceptions** are where **Dynix** information or "**LEO**" appears. The latter are the LION cataloger's Initials and they should stay in the bib.

Delete this field: Misc. **994** **C0|bCKE**

These fields should **stay**:

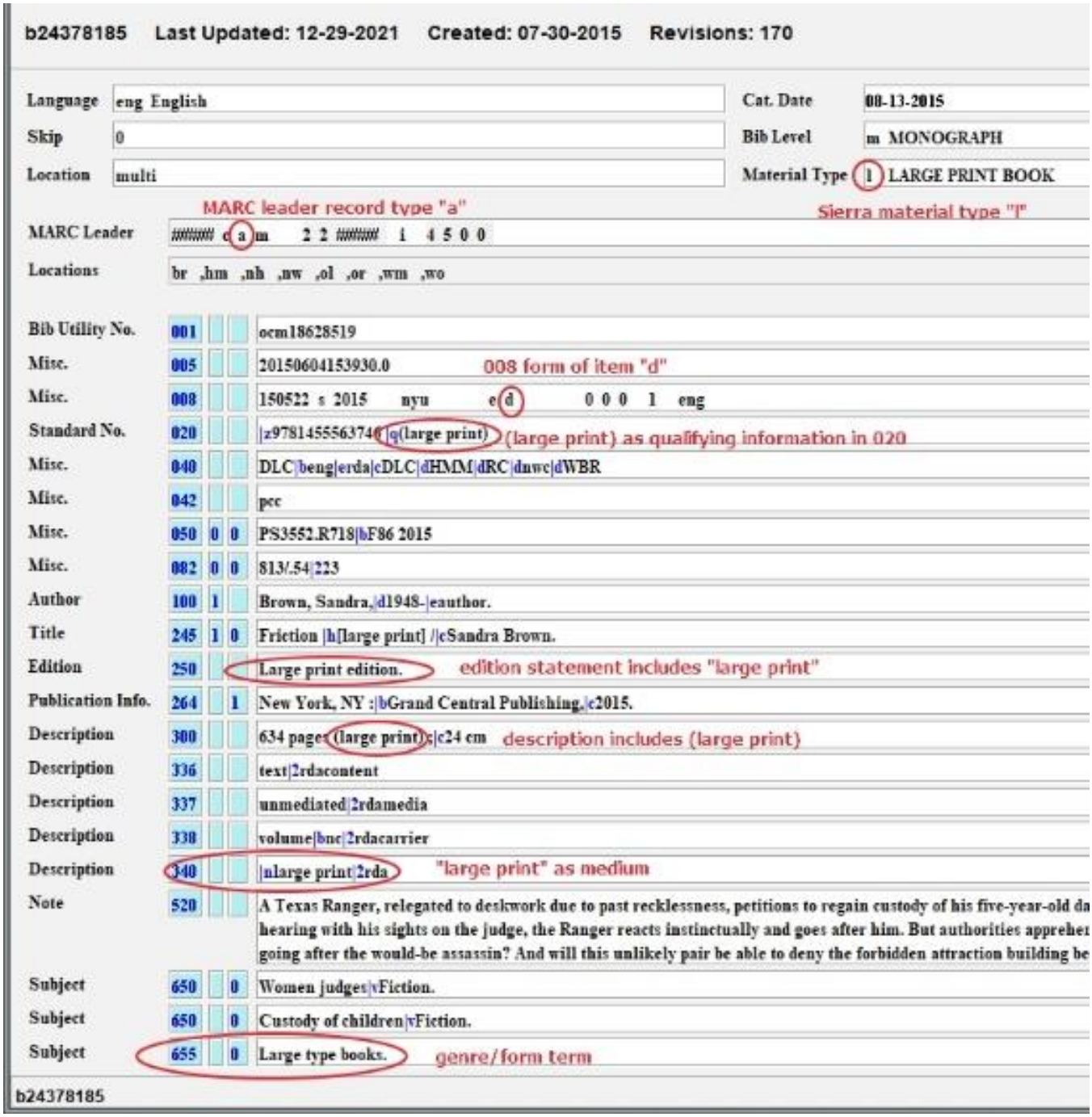
Dynix ID No. **939** 1721936

Misc. **990** **DYNIX_LION**_1721936

Misc. **994** 02|b**LEO**

Historical note: Dynix was the ILS that we used before migrating to III's Millennium and Sierra products.

Large Print



Sample Large Print bib record

Key differences for Large Print items:

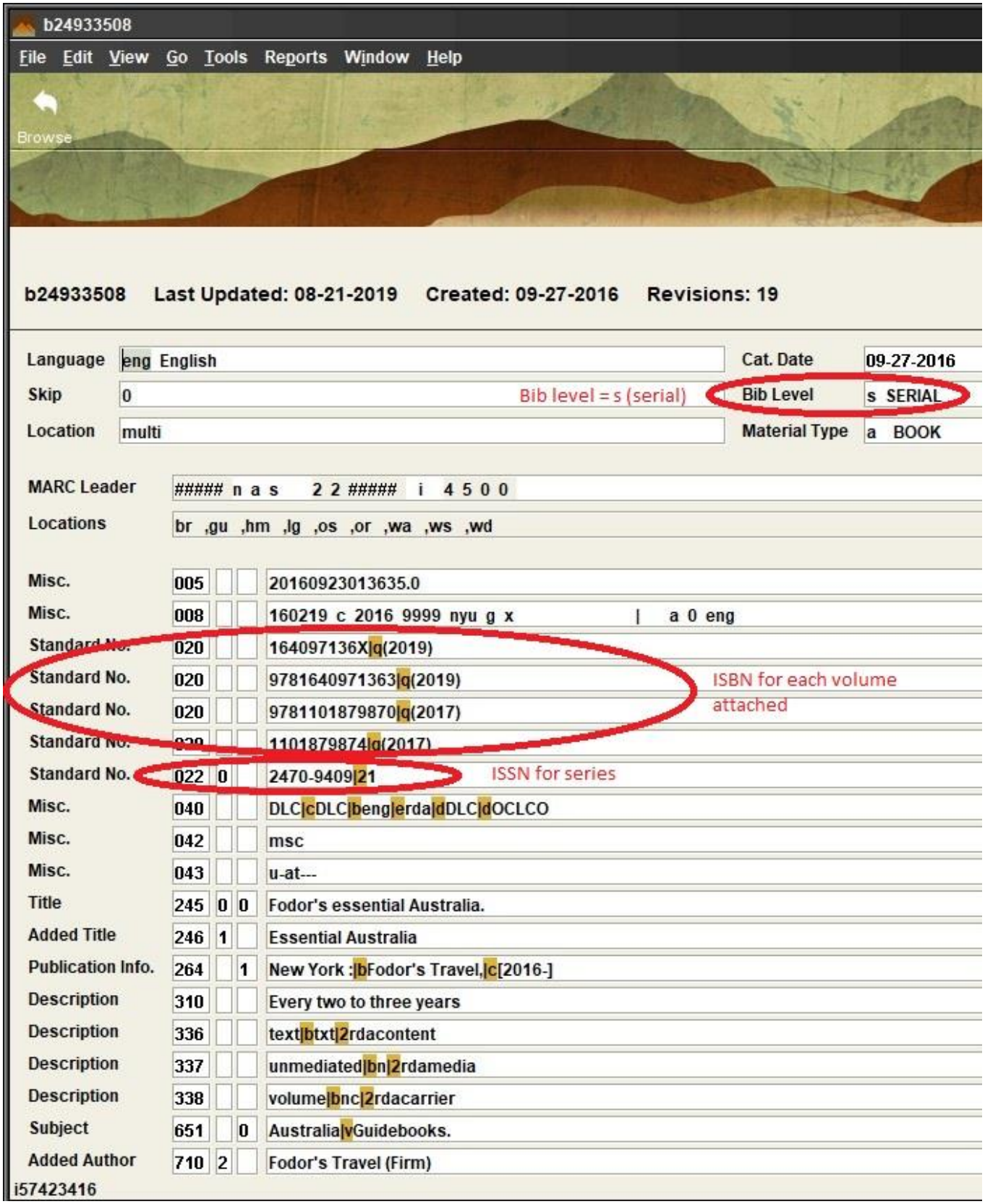
All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of a LP template is required. (See Template section in appendix.)

- Sierra material type: l [lowercase L]
- MARC leader material type: a
- 008 Form of Item: d
- 020 |a9781432867126**|q(large print)**
- 250 Large print edition.
- 300 vii, 605 pages (large print) ;|c23 cm
- 340 Medium – encouraged

  Ex.: 340 __ |nlarge print|2rda
- 655 _0 Large type books.

Serials


b24933508
File Edit View Go Tools Reports Window Help
Browse
b24933508 Last Updated: 08-21-2019 Created: 09-27-2016 Revisions: 19
Language eng English
Cat. Date 09-27-2016
Skip 0
Bib level = s (serial)
Bib Level s SERIAL
Location multi
Material Type a BOOK
MARC Leader ##### n a s 2 2 ##### i 4 5 0 0
Locations br ,gu ,hm ,lg ,os ,or ,wa ,ws ,wd
Misc. 005 20160923013635.0
Misc. 008 160219 c 2016 9999 nyu g x | a 0 eng
Standard No. 020 164097136X|q(2019)
Standard No. 020 9781640971363|q(2019)
ISBN for each volume attached
Standard No. 020 9781101879870|q(2017)
Standard No. 020 1101879874|q(2017)
Standard No. 022 0 2470-9409|21
ISSN for series
Misc. 040 DLC|cDLC|beng|erda|dDLC|dOCLCO
Misc. 042 msc
Misc. 043 u-at---
Title 245 0 0 Fodor's essential Australia.
Added Title 246 1 Essential Australia
Publication Info. 264 1 New York :|bFodor's Travel,|c[2016-]
Description 310 Every two to three years
Description 336 text|btxt|2rdacontent
Description 337 unmediated|bn|2rdamedia
Description 338 volume|bnc|2rdacarrier
Subject 651 0 Australia|vGuidebooks.
Added Author 710 2 Fodor's Travel (Firm)
i57423416

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

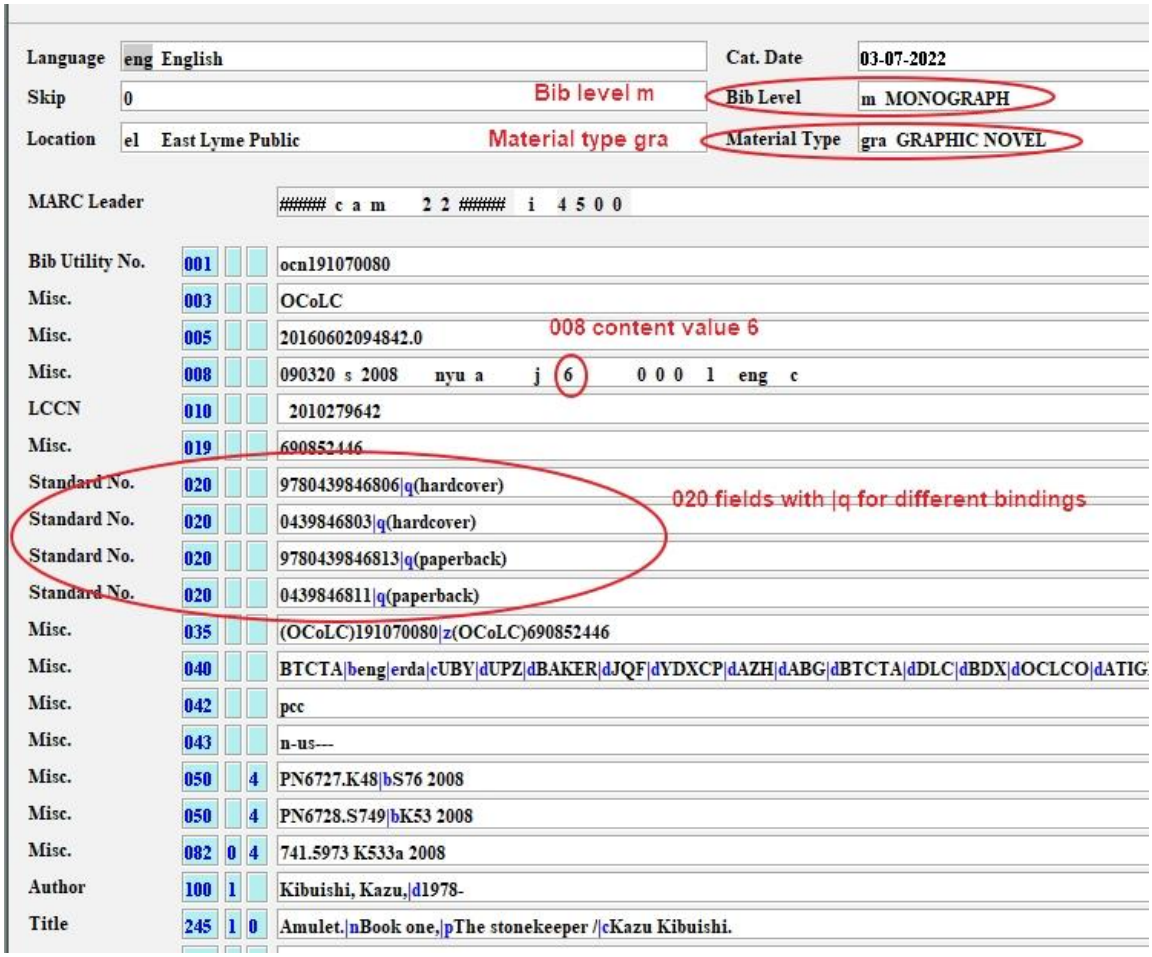
Serials are sets of publications having a common name, issued more or less at regular intervals, and intended to continue indefinitely. Conversely, monographs are independently published self-contained units. They are complete at the time they are issued or are to be issued in a known number of parts, such as a novel.

In LION, serial records are used for magazines and for series of books that are continued regularly under the same title and includes many (but not all) reference works, travel guides, and manga. (See Graphic Novels and Manga section below.)

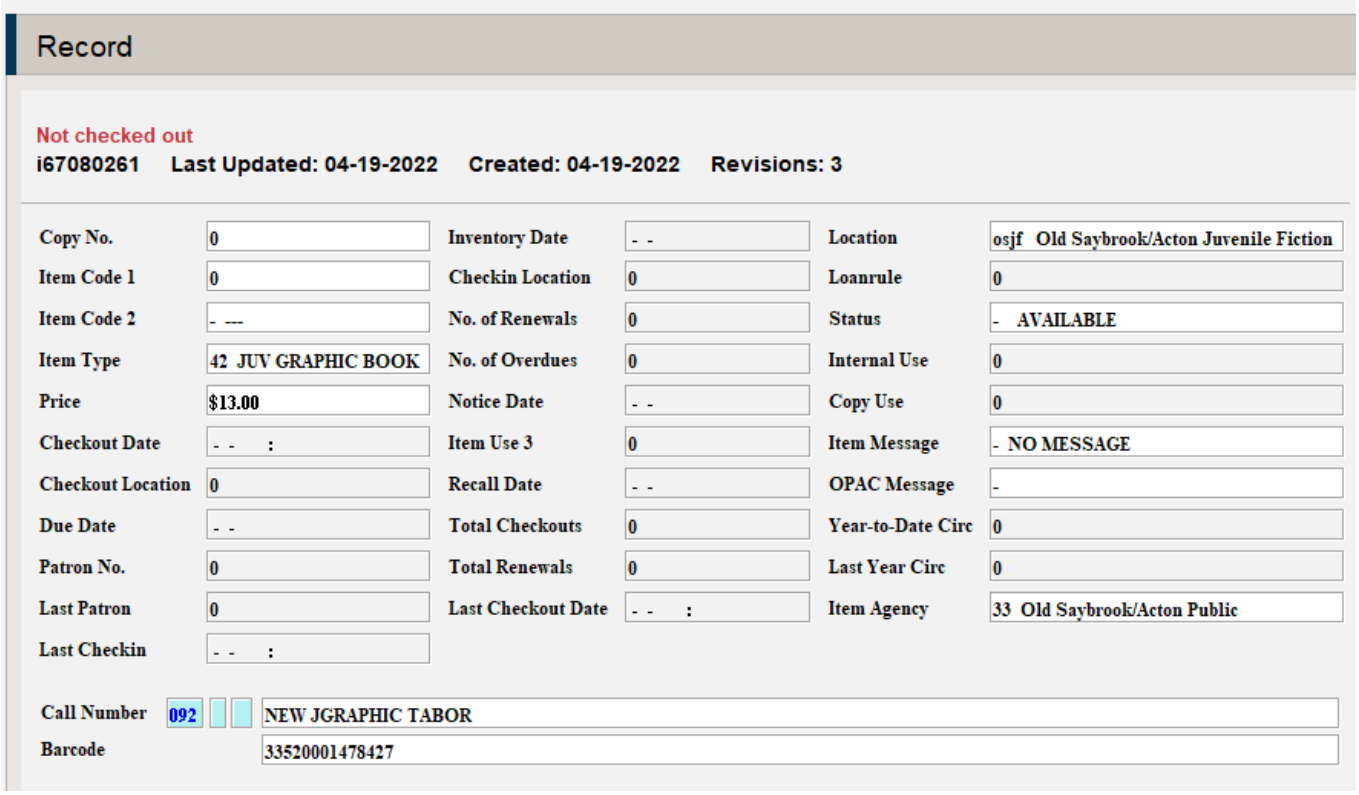
- **Search by title, then keyword if necessary.**
- When cataloging a new edition on a serial record, add the ISBN to the bib record and volume number/edition/date to the item record's volume field.

  Ex.: 020__ 9780738535593|q(2019)
- For serials not found in the LION catalog, catalogers should create an ISR and the LION cataloger will search for a full bib record.

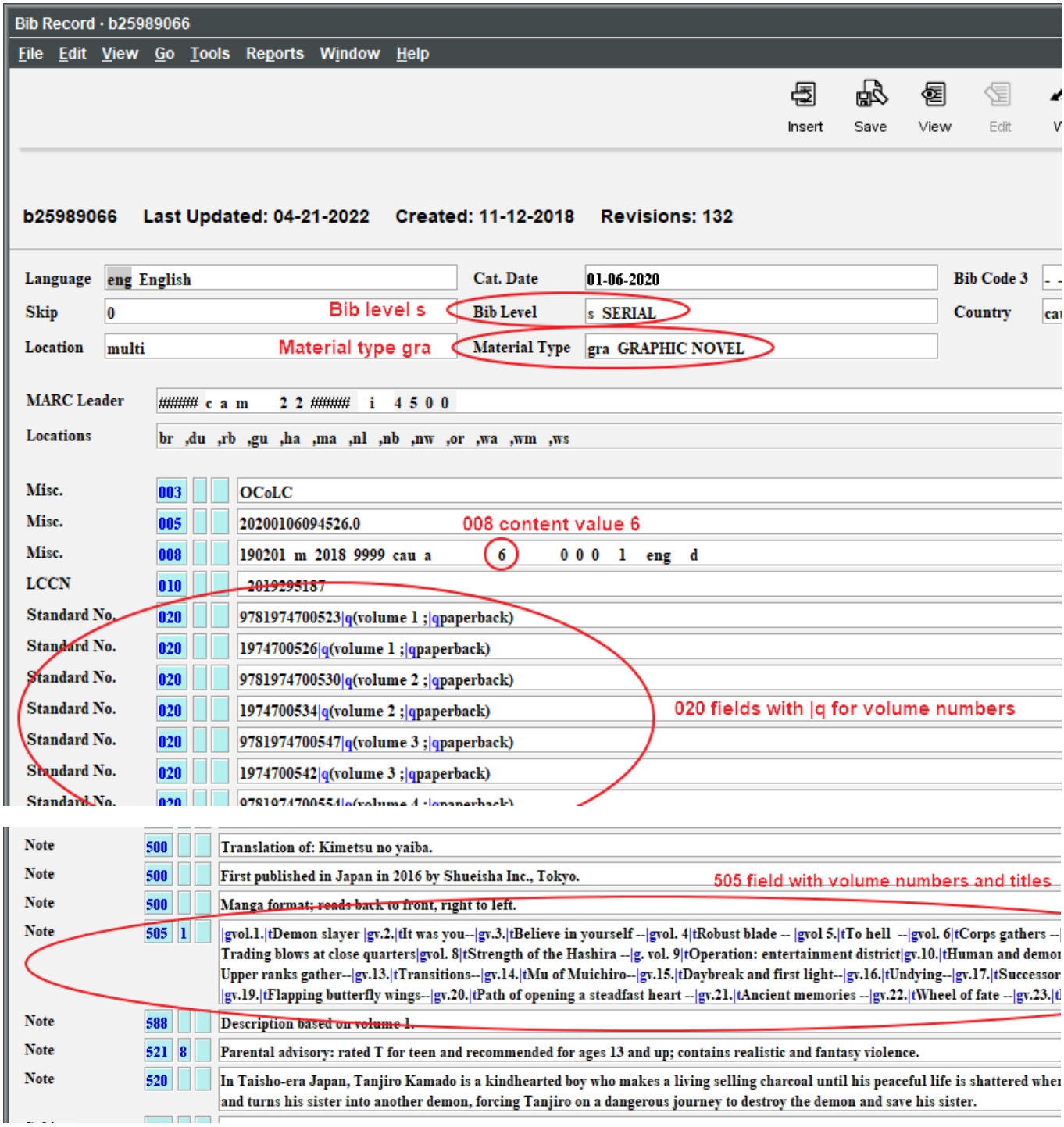
Graphic Novels and Manga



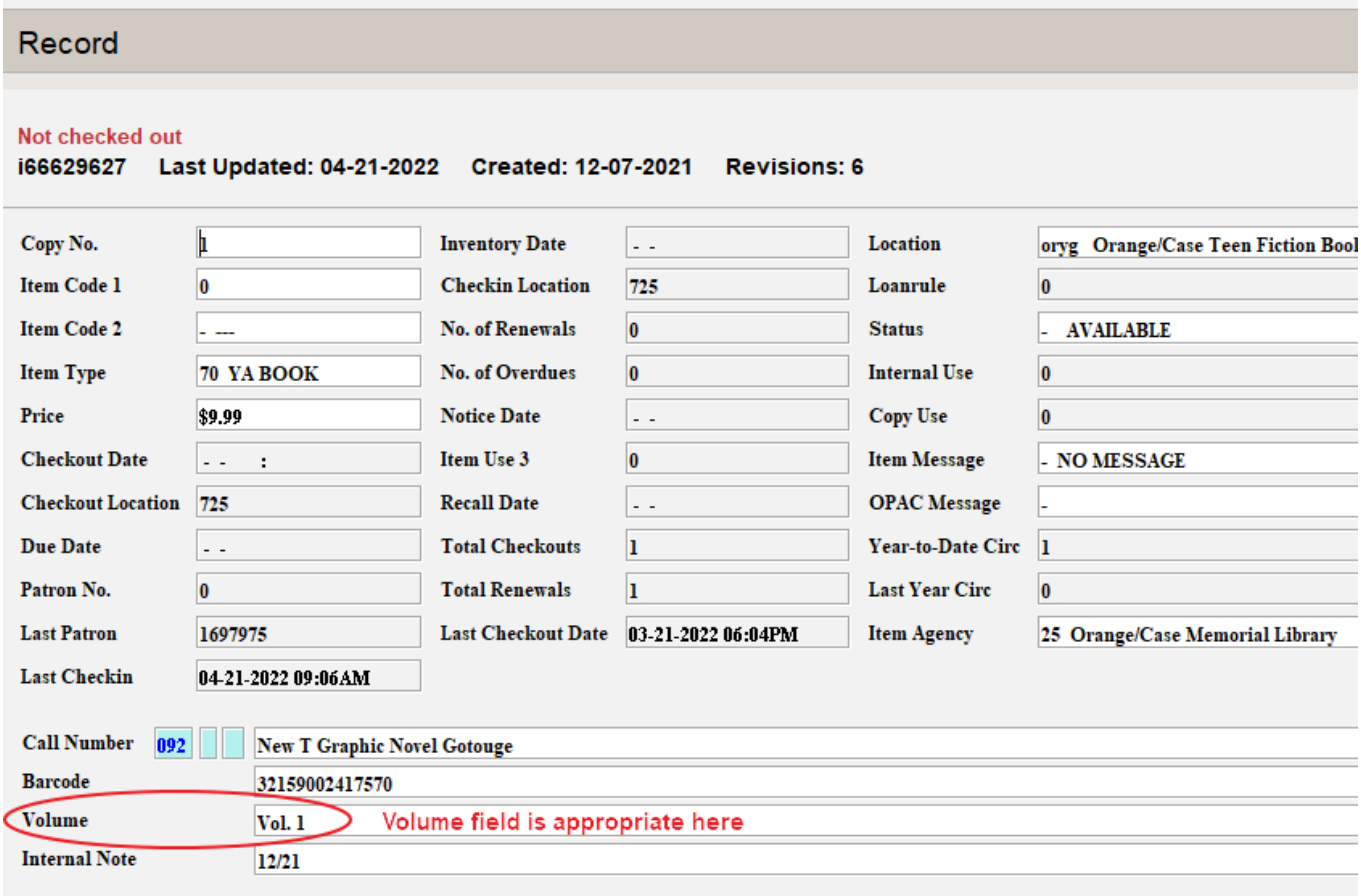
Sample non-manga graphic novel bib record



Sample non-manga graphic novel item record. Note there is no volume field.



Sample manga bib record



Sample manga item record

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

It is important to search by title for Graphic Novels and Manga.

- **Manga series should be on one serial record.**
- **Graphic Novels, including series, should be on separate monograph records**, one for each title in the series.

If a **manga** serial record is not already present in the catalog, an ISR serial bib for the series may be created. Contact the LION cataloger if assistance is needed.

As each library adds their holdings to a serial bib, catalogers must ensure that the volume field (see Item Records) contains the appropriate volume number and (when appropriate) title. There is no need to use “v.” or “volume” in this field.

Catalogers should update their holdings’ volume fields when necessary to ensure proper functioning of holds, including editing existing volume fields in their item records to include volume number and the title whenever

possible for Manga. Catalogers should empty the volume field in item records that are attached to monograph Graphic Novel records, because all attached items are the same title.

Graphic Novel and Manga key differences:

Sierra Header: Bib Level – "m MONOGRAPH"; Material Type - "gra GRAPHIC NOVEL"

OR Bib Level – "s SERIAL"; Material Type - "gra GRAPHIC NOVEL"

008 – Content - "6"

020 – Required. ISBNs should be added for each volume in the series on Manga bibs or different bindings for Graphic Novels.

Example: 020__ 9781250220004|qv. 3 OR 020 __ 9781250220111|q(paperback)

505_0 |gV. 1. |gThe|ttests of the ninja -- |gv. 2. |gThe|tworst client -- |gv. 3. |tBridge of courage.

Note: This field is indexed, which means it is searchable. The use of |t in front of individual titles within the work make these titles within a Manga series discoverable.

Key fields of difference in Item record:

Volume field – Required for Manga. Omit for Graphic Novels.

Ex.- "27" or "Part II".

This volume field should only be used when multiple items in the same manga series are on the same bib record. It should not be used in item records attached to monograph graphic novel bibs, because all items attached are the same book.

Use of this field in even one item record attached to a bib record forces an item-level hold in PIKA, (rather than a bib-level hold), which may not be desirable in all cases, such as with monograph graphic novels.

Example: Library X has "Book 3" in their volume field attached to the bib record for "A Swiftly Tilting Planet". Even though all items attached to this (non-serial) bib record are copies of the same book, patrons are not able to place bib-level holds on this record due to the information entered in the volume field of one item record.

Series order information on a non-serial record may be added to the 'Call Number' field if desired. It should also be present in the 490 and 8XX fields of the bib record.

World language items

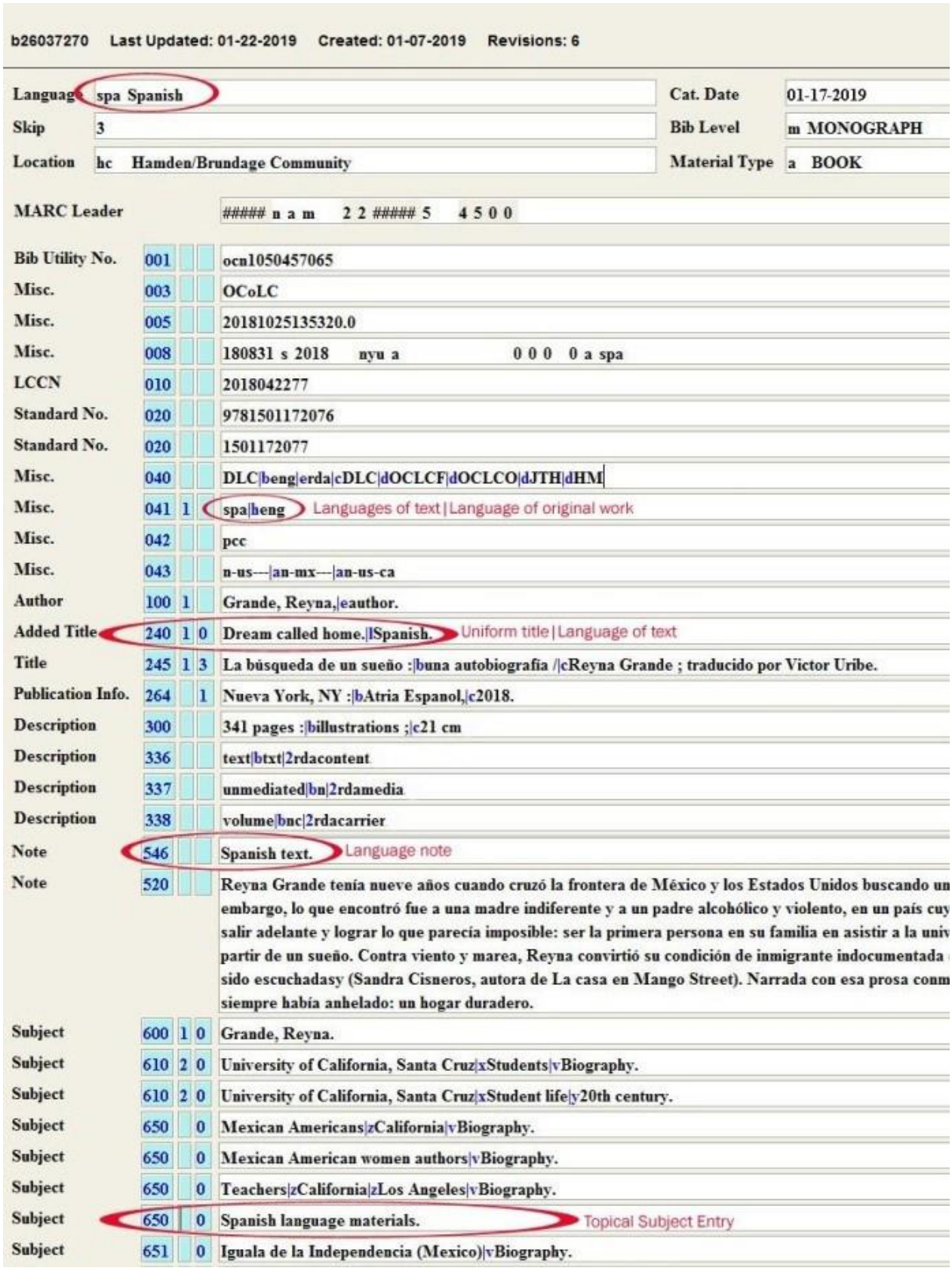
All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

When cataloging materials in a world language, catalogers should follow the same LION rules and guidelines previously stated in this manual. **The use of templates with foreign language fields and codes already in place is *highly recommended*.**

LION recommends the use of Google Translate as a cataloging tool.

Key fields of difference include:

- 041 1 spa|heng
- Added Title 240 10 Paper towns.|lSpanish.
- Title 245 10 Ciudades de papel /|cJohn Green ; traducción de Noemí Sobregués.
- Note 546 __ Text in Spanish
- Subject 650 _1 Spanish language materials



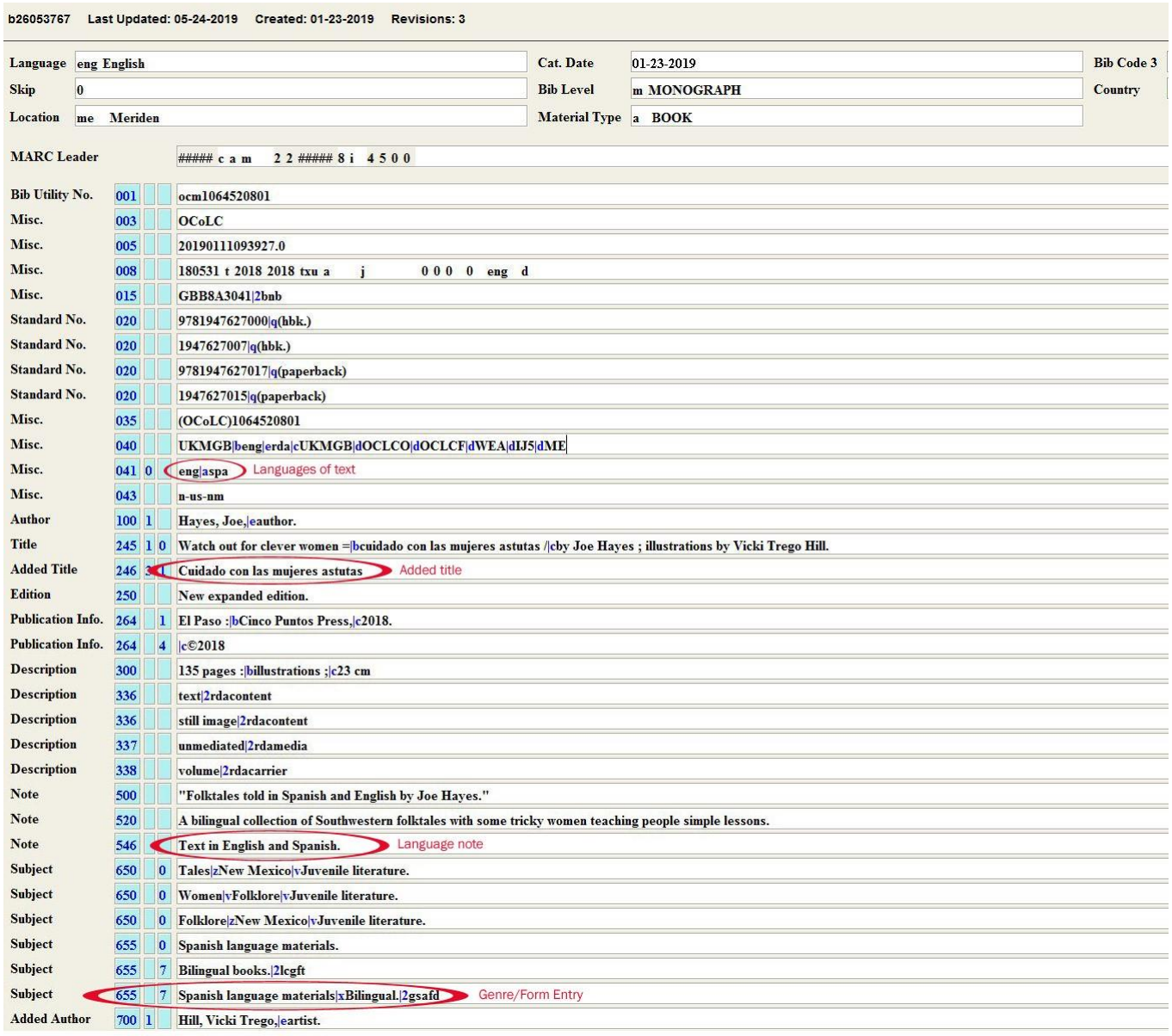
b26037270 Last Updated: 01-22-2019 Created: 01-07-2019 Revisions: 6

Language	spa Spanish			Cat. Date	01-17-2019
Skip	3			Bib Level	m MONOGRAPH
Location	hc Hamden/Brundage Community			Material Type	a BOOK

MARC Leader			##### n a m 2 2 ##### 5 4 5 0 0	
Bib Utility No.	001			ocn1050457065
Misc.	003			OCoLC
Misc.	005			20181025135320.0
Misc.	008			180831 s 2018 nyu a 0 0 0 0 a spa
LCCN	010			2018042277
Standard No.	020			9781501172076
Standard No.	020			1501172077
Misc.	040			DLC|beng|erda|cDLC|dOCLCF|dOCLCO|dJTH|dHM
Misc.	041	1		spa|heng Languages of text | Language of original work
Misc.	042			pcc
Misc.	043			n-us---|an-mx---|an-us-ca
Author	100	1		Grande, Reyna,|eauthor.
Added Title	240	1	0	Dream called home.|lSpanish. Uniform title | Language of text
Title	245	1	3	La búsqueda de un sueño :|buna autobiografía /|cReyna Grande ; traducido por Victor Uribe.
Publication Info.	264		1	Nueva York, NY :|bAtria Espanol,|c2018.
Description	300			341 pages :|billustrations ;|c21 cm
Description	336			text|btxt|2rdacontent
Description	337			unmediated|bn|2rdamedia
Description	338			volume|bnc|2rdacarrier
Note	546			Spanish text. Language note
Note	520			Reyna Grande tenía nueve años cuando cruzó la frontera de México y los Estados Unidos buscando un embargo, lo que encontró fue a una madre indiferente y a un padre alcohólico y violento, en un país cuy salir adelante y lograr lo que parecía imposible: ser la primera persona en su familia en asistir a la univ partir de un sueño. Contra viento y marea, Reyna convirtió su condición de inmigrante indocumentada sido escuchadasy (Sandra Cisneros, autora de La casa en Mango Street). Narrada con esa prosa conm siempre había anhelado: un hogar duradero.
Subject	600	1	0	Grande, Reyna.
Subject	610	2	0	University of California, Santa Cruz|xStudents|vBiography.
Subject	610	2	0	University of California, Santa Cruz|xStudent life|y20th century.
Subject	650		0	Mexican Americans|zCalifornia|vBiography.
Subject	650		0	Mexican American women authors|vBiography.
Subject	650		0	Teachers|zCalifornia|zLos Angeles|vBiography.
Subject	650		0	Spanish language materials. Topical Subject Entry
Subject	651		0	Iguala de la Independencia (Mexico)|vBiography.

Sample bib record for non-English-language item

Multilanguage Items



b26053767 Last Updated: 05-24-2019 Created: 01-23-2019 Revisions: 3

Language	eng English	Cat. Date	01-23-2019	Bib Code 3	
Skip	0	Bib Level	m MONOGRAPH	Country	
Location	me Meriden	Material Type	a BOOK		

MARC Leader			##### c a m 2 2 ##### 8 i 4 5 0 0	
Bib Utility No.	001			ocm1064520801
Misc.	003			OCoLC
Misc.	005			20190111093927.0
Misc.	008			180531 t 2018 2018 txu a j 0 0 0 0 eng d
Misc.	015			GBB8A3041|2bnb
Standard No.	020			9781947627000|q(hbk.)
Standard No.	020			1947627007|q(hbk.)
Standard No.	020			9781947627017|q(paperback)
Standard No.	020			1947627015|q(paperback)
Misc.	035			(OCoLC)1064520801
Misc.	040			UKMGB|beng|erda|cUKMGB|dOCLCO|dOCLCF|dWEA|dIJ5|dME
Misc.	041	0		eng|aspa Languages of text
Misc.	043			n-us-nm
Author	100	1		Hayes, Joe,|eauthor.
Title	245	1	0	Watch out for clever women =|bcuidado con las mujeres astutas /|cby Joe Hayes ; illustrations by Vicki Trego Hill.
Added Title	246	3	1	Cuidado con las mujeres astutas Added title
Edition	250			New expanded edition.
Publication Info.	264		1	El Paso :|bCinco Puntos Press,|c2018.
Publication Info.	264		4	|c©2018
Description	300			135 pages :|billustrations ;|c23 cm
Description	336			text|2rdacontent
Description	336			still image|2rdacontent
Description	337			unmediated|2rdamedia
Description	338			volume|2rdacarrier
Note	500			"Folktales told in Spanish and English by Joe Hayes."
Note	520			A bilingual collection of Southwestern folktales with some tricky women teaching people simple lessons.
Note	546			Text in English and Spanish. Language note
Subject	650		0	Tales|zNew Mexico|vJuvenile literature.
Subject	650		0	Women|vFolklore|vJuvenile literature.
Subject	650		0	Folklore|zNew Mexico|vJuvenile literature.
Subject	655		0	Spanish language materials.
Subject	655		7	Bilingual books.|2lcgft
Subject	655		7	Spanish language materials|xBilingual.|2gsafd Genre/Form Entry
Added Author	700	1		Hill, Vicki Trego,|eartist.

These are items that contain 2 or more languages, such as a picture book with both Spanish and English text.

Fields of particular interest include:

- 041 0_ eng|aspa
- Title 245 10 Maisy's toys=|bLos juguetes de Maisy |a Maisy dual-language book/|cby Lucy Cousins.
- Title 246 31 Juguetes de Maisy.
- Note 546 __ Parallel text in Spanish and English = Textos paralelos en espanol e ingles.

- Subject 650 _1 Spanish language materials.
- Subject 655 _0 Spanish language materials|xBilingual|vJuvenile literature.

Translations

(Do not use for works in their original non-English language.)

Key fields of interest include: Uniform Title: 130 [0-9 non-filing]_|a Required |l Required (See Library of Congress guidelines[7].)

- Title: 245 10 La búsqueda de un sueño :|buna autobiografía /|cReyna Grande ; traducido por Victor Uribe.
- Note: 546 _ _ Spanish text.
- Subj. 650 _1 Spanish language materials.

Required fields: AV records

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of templates for AV materials is required. Templates may be created for each type of AV material cataloged at a library, such as Audio CDs, DVDs, Blu-rays, Playaways, Videogames, etc. (See Template Use section in the Appendix.)

Note the differences between the following **Form Item codes** within the 008 for AV materials:

- q = Direct electronic: "*Storage on a directly accessible tangible recording medium*" (Library of Congress[8]), e.g. disc, tape, Playaway device, flash drive, portable hard drive, etc." **Examples: music CD, tangible audiobook, DVD, Blu-ray, documents on a flash drive.**

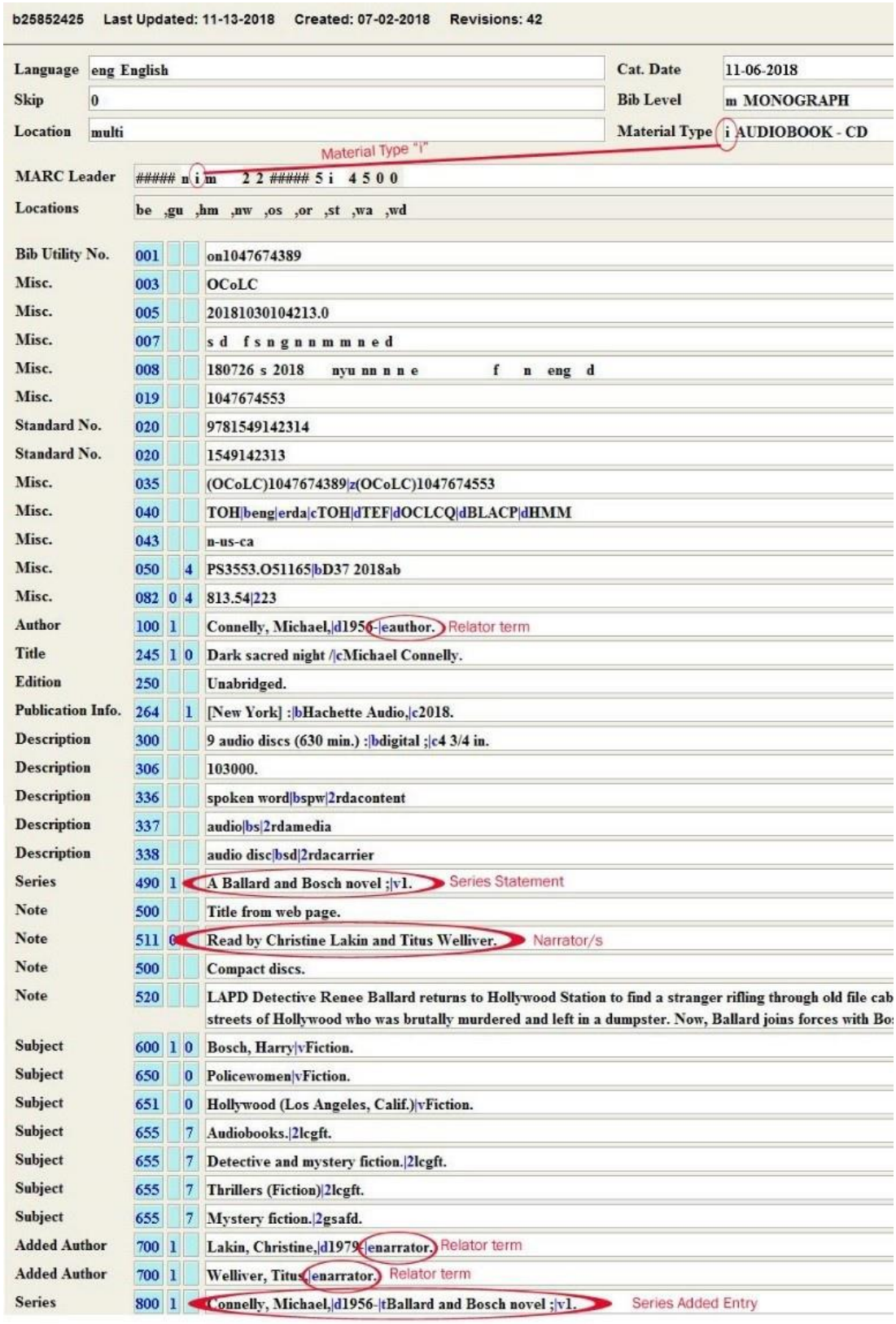
- s = Electronic: "*Intended for manipulation by a computer. The item may reside in a carrier accessed either directly or remotely, in some cases requiring the use of peripheral devices attached to the computer* (e.g., a CD-ROM player). This code is *not used* for items that *do not require* the use of a computer (e.g., music compact discs, videodiscs)" (Library of Congress[9]). **Examples for use: video games and software.**

[7] https://www.loc.gov/marc/bibliographic/bd130.html
[8] https://www.loc.gov/marc/bibliographic/bd008x.html
[9] https://www.loc.gov/marc/bibliographic/bd008x.html

- o= Online: "*The resource is accessed by means of hardware and software connections to a communications network*" (Library of Congress[10]). Examples: Streaming or downloadable resources such as Overdrive and Hoopla. ***These materials are not currently cataloged in Sierra.***

[10] https://www.loc.gov/marc/bibliographic/bd008x.html

AUDIOS



b25852425 Last Updated: 11-13-2018 Created: 07-02-2018 Revisions: 42

Language	eng English			Cat. Date	11-06-2018	
Skip	0			Bib Level	m MONOGRAPH	
Location	multi			Material Type	i AUDIOBOOK - CD	
MARC Leader	##### n i m 2 2 ##### 5 i 4 5 0 0					
Locations	be ,gu ,hm ,nw ,os ,or ,st ,wa ,wd					
Bib Utility No.	001			on1047674389		
Misc.	003			OCoLC		
Misc.	005			20181030104213.0		
Misc.	007			s d f s n g n n m m n e d		
Misc.	008			180726 s 2018 nyu nn n n e f n eng d		
Misc.	019			1047674553		
Standard No.	020			9781549142314		
Standard No.	020			1549142313		
Misc.	035			(OCoLC)1047674389|z(OCoLC)1047674553		
Misc.	040			TOH|beng|erda|cTOH|dTEF|dOCLCQ|dBLACP|dHMM		
Misc.	043			n-us-ca		
Misc.	050		4	PS3553.O51165|bD37 2018ab		
Misc.	082	0	4	813.54|223		
Author	100	1		Connelly, Michael,|d1956-|eauthor. Relator term		
Title	245	1	0	Dark sacred night /|cMichael Connelly.		
Edition	250			Unabridged.		
Publication Info.	264		1	[New York] :|bHachette Audio,|c2018.		
Description	300			9 audio discs (630 min.) :|bdigital ;|c4 3/4 in.		
Description	306			103000.		
Description	336			spoken word|bspw|2rdacontent		
Description	337			audio|bs|2rdamedia		
Description	338			audio disc|bsd|2rdacarrier		
Series	490	1		A Ballard and Bosch novel ;|v1. Series Statement		
Note	500			Title from web page.		
Note	511	0		Read by Christine Lakin and Titus Welliver. Narrator/s		
Note	500			Compact discs.		
Note	520			LAPD Detective Renee Ballard returns to Hollywood Station to find a stranger rifling through old file cab streets of Hollywood who was brutally murdered and left in a dumpster. Now, Ballard joins forces with Bo		
Subject	600	1	0	Bosch, Harry|vFiction.		
Subject	650		0	Policewomen|vFiction.		
Subject	651		0	Hollywood (Los Angeles, Calif.)|vFiction.		
Subject	655		7	Audiobooks.|2lcgft.		
Subject	655		7	Detective and mystery fiction.|2lcgft.		
Subject	655		7	Thrillers (Fiction)|2lcgft.		
Subject	655		7	Mystery fiction.|2gsafd.		
Added Author	700	1		Lakin, Christine,|d1979-|enarrator. Relator term		
Added Author	700	1		Welliver, Titus,|enarrator. Relator term		
Series	800	1		Connelly, Michael,|d1956-|tBallard and Bosch novel ;|v1. Series Added Entry		

Sample bib record for an audiobook

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of an audiobook template is required. (See Template Use section in Appendix.)

- Sierra Header :
  - Language – Required

  - Cat Date – Required

  - Bib Level – Required

  -Bib Code 3 – Use as necessary
  m = multiples: use in all duplicate records for the exact same item.
  LION cataloger will merge these records. Catalogers should attach their item to the best record.

  - Country – Required

  - Material Type – Required – "l" = CD, "5" = Playaway, "x" = cassette
- MARC Leader :
  - Rec Type – Required - I =nonmusical sound recording

  - Bib Levl – Required – m=monograph

  - Cat Form – Required**.** - i =ISBD punctuation included
- 007: This field may not automatically appear. If it is not present, add the correct code in the MARC Leader Rec(ord) Type, then open the 007 (CTRL+R or right click), close it, and reopen to edit this field

  - Mat Catg – required - s

  - Spec Mat – required - d

  - Speed – required - f

  - Conf Play – required - [select appropriate code]

  - Dimens - required - g

  - Kind Disc – required - m

  - Kind Mat - required - m

  - S P Char - required - e

  - Cap/Stor - required - d

  - All other fields – required -usually n = 'not applicable'

- 008: This field may not automatically appear. If it is not present, add the correct code in the MARC Leader Rec(ord) Type, then open the 008 (CTRL+R or right click), close it, and reopen to edit this field

  - Dat Type – Required =s (or other appropriate code)

  - Date One – Required**.**

  - Date Two – Use as necessary

  - Country – Required

  - Audience – Required

  - Form Item – q=direct electronic (CD)

  - LitText1 – required

  - Language – Required
- 010 – LoC number - Required if available
- 02X – ISBN, ISSN, Publisher Number, other Standard Number such as a UPC - Required if available

  -Remove ebook ISBNs or numbers for any other formats that do not pertain to this item.

  -Remove pricing information in this field.

  - |q Required for edition information, with the information entered contained within parentheses.

  Ex.: 9780062795250|q(library edition) OR 9780241358429|q(abridged)

  035 – ocm0000000 – OCLC number – (May be obtained in Worldcat.org.) If this number is present, catalogers may omit tags below 3XXs. **NOTE: Use this field only when the WorldCat record found is a well-constructed, full bib record that exactly matches the item in hand**. The use of an OCLC/WorldCat number in this field should point to a full bib record that does not need editing. **Otherwise, omit this field.**
- 040 – |dxx [Two letter library code.] Required.

  Omit "|d" but include library code if cataloger is creating new record from item in hand.
- 084 – Remove BISACSH codes if present
- 092 – Remove if present
- 1XX - |a Required, when applicable ,|e Relator code(s) Required

  Ex.: 100 1_ Stone, Melicent,|eauthor. OR 100 1_ Gaiman, Neil,|eauthor,|enarrator.

  Only one name should be present in this field.

  Additional creators, such as narrators that are not the author, belong in 7XXs.

  There should be a space between a creator's initials. Example: Stine,_R._L.,|eauthor.

  This field must be verified. If a creator's name does not verify and it is a new or local author, catalogers may leave the name in this field. Contact the LION cataloger for assistance.

- 130-|a Required for translations |l Required for translations
- 245 ## – Both indicators required |a Required |b Required if applicable |c required
  Include a period after the |c field if there is a 490 field included in the bib record.
  Catalogers are responsible for proper capitalization and punctuation of titles. First word of title and proper nouns should be capitalized.
- 246 – Use judiciously when title contains symbols, numbers, alternate titles on package or cover. Do not include initial articles. Do not use this field for title "keywords".
- 250 – Required if applicable
- 264 01 – |a Required |b Required |c Required
- 264 04 – |c Required if copyright differs from publication date or to convey distribution information.
- 300 – |a Required**.** |b Required if applicable |c Required |e Required if applicable

  Ex.: 300|a3 audio discs (approximately 3 hr.) :|bdigital ;|c12 cm

  Audio with bonus disc containing PDFs:

  Ex.: 300 |a9 audio discs (11 hr. 8 min.) |bCD audio, digital ;|c12 cm +|e1 computer disc (PDF; 12 cm)

  Also create a note: 500 __ Includes bonus disc with PDF document.

  Note: "4 ¾ in." is acceptable in place of "12 cm". Under RDA, "in." uses a period, though "cm" does not.
- 336 – Required**.** - |aspoken word|2rdacontent
- 337 – Required**.** - |aaudio|2rdamedia
- 338 – Required - |aaudio disc|2rdacarrier
- 344 – Encouraged - |adigital|2rda
- 347 – Encouraged - |aaudio file|2rda|bCD audio

- 490 – Required when applicable.
- 511 0 # - Required when narrator is not the author.
  Example: "Narrated by David Chandler."
- 520 – Required
- 538 – Required
  EX.: Compact disc. Do not use a general note (500) for system details.
- 6XXs – Required.
- 700 1_ Required for narrators who are not the author or other contributors.

EX.: Chandler,David,|enarrator.

- 8XXs – Required when applicable. This field must be verified.

PLAYAWAY

b25968819 Last Updated: 11-13-2018 Created: 10-19-2018 Revisions: 3

Language	eng English		Cat. Date	11-09-2018
Skip	0		Bib Level	m MONOGRAPH
Location	os Old Saybrook/Acton		Material Type	5 PLAYAWAY AUDIOBOOK
		Material Type "i"		Sierra Material Type "5"
MARC Leader	##### c i m 2 2 ##### i 4 5 0 0			
Misc.	003			OCoLC
Misc.	005			20181109091806.0
Misc.	006			m e q h
Misc.	007			s z zunznnnznneu
Misc.	007			c | nza ||||||
Misc.	008			180706 s 2018 ohu nn n n e q f n eng d
Standard No.	020			9781250218063
Standard No.	020			1250218063
Standard No.	028	0	1	37891|bFindaway World
Misc.	035			(OCoLC)1043460498
Misc.	040			PLAYA|beng|erda|cPLAYA|dOCLCO|dOCLCQ|dTEFMT|dOCLCF|dPLAYA|dGK8|dIH9|dLEO
Misc.	049			LEOA
Misc.	050	1	4	PR6053.L45|bW55 2018d
Misc.	082	0	4	823/.914|223
Author	100	1		Cleeves, Ann,|eauthor. Relator term
Title	245	1	0	Wild fire /|cAnn Cleeves.
Edition	250			Unabridged.
Publication Info.	264		1	Solon, Ohio :|bFindaway World, LLC,|c[2018]
Publication Info.	264		1	©2018
Description	300			1 audio media player (630 min.) :|bdigital, HD audio ;|c3 3/8 x 2 1/8 in.
Description	306			103000
Description	336			spoken word|bspw|2rdacontent
Description	337			audio|bs|2rdamedia
Description	337			unmediated|bn|2rdamedia
Description	338			other|bsz|2rdacarrier
Description	338			other|bnz|2rdacarrier
Description	344			digital|bnon-volatile flash memory|2rda
Description	347			audio file|bACELP|2rda
Note	500			Title from Playaway label
Note	511	0		Read by Kenny Blyth. Narrator/s
Note	500			Originally released by Macmillan Audio ℗2018
Note	500			Release date supplied by publisher.
Note	500			Issued on Playaway, a dedicated audio media player.
Note	500			One set of earphones and one AAA battery required for listening.
Note	520			When the Flemings, designer Helena and architect Daniel, move into a remote community in the north of Shetland drawings of a gallows and a hanged man. Gossip spreads like wildfire. A story of dysfunctional families and fractu
Subject	650		0	Perez, Jimmy (Fictitious character)|vFiction.
Subject	650		0	Police|zScotland|zShetland|vFiction.
Subject	655		7	Detective and mystery fiction.|2lcgft
Subject	655		7	Novels.|2lcgft
Subject	655		7	Audiobooks.|2lcgft
Subject	655		0	Playaway (Preloaded audio player)
Added Author	700	1		Blyth, Kenny,|enarrator. Relator term
Added Author	710	2		Playaway Digital Audio.
Added Author	710	2		Findaway World, LLC.

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

Key fields of difference for Playaways: (See AUDIOS section, above, for more details.)

The use of a Playaway template is required. (See Template Use section in Appendix.)

- Sierra Header - material type = 5
- MARC Leader - Material type = i
- 008 – FormItem - q
- 100 1_ Cleeves, Ann,|eauthor. OR 100 1_ Gaiman, Neil,|eauthor,|enarrator.
- 300 1_ audio media player (630 min.) :|bdigital, HD audio ;|c3 3/8 x 2 1/8 in. [or metric measurements]
- 336 spoken word|bspw|2rdacontent
- 337 audio|bs|2rdamedia
- 337 unmediated|bn|2rdamedia
- 338 other|bsz|2rdacarrier
- 338 other|bnz|2rdacarrier
- 344 digital|bnon-volatile flash memory|2rda
- 347 audio file|bACELP|2rda
- 511 0_ Read by Kenny Blyth.
- 500 Issued on Playaway, a dedicated audio media player.
- 700 1_ Blyth, Kenny,|enarrator. Use when narrator is not the author.

  This field must be verified.

MUSIC CD

b25804790 Last Updated: 03-27-2021 Created: 05-15-2018 Revisions: 25

Language	eng English	Cat. Date	08-30-2018
Skip	0	Bib Level	m MONOGRAPH
Location	multi	Material Type	j MUSICAL SOUND RECORDING

Material type "j"

MARC Leader	###### c j m 2 2 ###### I i 4 5 0 0			
Locations	me ,nb ,wa			
Bib Utility No.	001			on1031852288
Misc.	003			OCoLC
Misc.	005			20180709071243.6
Misc.	007			s d f s n g n n m m n e d — Physical description fixed fields
Misc.	008			180420 t 2018 tnu cy n n d n eng d
Standard No.	024	1		843930034796
Standard No.	028	0	2	B002838102|bBig Machine — Publisher number
Misc.	035			(OCoLC)1031852288
Misc.	040			TEFMT|beng|erda|cTEFMT|dTEF|dOCLCF|dINO|dJUH|dIEP|dAPL|dCLE|dNB
Misc.	049			CKEA
Misc.	050		4	M1630.18.S84|bB54 2018
Misc.	082	0	4	782.421642|223
Author	110	2		Sugarland (Musical group),|eperformer,|ecomposer. — Relator terms
Title	245	1	0	Bigger /|cSugarland.
Added Title	246	3		Big ger.
Publication Info.	264		1	[Nashville] :|bBig Machine,|c[2018]
Publication Info.	264		4	|c℗2018.
Description	300			1 audio disc (41 min., 52 sec.) :|bCD audio, stereo ;|c4 3/4 in.
Description	306			004152.
Description	336			performed music|bprm|2rdacontent.
Description	337			audio|bs|2rdamedia.
Description	338			audio disc|bsd|2rdacarrier.
Description	344			digital|boptical|gstereo|2rda.
Description	347			audio file|2rda.
Description	347			|bCD audio.
Note	500			Title from disc label.
Note	511	0		Performed by Sugarland ; featuring: Taylor Swift.
Note	508			Produced by Kristian Bush, Jennifer Nettles and Julian Raymond.
Note	518			|oRecorded at|pBlackbird Studios, Nashville, TN.
Note	538			Compact disc.
Note	500			Lyrics in booklet inserted in container.
Note	505	0	0	|tBigger|g(3:26) --|tOn a roll|g(3:01) --|tLet me remind you|g(3:45) --|tMother|g(3:49) --|tStill the same|g(3:39) --|tLean it on back|g(3:39) --|tNot the only|g(4:54). — Contents
Subject	650		0	Country music|y2011-2020.
Subject	650		0	Popular music.
Subject	655		7	Country music.|2lcgft.
Subject	655		7	Popular music.|2lcgft.
Added Author	700	1		Swift, Taylor,|d1989-|eperformer. — Relator term

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of a Music CD template is required. (See Template Use section in Appendix.)

Music CD Fields of difference include:

- Sierra Header Material Type – Required. j=Musical sound recording
- 007: Mat Catg = s; Spec Mat = d; Speed = f; ConfPlay (double click in field and select from list); Groove W = n; Dimens = g; TapWidth = n; TapeConf = n; KindDisc = m; KindMat = m; KindCut = n; SP Char = e; Cap/Stor = d.
- 008: Dat Type = t; Date One = [year of publication]; Country (select from list); FormComp (select from list); Format = n; MusicPts = n; AccMat1 (select from list); Trans/aff = n; Language (select); Cat Srce = d.
- 024 1 _ UPC (Universal Product Code, 12 digits, usually found as a barcode)
- 028 0 2 Publisher number
- 100 0_ Queen Latifah,|d1970-, |eperformer or e|composer
  Full list: http://www.loc.gov/marc/relators/relaterm.html

Only one name/group name should be present in this field.

For popular music items that have several composers, put the performer/artist in the 245 |c and also in a 700. **Artist/performer only goes in the 100 tag if they are composers.**

- 100 Creator (Personal name), 110 Creator (Group or ensemble)
The 100 field is only used for those figures involved in the *creation* of a work. This means that performers (including orchestras, choirs, and ensembles) and conductors are *not* featured in the 100 field. Typically in classical music one will only find composers here, but popular music ensembles (e.g., rock bands) that compose their own music might be here, as well as singer/songwriters that compose their own works and jazz artists that add substantial original material to their pieces.
Performers and conductors should be put instead in 700 fields.

After the name in the authorized heading will come a **relationship designator***,* which is preceded by a $e. The relationship designator will most likely be "composer."

A heading would look like this:
100 1 _ Beethoven, Ludwig van, $d 1770-1827,|e composer.

Some names may have more than one relationship designator if they are responsible for multiple functions:
100 1 _ Dylan, Bob, |d 1941- |e composer, |e performer.
110 2 _ Beatles (Musical group) |e composer, |e performer.
Bob Dylan and the Beatles would get a 1XX field because they are responsible for composing, as well as performing, their works.

Names such as the conductor George Szell or the ensemble Chicago Symphony Orchestra would **not** get a 1XX field, because they have no role in the *composition* of the works.

Add appropriate relationship designators if not present.

If there is no 1XX field, be sure that the 245 field reads **245 0 0** [title]**.**

There should be a space between a creator's initials. Example: Stine,_R._L.,|eperformer.

This field must be verified. If a creator's name does not verify and it is a new or local creator, catalogers may leave the name in this field. Contact the LION cataloger for assistance.

Additional creators belong in 7XXs, and **must be verified.**

- 240 Uniform title. The word "arranged" is no longer abbreviated. If you see a "$o arr.", change this to read "$o arranged". Likewise, the instrument is now known as "cello" instead of "violoncello".

  240 1 0 Concertos, $m cello, piano, $n B. 10, $r A major; $o arranged.

  Many sound recordings contain selections. If these can't be distilled into a more specific category, the uniform title will be "Works. Selections" :

  100 1 _ Beethoven, Ludwig van, $d 1770-1827, $e composer.

  240 1 0 Works. $k Selections.
- 245 Title and statement of responsibility as printed on disc.

  The subfield $c is used in this field to convey a statement of responsibility. Much like the 1XX fields, the 245 $c is only used to name **creators** of the work. **Performers** should not be named in this field *(exception for popular/jazz recordings; see below)*.

  Correct: 245 1 4 The nine symphonies / $c Ludwig van Beethoven.

  Incorrect: 245 0 0 The best of the Cleveland Orchestra : $b symphonies and overtures / $c Cleveland Orchestra ; conducted by Leonard Bernstein.

  In the last example, the Cleveland Orchestra and Leonard Bernstein are not responsible for the *creation* of the works, only their *performance*. So they should not be present in this field, and should be moved to a 511 field. The 245 field would simply be:

  245 0 0 The best of the Cleveland Orchestra : $b symphonies and overtures.

  Move performers from a 245 $c field to a 511 field.

  EXCEPTION: For **popular and jazz music, a performer may still appear in the 245 $c field**. This *does not mean* the performer will appear in the 100 field.

  For example: **245 0 0** Back to black / $c Amy Winehouse.

  Performers still do not appear in the 245 $c for classical music.

- 264 _1 Publication information. If year of publication appears on the item only as a copyright or phonogram date, put in brackets in 264 _1 subfield |c.
- 264 _ 4 |cCopyright date (“c2018”) or phonogram date (“p2018”), when differs from Publication Date.
- 300 1 audio disc ;|bdigital ;|c12 cm
- 336 performed music|bprm|2rdacontent
- 337 audio|bs|2rdamedia
- 338 audio disc|bsd|2rdacarrier
- 538 Compact disc. (Do not use a general note (500) for system details.)
- 650 Subject

  Common Subject/Genres:

  650 _0 Rock music|y2001-2010.

  650 _0 Rock music|y2011-2020.

  650 _0 Country music|y1991-2000.

  650 _0 Rap (Music)

  650 _0 Popular music.

  650 _0 Rock music.

  655 _0 Motion picture soundtracks.

  655 _0 Television soundtracks.

- 7XXs – Required. Relator codes must be used. This field must be verified.
  Ex.: 700 0_ Dre|e(Performer)

  There should be a space between a creator’s initials. Example: King,_B._B.,|eperformer.

  If a creator’s name does not verify and it is a new or local author, catalogers may leave the name in this field. Contact the LION cataloger for assistance.

DVD & BLU-RAY

b25902155 Last Updated: 11-13-2018 Created: 08-14-2018 Revisions: 32

Language	eng English			Cat. Date	10-22-2018
Skip	4			Bib Level	m MONOGRAPH
Location	multi			Material Type	g DVD
MARC Leader	##### n g m 2 2 ##### a 4 5 0 0				
Locations	br ,eh ,el ,hm ,nh ,wa				
Bib Utility No.	001			on1044565323	
Misc.	003			OCoLC	
Misc.	005			20181022104957.0	
Misc.	007			v d c v a i z q	
Misc.	008			180706 s 2018 nyu 590 e v l eng d	
Standard No.	024	1		032429311818	
Standard No.	024	1		032429311863	
Standard No.	028	4	2	12154470	
Standard No.	028	4	2	2106264	
Misc.	035			(OCoLC)1044565323	
Misc.	040			NCK|beng|erda|cNCK|dTEF|dTEFMT|dOCLCF|dPX0|dOCLCQ	
Misc.	041	0		eng|jeng|heng	
Misc.	043			n-us-ca	
Misc.	050		4	PN1992.77|b.A33 2018	
Misc.	082	0	4	791.45/75|223	
Title	130	0		Affair (Television program).|nSeason 4.	
Title	245	0	4	The affair.|nSeason four /|cShowtime presents ; created by Sarah Treem & Hagai Levi.	

Material Type "g"

Uniform Title

				surface, they question what they re holding on to as their lives keep crashing back into one another."--Provided by publisher.
Note	500			Special features: Sink back into the ocean; Character profiles.
Note	505	0		Disc 1. Episodes 1-3 -- disc 2. Episodes 4-6 -- disc 3. Episodes 7-9 -- disc 4. Episode 10 ; Special features.
Subject	650		0	Adultery|zNew York (State)|zNew York|vDrama.
Subject	650		0	Marriage|zNew York (State)|zNew York|vDrama.
Subject	650		0	Murder|xInvestigation|zNew York (State)|zNew York|vDrama.
Subject	650		0	Adultery|zCalifornia|zLos Angeles|vDrama.
Subject	650		0	Marriage|zCalifornia|zLos Angeles|vDrama.
Subject	650		0	Murder|xInvestigation|zCalifornia|zLos Angeles|vDrama.
Subject	655		7	Television series.|2lcgft.
Subject	655		7	Drama.|2lcgft.
Subject	655		7	Romance television programs.|2lcgft.
Subject	655		7	Thrillers (Television programs)|2lcgft.
Subject	655		7	Fiction television programs.|2lcgft.
Subject	655		7	Video recordings for the hearing impaired.|2lcgft.
Added Author	700	1		Treem, Sarah,|ecreator.
Added Author	700	1		Levi, Hagai,|d1968-|ecreator.
Added Author	700	1		Jackson, Joshua,|d1978-|eactor.
Added Author	700	1		Tierney, Maura,|d1965-|eactor.
Added Author	700	1		West, Dominic,|d1969-|eactor.
Added Author	700	1		Wilson, Ruth,|d1982-|eactor.
Added Author	700	1		Telles, Julia Goldani,|eactor.
Added Author	700	1		Sand, Jadon,|eactor.
Added Author	700	1		Sandino Moreno, Catalina,|d1981-|eactor.
Added Author	700	1		Metwally, Omar,|eactor.
Added Author	700	1		Lathan, Sanaa,|eactor.
Added Author	710	2		Showtime Networks,|epresenter, publisher.
Added Author	710	2		Paramount Home Entertainment (Firm),|edistributor.

Episodes

Relator term

Relator term

Relator term

All cast and crew should be in 700s, none in 100s

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of separate DVD and Blu-ray templates are required. (See Template Use section in Appendix.)

Blu-ray and DVD (including HD DVD) are different formats of video discs. **They are treated as separate material types and have different icons visible in Sierra**. Catalogers should ensure that they are using the correct bib record for the item being cataloged.

When an item contains both Blu-ray and DVD discs, catalogers may choose to separate the items and attach them to the correct individual format bib records, or to use a combo bib record, which, by default uses the DVD material type. The format would then be reflected in the item records. Two sets of 3XX fields would be required in this case, one for each type of disc.

Fields of difference unique to DVDs: (See next section for Blu-rays)

The use of separate DVD and Blu-ray templates are required. (See Template Use section in Appendix.)

- Sierra Header: Material Type – Required g = DVD
- 007: Mat Ctg – v = videorecording

  - Spec Mat - d = videodisc

  - Format – v = DVD

  - SoundSep – a = sound on medium

  - MedSnd – typically i= videodisc

  - Dimens – z = other

  - ConfPlay – Required.
- 008:

  - Run Time – Required

  - FormItem – q = direct electronic (See note at beginning of REQUIRED FIELDS: AV RECORDS section.)

  - Type Mat – v = videorecording

  - Technique – Required

  - Language – Required
- 130 - |a Required for TV series & to differentiate between film remakes |n Required for TV series

  (See TELEVISION SERIES and MOVIES sections below.)
- 300 - Required

Ex.: 300 2 videodiscs (approximately 91 min.) :|bsound, color ;|c12 cm

DVD with booklet: 1 videodisc (90 min.) :|bsound, color ;|c12 cm. +|e1 booklet (18 pages :|bcolor illustrations ;|c21 cm)

- 336 two-dimensional moving image|2rdacontent
- 337 video|2rdamedia
- 338 videodisc|2rdacarrier
- 538 – Required. Do not use a general note (500) for system details.
  Ex.: _ _ DVD, 5.1 Dolby surround EX, Region 1 encoding. Or simply: 538 _ _|aDVD.
- 700 1 _ Required. Relator codes must be used. This field must be verified.

  Ex. 700 1_Kunis, Mila,|eactor.

  Common relators: actor director screenwriter film producer film director
  Full list: http://www.loc.gov/marc/relators/relaterm.html

BLU-RAYs

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of separate DVD and Blu-ray templates are required. (See Template Use section in Appendix.)

Fields of importance differing from DVDs: (Use DVD section as guide for other fields.)

- Sierra Header: Material Type – Required 3 = Blu-ray
- 007 – Format – Required. s = Blu-ray
- 130 - |a Required for TV series & to differentiate between film remakes |n Required for TV series

  (See TELEVISION SERIES and MOVIES sections below.)
- 505 – Formatted contents – Required for TV series and multiple works on one disc or set of discs (ex.: 4 movies on one disc).
  Ex.: 505 |gdisc 1.|tIt's alive! ;|tWaiting to exhale ;|tAn inconvenient lie --|gdisc 2.|tSee-through ;|tDark defender ;|tDex, lies, and videotape ;|tThat night, a forest grew --|gdisc 4.|gSpecial features.
  Note: This field is indexed, which means it is searchable. The use of |t in front of individual titles within the work make individual songs, etc., discoverable.
- 538 – Required. **Do not** use a general note (500) for system details.

Ex.: 538 _ _ Blu-ray, NTSC, region 1, 1080p high definition, widescreen; Dolby Digital 2.0, 5.1, 7.1 dts-HD master audio; requires Blu-ray player.
OR simply: 538 _ _|aBlu-ray.

TELEVISION SERIES

Standardized. Catalogers should follow these examples.

- 130 0_ Dexter (Television program).|nSeason 4.

  1st indicator = non-filing characters.

  Ex.: 130 4_ The big bang theory.|nSeason 3.

- 245 10 Dexter.|nThe fourth season [Transcribe title as appears on item.]

MOVIES

Standardized. Catalogers should follow these examples.

- 130 0 _ Bringing up baby (Motion picture : 1937).

  Year is date of motion picture release, not the publication or distribution date. (IMDB's website may be helpful.)

  1st indicator = non-filing characters.

  Ex.: 130 4_ Les miserable (Motion picture : 2012).

- 245 _2 A Star is born /|cSelznick International Pictures ; producer, David O. Selznick ; director, William Wellman. [Transcribe title as appears on item.]

VIDEOGAMES

b25954933 Last Updated: 08-15-2019 Created: 10-09-2018 Revisions: 18

Language	eng English		Cat. Date	10-09-2018		Bib Code 3	- ---
Skip	4		Bib Level	m MONOGRAPH		Country	wau Washington (
Location	multi		Material Type	m COMPUTER FILE			

Sierra Material Type "m"

MARC Leader	##### c m m 2 2 ##### i 4 5 0 0			
Locations	hm ,wa			
Misc.	005			20180705142356.0
Misc.	007			c b c z a ||| | | | | |
Misc.	008			170307 t 2017 2017 wau g q g eng d
Standard No.	024	1		045496590468
Standard No.	028	0	2	LA-H-AAAAA-USA|bNintendo|q(disc cartridge)
Misc.	040			OJ4|beng|erda|cOJ4|dOCLCQ|dOCLCO|dOCLCF|dOCLCQ|dOCLCO|dOTZ|dNRC|dOCLCA|dCPL|dMJ8|dGZM|dCNCAR|dOCLCQ|dOCLCO|dTYA|dKAA|dRIOSL|dUtOrBLW
Misc.	041	1		eng|afre|aspa|heng
Misc.	049			RISA
Misc.	050		4	GV1469.35.L43|bL43 2017
Misc.	082	0	4	[E]
Misc.	099		9	NP MN
Title	245	0	4	The Legend of Zelda:|bbreath of the wild.
Added Title	246	3	0	Breath of the wild.
Edition	250			Nintendo Switch. Platform statement
Publication Info.	264		1	Redmond, WA :|bNintendo of America,|c[2017]
Publication Info.	264		4	|c©2017.
Description	300			1 computer chip cartridge :|bsound, color ;|c1 1/4 in.
Description	336			two-dimensional moving image|btdi|2rdacontent
Description	336			computer program|bcop|2rdacontent
Description	337			computer|bc|2rdamedia
Description	338			computer chip cartridge|bcb|2rdacarrier
Description	340			|b1 1/4 in.|2rda
Description	344			digital|boptical|2rda
Description	347			data file|2rda
Description	380			Game.
Note	500			Video game.
Note				System requirements: Nintendo Switch game system; Nintendo Switch Pro controller compatible; basic reading ability is needed to fully enjoy this game. System requirements
Note	538			Supported features: Amiibo (use compatible amiibo figures for help boosts on your adventure); Nintendo Switch Pro Controller compatible.
Note	500			Title from container.
Note	500			TV mode: 1 player; tabletop mode: 1 player ; handheld mode: 1 player. Number of player note
Note	521			ESRB content rating: E 10+, Everyone 10+ (fantasy violence mild suggestive themes, use of alcohol). ERSB rating
Note	500			"Basic reading ability is needed to fully enjoy this game"--Container.
Note	520			"In the distant past, the many races of Hyrule lived together in harmony, the Sheikah's blue aura providing life to the land, and everyone benefited from the Sheikah's advanced technology. Th Calamity Ganon appeared. 10,000 years later, after having reverted to a medieval state, the kingdom of Hyrule rediscovered the ancient technology left behind by their ancestors through exca left behind, they learned that Calamity Ganon would return, and that Hyrule would require the mechanical Guardians and Divine Beasts to stop it. Key members of Hyrule's various races were name pilot Champions. The Hero, the Princess, and the Champions attempted to stop the evil, but ultimately failed. The Calamity Ganon had turned the Guardians and Divine Beasts against th gravely wounded and taken to the Shrine of Resurrection. The Princess then used the last of her power and managed to temporarily seal Calamity Ganon inside Hyrule Castle. In the present, l sleep as a mysterious female voice guides him to the now ruined kingdom of Hyrule. He meets an old man and learns that Calamity Ganon has been sealed in Hyrule Castle for one hundred ye grow in power, and Link must defeat it before it breaks free and destroys the world"--Wikipedia.
Note	546			Game content in English, French and Spanish.
Subject	650		0	Legend of Zelda (Game)
Subject	650		0	End of the world|vVideo games.
Subject	650		0	Quests (Expeditions)|vVideo games.
Subject	650		0	Imaginary places|vVideo games.
Subject	650		0	Good and evil|vVideo games.
Subject	655		0	Fantasy games.
Subject	655		0	Computer adventure games.
Subject	655		0	Nintendo video games.
Subject	655		0	Video games.
Added Author	710	2		Nintendo of America Inc.,|epublisher.
Misc.	753			Nintendo Switch. System Details

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

The use of a videogame template is required. (See Template Use section in Appendix.)

Fields of importance for Videogames:

- Sierra Header: Material Type - m = computer files
- 007: Mat Catg - c = computer file

  Spec Mat - o = optical disc, b = chip cartridge

  Color - typically c = multi-color

  Dimens- g = 4 ¾ in. or 12 cm disc, a = 3 ½ in. disc, z = other, chip cartridge

  Sound - a = sound, blank = no sound, u = unknown
- 246 – Use for a "commonly known" name if it seems likely that users might search under that term.
- 250 – Give platform as edition statement Ex.: "Nintendo Wii"
- 300 Field: |acomputer optical disc OR |a1 computer chip cartridge

  :|bsound, color (if easily determinable)

  ;|csize – Diameter for CDs and DVDs (usually 4 ¾ in./12 cm or 3 ½ in.) ;|clength of computer chip cartridge (Ex. "2 ½ in.")

  +|e – Brief description of accompanying material. No need to give pagination or dimensions.

  Ex.: "1 instruction booklet" or "1 user guide", etc.
- 336 - two-dimensional moving imagebtdi |2rdacontent
- 336 - computer program|bcop|2rdacontent
- 337 - computer|bc |2rdamedia
- 338 - computer chip cartridge|bce|2rdacarrier
- 340 - |b1 1/4 in.|2rda
- 344 - digital|boptical|2rda
- 344 - digital|bmagnetic|2rda
- 347 - data file|2rda
- 500 - Include a note giving number of players if easily determined
- 521 - ESRB ratings
- 520 - Include a brief objective summary, if easily determined.
- 538 - System requirements. Do not use a general note (500) for system details.

If the game has an online component with separate system requirements, summarize each in a separate 538 field. Patrons typically need to have their own paid subscription to an online gaming service to make use of these features.

Ex.: "Xbox Live requirements: paid subscription; Internet service (cable or DSL); Ethernet cable"

- 710 - Heading for the game manufacturer.
- 753 - System Details Access to Computer Files (The type of machine, programming language and/or operating system used with computer files and accompanying material). Ex.: "Nintendo Switch"

KITS

See section III. 4. Homegrown or Local Interest Materials.

All new or imported records must meet the guidelines in this section. Catalogers are encouraged to create an ISR if they do not wish to or do not know how to create/edit a full record to LION standards. These standards include MARC and RDA.

Examples of these materials might be book discussion sets, robot sets, or mixed materials such as a toy and book in the same container.

The use of a kit template is required. (See Template Use section in Appendix.) Libraries can have more than one kind of kit template.

Fields of importance include:

- Sierra Header: Cat. Date – Use "9/10/2006", Material Type – o = Kit, Bib Level – c = collection
- MARC Leader: Rec Type – Required o = kit OR p=mixed materials OR r = 3D artifact or naturally occurring object
- 040 – Required
- 100 - Encouraged, when possible.
- 245 - Required
- 300 – Required, other 3XXs encouraged
- 500/505/520 – Encouraged.
  Note: The 505 field is indexed, which means it is searchable. The use of |t in front of individual titles within the work make individual songs, poems, short stories, parts, etc., discoverable.
- 6XXs – Any subject headings used must be verified. Note: 650 are topic headings: what the item is ***about,*** while 655 are genre/form headings: what the item ***is***. See https://www.oclc.org/bibformats/en/6xx.html for more information.

MUSEUM PASSES

Search by title and then keyword, if needed, to locate the correct bib record for these items. LION has created a bib record template to be used for these items, which includes the appropriate material type. For assistance in creating a new museum pass bib record, contact the LION cataloger.

EQUIPMENT

See section III - 4. Homegrown or Local Interest Materials.

The use of an equipment template is required. (See Template Use section in Appendix.)

Fields of importance include:

- Sierra Header: Cat. Date – Use "9/10/2006", Material Type – o = Kit OR r = realia/3D object
- MARC Leader: Rec Type – Required**Error! Bookmark not defined.**. Often will be r = 3-dimensional or naturally occurring object
- 040 – Required
- 245 – Required
- 300 – Required, other 3XXs encouraged
- 500/505/538 – Encouraged
- 6XXs – Any subject headings used must be verified.

Note: 650 are topic headings: what the item is ***about,*** while 655 are genre/form headings: what the item ***is***. See https://www.oclc.org/bibformats/en/6xx.html for more information.

LOCAL HISTORY/ARCHIVE

See section III - 4. Homegrown or Local Interest Materials.

The use of a local history or archive template is required. (See Template Use section in Appendix.)

- Sierra Header:
  Cat Date – Use "9/10/2006"
  Bib Level – b = archival materials OR m = monograph OR c = collection (depending on materials)
- MARC Leader:
  Rec Type - a = language material or t = transcript material OR use other codes to reflect materials being cataloged.
- 008 – Encouraged. If used, language is required.
- 040 – Required.
- 245 – Required.
- 260 – Required if available.
- 300 – Required.
- 3XXs – Encouraged.

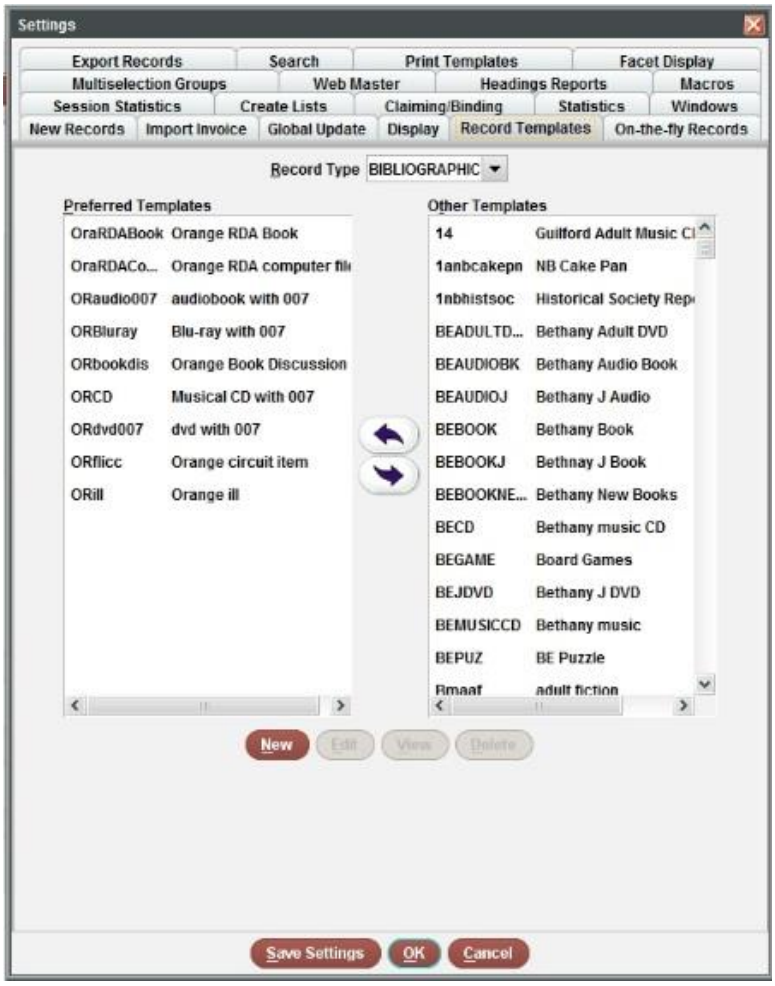
- 505 (or 500) – Notes describing contents required.
  Note: This field (505) is indexed, which means it is searchable. The use of |t in front of individual titles within the work make individual songs, poems, short stories, parts, etc., discoverable.
- 6XXs – Any subject headings used must be verified.

  Note: 650 are topic headings: what the item is ***about,*** while 655 are genre/form headings: what the item ***is***. See https://www.oclc.org/bibformats/en/6xx.html for more information.

- 653 – Encouraged. Useful for personal, place, corporate names, dates, etc.
- 910 – Encouraged if appropriate. Used for URL links to digital versions of items.

APPENDIX

TEMPLATE USE IN SIERRA



Records created in Sierra require the use of templates. A well-designed template will ensure quick and efficient bibliographic record creation while also minimizing errors. Templates should be created for each type of bib and item record used by a library, and can include both automatically supplied information as well as prompts to enter data in other fields within that bib or item record.

Examples of useful bib templates are: Book, Large Print, Audio, DVD, Blu-ray, Kit, Equipment, etc.

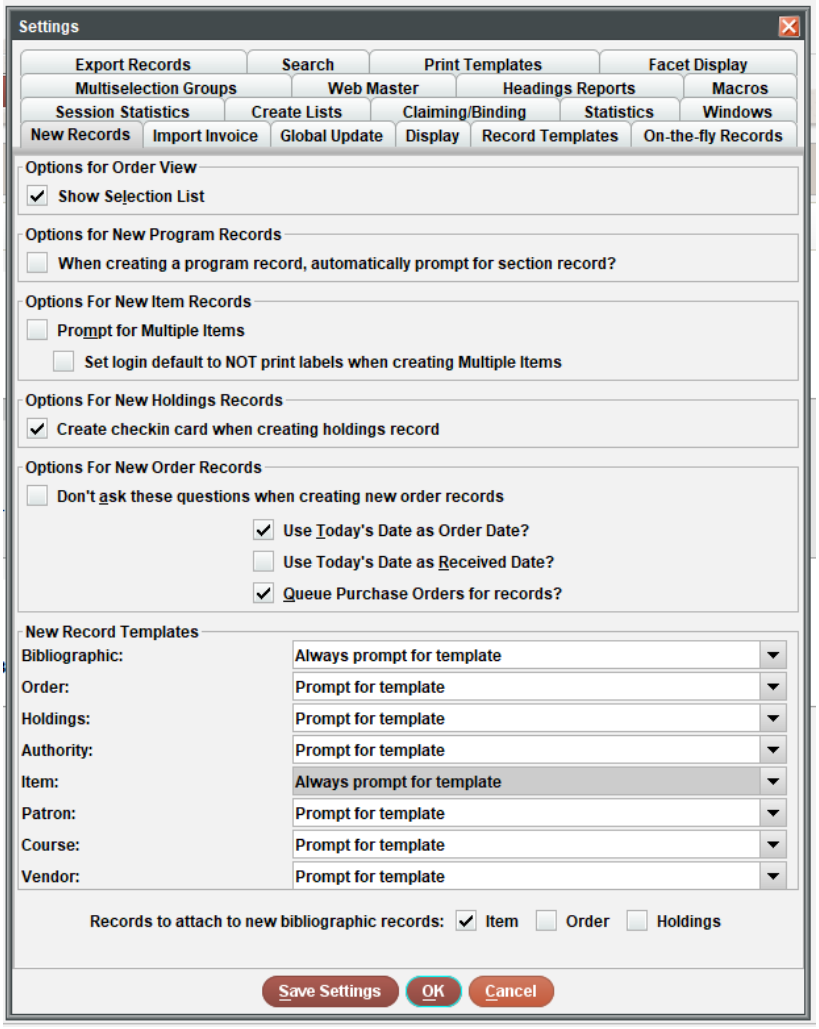
Helpful Item templates might include JE, YAF, Summer Reading, Express DVD, Adult New Fiction, Large Print, CD Audio, etc.

Libraries may have many templates and they should be updated periodically to comply with LION standards.

To locate templates (SEE figure above)

1. In Sierra's Admin menu, select "Settings".
2. In the Settings window, select the "Record Templates" tab.
3. To work with bib record templates, select "Bibliographic" from the dropdown menu labeled "Record Type". Select "Item" to work with item templates.
4. There are two lists, headed "Preferred Templates" and "Other Templates". Templates belonging to your library use are listed in the left-hand panel labeled "Preferred Templates".

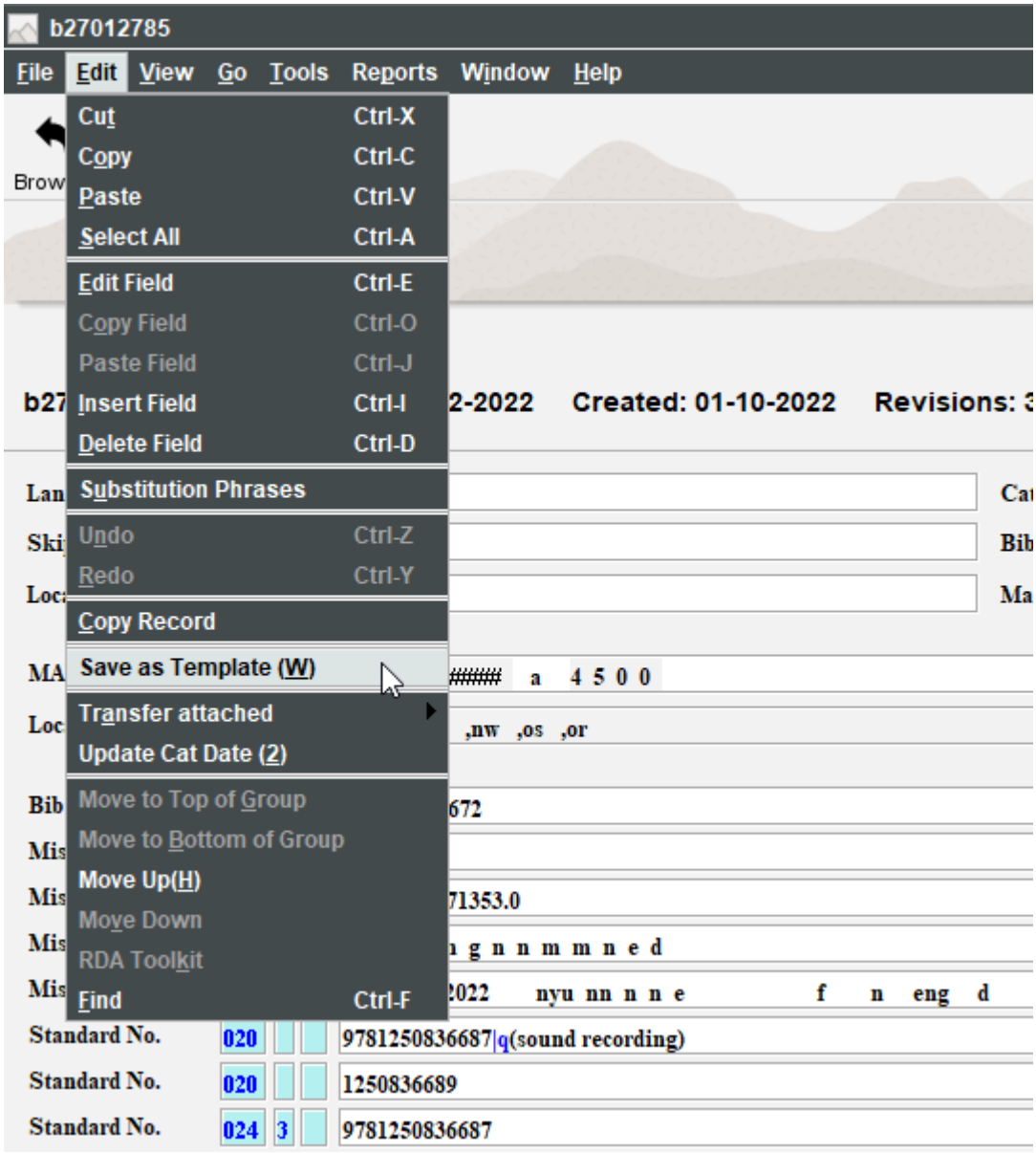
Templates may be created from scratch by catalogers or copied from existing records (see Saving as a Template), saved, and then edited to suit the library's needs. They may also be copied from LION templates if proper care is taken. Instructions for creating, saving as a template, and copying and editing templates are below. Catalogers may contact the LION cataloger for more information. Template codes should start with the owning library's 2-letter code and the name of the library should be in the template's description.



Admin -> Settings -> New Records

Checking the "Item" box at the bottom of this window as well as selecting an 'Item Template' from the drop-down menu allows automatic generation of item records. This will speed up cataloging in general, including the generation of On-Order (placeholder or dummy) item records when creating new bib records at the time orders are placed. It also ensures that bib records will not be deleted before the item is received in hand and cataloged or 'attached'.

Saving as a Template



A good bibliographic or item record may be "Saved as a Template" by following the instructions below:

1. While in "Edit" mode of an open Bibliographic or Item record, select "Save as template" from the "Edit" menu (next to "File" in the top left corner of the screen).

2. This will cause a pop-up Sierra window entitled “Template Code/Description” to appear.
3. Fill in the ‘Code’ and ‘Description’ for your new Item Template, and select ‘OK’. Template codes should start with the owning library’s 2-letter code and the name of the library should be in the template’s description.
4. Next will appear another pop-up containing the new template, which may be edited to your library’s preferences, including adding prompts for information.
5. After editing, select “Save” and then “Close”. The new template should subsequently appear in the ‘Preferred Templates’ column for your library. **In all templates, “|” or pink fields must be edited. Sometimes a space or “no attempt to code” is the appropriate response.**

Editing a template that is already present in a cataloger’s own template list

1. Highlight the template name, then click “Edit”.
2. Edit the template to your library’s preferences, including adding “Prompts” or filling in standard information. Examples might be adding a prompt for the call number and barcode or typing in the beginning of call #s, location codes, IType, or status in an Item Template.

   In a Bibliographic template, desired prompts might be Sierra Header information, 007/008 dates, putting in subfields for author & title, “pagination”, setting up series information fields, etc.
3. When finished editing a template, click “Save” in the editing window, then close that window. “Save Settings” must also be clicked, at the bottom of the ‘Record Templates’ window in order to save changes.

See standards for Bibliographic and Item records elsewhere in this manual to help with the editing and creation of templates for your library.

In all templates, “|” or pink fields must be edited. Sometimes a space or “no attempt to code” is the appropriate response.

Creating new templates

The use of templates in Sierra is strongly encouraged, as they make cataloging quicker and more accurate. A library can have as many templates as they like, and more specific ones are useful, such as JE, JF, ANF, AF Item templates or Music CD, LP, DVD, Blu-ray Bibliographic templates. Some libraries with multiple branches have multiples of the same item templates, one for each branch.

It is recommended that catalogers use the ‘Save as Template’ function with a good Bibliographic or Item record in Sierra. Alternately, copy and then modify one of the existing templates under ‘Other Templates’ that have names starting with ‘Li’ or ‘LION’. Please use caution when copying LION templates, as failure to follow the instructions below will result in the loss of the LION templates.

DO NOT modify or move any of the templates in the ‘Other Templates’ list, as they will be permanently altered. (See “Copying and editing/modifying a template” section below to properly copy and edit templates in this list.)

In all templates, "|" or pink fields must be edited. Sometimes a space or "no attempt to code" is the appropriate response.

Copying and editing/modifying a LION template

Please use caution, as failure to follow the instructions below will result in the loss of the LION templates.

1. Select the desired template and click "Edit".
   In the editing window, **do not make any changes**, but go to the 'Edit' menu and select "Copy Template". This will create a new copy of the template that belongs to you. Note: **The old template will be right behind the new one on the screen**, which is not readily apparent.
2. A prompt will appear to **give the new template a code and description**. Do this and click "OK".
3. The new template will appear in the list of 'Preferred Templates', identified by the code and description just supplied. This template can now be edited to suit the cataloger's needs.

In all templates, "|" or pink fields must be edited. Sometimes a space or "no attempt to code" is the appropriate response.

EXPANDING A FIELD IN SIERRA

- Right-click within the field. If it is expandable, a menu will appear that includes "Expand Field." Select this option.
- **OR** Left-click in the field, then open the Sierra window's 'Edit' menu. If it is expandable, "Expand Field" will be present for selection.
- **OR** Left-click in the field, then type "Control" + "R". If it is expandable, it will expand.

MARC TAG INFORMATION IN SIERRA

While editing a bib record, MARC tag indicators, data entry, and formatting information may be found by **right-clicking anywhere in a MARC field** and **selecting 'MARC Tag Info'**. A drop-down menu will appear and selections may be made to update data in the field. This is especially helpful for indicators.

VERIFYING INDEXED FIELDS IN SIERRA

Names – 1XX & 7XX fields

1. Right-click the field and select "Verify Heading" from pop-up menu.
   OR Left-click the field and select "Verify Record Headings" from Sierra window 'Tools' menu.
   OR Left-click within the field and type "Control" + "G".
2. A list of names will appear, which either includes the name being verified or shows where the name would be if it were present in the index. Clicking the downward pointing triangle at the bottom of the list will reveal more entries.
3. For each name present in the 'Results' list, there is a code in the 'Source' column that starts with either "a" or "b." Ensure that there is an "a" (authorized) name for the author, creator, or contributor in the bib record. Select that heading. Do not select "b" headings.
4. The author's authority record will be displayed at the top of the window. Ensure that the information in that authority record matches what is known about the author or contributor of the item being cataloged. (The author's/contributor's or publisher's websites may be consulted if needed.)
5. NOTE: If record says "THIS 1XX FIELD CANNOT BE USED UNDER RDA" or something similar, Do not use this heading. Continue searching 'Results' list for the next "a" in the Source column.
6. If the information matches and the correct authority record is present, double-click that entry in the results list, select the appropriate button designating use "from the index with (or without) extended information", then click "OK". The authorized form of the name now appears in the field being verified.
7. When a usable authority record is located, see if the information in that record matches what you know about the author or contributor of the item you are cataloging. If yes, double click that entry in the list, then click OK. The authorized form of the name now appears in the field you are verifying.
8. If the information does not match, continue searching the 'Results' list for "a" authority records that match the bib record item author/contributor being verified. Clicking the downward pointing triangle at the bottom of the list will reveal more entries.
9. **If no authority records match, leave the field as is.**

Examples:

- The bib record is for a popular novel and has "Patterson, James" in the 100 field. When the field is verified, the first item in the list is an "a" authority record, but it says "THIS 1XX FIELD CANNOT BE

USED". The next 49 items in the list are "b" (bib) records not authority records. Click the triangle to see more records in the Results list. Finally, 35 records further down, an authority record appears: "Patterson, James, 1947-." Looking at the record in the window above the list by scrolling down until 'clues' are seen that match the desired author: "suspense fiction," "novelist." This entry is the proper authority record to use.

- The bib record is for a popular novel and has "King, Stephen" in the 100 field. When verifying the field, the first item in the 'Results' list is an authority record: "King, Stephen, 1931-." When looking at the record in the window above the list, it shows that this author wrote nonfiction about marketing, but there is no mention of fiction. The second authority record is also about the nonfiction author. The third item is "King, Stephen, 1947-." Present in this authority record are "horror tales," "novelist," "Carrie," etc. This is the author being sought. This is the proper authority record for this novel.

Verifying Subjects – 6XX fields

The process is the same as in VERIFYING NAMES, above. This will give catalogers a rough idea of which subject headings are standard in the LION system. For example, "Travel — Asia — India." has no matching subject authority, but "India|xDescription and travel" is authorized.

Library of Congress Subject Headings may be found at https://id.loc.gov/authorities/subjects.html[11]. If catalogers are unable to verify a subject after consulting this link, they should contact the LION cataloger for assistance.

Verifying Series – 8XX fields

The process is the same as in VERIFYING NAMES, above, only the series title will follow the author's name and any applicable dates.

Library of Congress Series Headings may be found at Library of Congress Authorities[12] (select "Name/Title Authority Headings" from dropdown list. If catalogers are unable to verify a series after consulting this link, they should contact the LION cataloger for assistance.

Some series have multiple authors and may not verify with a name included. In these cases, omit the author's name, and re-verify.

[11] https://id.loc.gov/authorities/subjects.html
[12] https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

LION LIBRARY CODES

BE	Bethany - Clark
BR	Branford - Blackstone
DU	Durham
EH	East Hampton
EL	East Lyme
EX	Essex
GU	Guilford
HA	Haddam - Brainerd
HM	Hamden - Miller
HC	Hamden - Brundage
HW	Hamden - Whitneyville
IV	Ivoryton
LB	Ledyard - Bill
LG	Ledyard - Gales Ferry
MA	Madison - Scranton
MC	Mitchell College
MD	Middletown - Russell
ME	Meriden
ML	Middlefield
NB	North Branford - Atwater
NT	North Branford - Smith
NH	North Haven
NL	New London
NS	North Stonington - Wheeler
NW	Norwich - Otis
OL	Old Lyme – Noyes
OR	Orange - Case
OS	Old Saybrook – Acton
PR	Preston Public Library
RA	East Haddam - Rathbun
RB	East Haddam Free
ST	Stony Creek – Wallace
WA	Wallingford - Main
WB	Wallingford - Yalesville
WD	Woodbridge
WM	West Haven - Main
WL	West Haven - Piantino
WO	West Haven - Mason
WS	Westbrook

MARC LEADER RECORD TYPES

2-dimensional graphic	k
3-d object	r
Cartographic material	e
Computer file	m
Kit	o
Language material	a
Mixed materials	p
MS cartographic material	f
MS language material	t
MS notated music	d
Musical sound recording	j
Nonmusical sound recording	i
Notated music	b
Projected medium	g

SIERRA HEADER MATERIAL TYPES

2-d graphic	k	Graphic novel	gra
3-d object	r	Kit	o
Archival material	b	Large print book	l [or L]
Audiobook on CD	i	Magazine	6
Audiobook on tape	x	Manuscript	t
Blu-ray	3	Mixed material	p
Book	a	Museum pass	mus
Braille	h	Musical CD	j
Computer file	m	Playaway audiobook	5
DVD	g	Print map	e
E-audiobook	u	Printed music	c
E-book	z	VHS videotape	v
E-resource	4		

MACROS

Macros are shortcuts built into Sierra that catalogers may populate with commonly used text strings and functions. Example: copyright symbol = F7, which is available to all catalogers in Sierra already.

Catalogers may tailor individual macros to save time and minimize errors, such as inserting the text string "|q(hardcover)" automatically when pressing F12 (after they have programmed this key).

Another use is to speed up functions in Tech Services or Circulation, such as changing an item from the "New" location code to its regular one.

The Sierra Manual has good instructions on setting up custom macros, under 'Index' – 'macros' – 'settings'. Instructions are included below, or see the manual here: https://catalog.lioninc.org:63100/sierra/admin/help/Default.htm#sgil/sgil_settings_macros.html#kanchor2774**.**

Instructions from the Sierra Manual

Customizing Function Keys

To customize the function keys for the current user:

1. Select **Admin** | **Settings**. The Settings window opens.
2. Click the **Macros** tab.
3. Select one of the following tabs depending on which keys you want to customize:
    - **No Modifier** - to customize function keys **F1** through **F12**
    - **ALT** - to customize function key combinations **Alt+F1** through **Alt+F12**
    - **CTRL** - to customize function key combinations **Ctrl+F1** through **Ctrl+F12**
    - **SHIFT** - to customize function key combinations **Shift+F1** through **Shift+F12**

Some function keys are reserved by the system. See the Reserved Keys section below for further information.

4. In the corresponding text input box, enter text[13] and/or keyboard codes.[14]
5. Repeat the foregoing steps until you have customized all the function keys you want to use.
6. Depending on how you want to use the customized function keys, do one of the following:
    - To retain the customizations you have made, click **Save Settings**. The Settings window closes. Sierra applies your changes during the current session and retains them for use in subsequent sessions.
    - To use the customized keys for the current session only, click **OK**. The Settings window closes. After you log off of the current session, Sierra does not retain your custom changes.
    - To clear all unsaved changes, click **Reset**.
    - To exit the Settings window and discard your changes, click **Cancel**.

Creating Macros

The following guidelines apply to creating macros in the Sierra Desktop Application, Sierra Web, and the Sierra Administration Application.

You can customize function keys F1 through F12 singly or in combination with the **Alt**, **Ctrl**, or **Shift** keys. When you have customized your function keys, you can press them to activate the macro. For example, you can customize **F9** to enter the text string "Colorado Springs". You can then put the cursor in the **City** field for new patron records and press **F9** instead of typing "Colorado Springs".
Note that some function keys are reserved by the system. See Reserved Function Keys[15] below for further information.

Entering Text in a Macro

To enter text for a macro, type the text. For example, enter "Bay Street Branch Juvenile" (without quotation marks) in the **F9** text box. This associates the **F9** function key with that string of text.
To test the macro, place the cursor in any text input field, such as an item record Location field, and press **F9**. Sierra populates the text field with the string "Bay Street Branch Juvenile".

Macros are case-sensitive, that is, they distinguish between uppercase and lowercase letters. When you need a capital 'B', be sure to enter 'B' and not 'b'.

[13] https://catalog.lioninc.org:63100/sierra/admin/help/Default.htm#sgil/sgil_settings_macros.html#enterText
[14] https://catalog.lioninc.org:63100/sierra/admin/help/Default.htm#sgil/sgil_settings_macros.html#enterCode
[15] https://catalog.lioninc.org:63100/sierra/admin/help/Default.htm#sgil/sgil_settings_macros.html#Reserved

Entering Diacritics and Special Characters in a Macro

You can enter diacritics and special characters[16] into macro text using the appropriate Unicode code preceded by "u" and within braces. For example, the British pound sign (£) is entered as `{u00A3}`.
You can enter diacritics by using the code for the combining diacritic followed by the letter that is modified. However, in Unicode it is more common to use a single code for the diacritic and letter together. For example, ñ is entered as `{u00F1}`.

If you want to enter only the diacritic into a macro so that you can use the macro to modify a preceding character, add the `\` character before the closing `}` in the macro. For example, if you want the macro to supply the acute accent diacritic (´) to any character that precedes it, enter `{u0301\}` as the macro text. Then, you can type a character, such as `a`, `e`, or **o**, followed by the macro key to produce the modified character á, é, or ó.
You might have to toggle the **View | Show Codes** menu option to see the diacritics rather than the code.

Entering Keyboard Codes in a Macro

You can specify non-alphanumeric keys, such as **Ctrl**, **Shift**, and **Page Up**, in a macro. You can also use a combination of non-alphanumeric keys and alphanumeric keys. For example, **Ctrl+a** selects all the items in a table.

To use a non-alphanumeric key or key combination, you must enter a keyboard code in the function key text box. The keyboard codes use all capital letters and are enclosed in percent signs, for example, **%ENTER%**corresponds to the **Enter** key.

To enter non-alphanumeric keys for a macro:

- Type the keyboard code for the key (see the List of Keyboard Codes below), *or*
- In the Sierra Desktop Application, you can right-click the input text box and choose the key from the pop-up menu.

  Note that you can use only the non-alphanumeric characters listed in the pop-up menu. The system does not recognize other non-alphanumeric keys.

The system uses the plus sign + for non-alphanumeric/alphanumeric key combinations. For example, **%CTRL+a%** corresponds to **Ctrl+a**, which selects all the items in a table. Note that the 'a' is inside the percent signs to signify that it is entered while the **Ctrl** key is depressed. Be careful not to place extra letters inside the percent signs, unless that is what you intend. For example, in Circulation, to change the function to Search/Holds, you enter **Alt+g**, and then press **u**, and then **h**. To make this key combination into a macro, enter **%ALT+g%uh** in the function key text box.

Limitations

A macro cannot affect more than one object, such as a screen, dialog box, or table. For example, in Circulation, to modify the **Note** in a patron record, you enter **Ctrl+Shift+E** to edit the patron record, and then **Alt+N** to move the cursor to the **Note** text box. A macro for this key combination would look like this:

%CTRL+SHIFT+e%%ALT+n%

However, the macro does not work, because the first set of keys applies to Circulation Desk window and the second set to the Edit Patron Record dialog box.

Summary of Rules for Entering Macros

The following rules apply when entering macros:

[16] https://catalog.lioninc.org:63100/sierra/admin/help/Default.htm#sgil/sgil_usemil_diacbox.html

- Macros use alphanumeric keys, non-alphanumeric keys, and text strings in any combination.
- Macros are case-sensitive.
- Spaces are allowed within text strings, but not between keyboard codes.
- Keyboard codes are all uppercase.
- Keyboard codes must be enclosed in percent signs.
- To represent alphanumeric and non-alphanumeric keys pressed simultaneously, enclose the letter or number and the keyboard code in percent signs.
- Use the plus sign '+' to indicate keys that are "pressed" simultaneously.
- Text strings are not separated from alphanumeric or non-alphanumeric keys by plus signs or other markers.
- Macros cannot change the active screen element, that is, macro elements cannot apply to separate windows elements or dialog boxes.

Special Function Key on PCs using Windows

Macros assigned to the **F6** function key work like **TAB** commands, that is, **F6** moves the current focus to another screen element. For macros that are configured to open a menu or function, this effect is inconsequential. However, for macros that are configured to enter data into a field, this causes the system to switch focus from a field before it can enter the data. To avoid this conflict, do not configure the **F6** function key to enter data in fields.

Reserved Function Keys

Some function keys are reserved by the system. For example, **ALT+F4** is reserved to close the current window or browser. In the Sierra Desktop Application and Sierra Web, the macro text input box contains the text "RESERVED" and is un-editable for reserved keys. Note that the reserved keys differ between the Sierra Desktop Application and Sierra Web, as noted in the drop-down lists below.

List of Keyboard Codes

The following table shows you the character strings that correspond to various non-alphanumeric keys.

Note that the codes use all capital letters and that the code must be enclosed in percent signs.

Use these codes to incorporate non-alphanumeric characters in macros.

To represent simultaneous keystrokes, use the '+' sign. For example: “%CTRL+SHIFT+p%”.

Keyboard Code	Corresponding Key Combination
%HOME%	Home
%END%	End
%LEFT%	Left Arrow
%RIGHT%	Right Arrow
%UP%	Up Arrow

%DOWN%	Down Arrow
%TAB%	Tab
%PGUP%	Page Up
%PGDOWN%	Page Down
%ENTER%	Enter
%SPACE%	Space
%ALT+<another key>%	ALT+<another key>
%CTRL+<another key>%	CTRL+<another key>
%SHIFT+<another key>%	SHIFT+<another key>

REMOTE SEARCHING

Libraries in the LION consortium have online access to the catalogs of other libraries and systems such that records may be downloaded into or overlaid on records already present in the LION database. **LION strongly encourages the use of ISRs instead of Remote Searching in most cases. (Please see item 6 below.)**

Catalogers can conduct a Remote Search by doing the following:

1. Select “Remote” (instead of “Local”) from the drop-down list next to the ‘Search’ box in Sierra.
2. A ‘Select Databases’ window will pop up. Choose the desired libraries to search by clicking the check boxes next to those libraries. Click “OK”. The window will close.
3. After ensuring the search type and search terms are correct, click “Search”. The “Searching Remote Databases” window will pop up and the files will be loaded. When the “Close” button appears, click it to view these records.
4. To view the records, select by double-clicking the record in the list. Return to the Results list by clicking the “Browse” arrow at the top of the Sierra window.
5. Before overlaying or downloading a record, ensure that all of the information is complete and that it matches the item in hand. Do not download or overlay a poor record from the remote databases. The records can be edited before or after they are downloaded or overlaid.
6. Catalogers should add their library’s initials in the 040. If there is not an 040 field, catalogers should create one and add their initials without a subfield|d.

7. A**ll records from remote databases brought into the LION catalog *MUST* be in compliance with our standards, and are the responsibility of the importing cataloger.** Failure to comply with these standards will result in the loss of the ability to conduct Remote Searches by that library.
(See Section VI. FULL BIBLIOGRAPHIC RECORDS for requirements.)

LION EQUALITY, DIVERSITY, and INCLUSION (EDI) THESAURUS for Local Subject Headings (690)

See **690 – LOCAL SUBJECT HEADINGS section for more information.**

Suggested heading	Notes
Children with behavior disorders	Alternative to Problem children
Disadvantaged youth	Alternative to Poor children, Poor teenagers
Economically disadvantaged	Alternative to Poor, Poor children, etc.
Employed parents	Alternative to Working mothers
Enslaved children	Alternative to Child slaves
Enslaved indigenous people	Alternative to Indian slaves
Enslaved persons	Alternative to Slaves
Enslaved women	Alternative to Women slaves
Enslavement	Alternative to Slavery
Enslavers	Alternative to Slave owners
First Nations	Alternative to Indians|zCanada, Indians of North America|zCanada
Freed people	Alternative to Freedmen
Fugitive enslaved people	Alternative to Fugitive slaves
Gay people	Alternative to Gays. (There is some sentiment that "gays" is derogatory, similar to how "black people" is preferred to "blacks")
Housing insecure	Alternative to Homeless persons
Imprisoned persons	Alternative to Prisoners
Incarcerated persons	Alternative to Prisoners
Indigenous people	Alternative to Indians, Indians of North America
Leasing of enslaved labor	Alternative to Slave hiring
LGBTQ+	Additional heading
LGBTQ+ affirming	Additional heading
Low income groups	Alternative to Welfare recipients
Menstrual hygiene products	Alternative to Feminine hygiene products

Mild disabilities	Alternative to Minimal brain dysfunction
Native Americans	Alternative to Indians, Indians of North America
Neurological impairments	Alternative to Brain damage
Own voices	Additional heading
People experiencing homelessness	Alternative to Homeless people
Unauthorized immigration	Alternative to Illegal immigration (From CT State Library)
Undocumented immigration	Alternative to Illegal immigration
Unhoused	Alternative to Homeless persons
Visual impairments	Alternative to Vision disorders
Youth with behavior disorders	Alternative to Problem youth

LAST COPY POLICY

Libraries Online, Inc. (LION) Last Copy Guidelines

LION believes in diverse and wide-ranging library collections that are shared among the patrons of its member libraries. This commitment to resource sharing implicitly recognizes that no single library can address the information and entertainment needs of its community. Within this context, individual library withdrawal decisions must consider the uniqueness of an item before its removal from the shared bibliographic database.

To ensure this preservation goal, the following guidelines are recommended to LION Libraries. These guidelines only apply to items that are deemed consequential in the professional judgement of library staff. They must add value to LION's bibliographic holdings and be in usable condition or better.

Recommended Procedures:

- Each item to be deaccessioned must be checked against the LION bibliographic database.
- If there is an exact match, the item may be discarded.
- If there is no match, findIT should be searched for a copy.
- If there is no match in findIT and the library would still like to remove the item, the item should be offered to other LION libraries.
- Libraries should use the LION Bibliographic Distribution List (bib@lioninc.org) for these transactions.
- The subject line of the message should read "Last Copy in Sierra."
- Materials are offered on a first come, first serve basis.

- The body of the message should include the following information: title, author, ISBN, year published and publisher. It also should include a date by which libraries should respond.
- If an item is identified as a last copy, libraries should place an internal note in the item record indicating "Last copy in Sierra" in order to assist with future local deselection projects.

Last Copy Guidelines Board approval, 2/22/22

Bibliographic Manual approved by the LION Board 10/29/19. Revised May 2022. Board approval on 8/23/22.

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