2xx Fields

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2xx Introduction

2xx fields

The 20x–24x fields contain the title of the item and the variant and former titles that apply to that item. Use field 245 (Title Statement) for the title as it appears on the chief title source for an item or a title formulated according to cataloging guidelines. The uniform title is the primary collecting title for items appearing under multiple titles. The key title is a special unique title for continuing resources (serials and integrating resources). Use the indicator values of these fields entered under a name heading to generate access points and display notes.

Use the 25x–28x fields for descriptive information about the item, other than title related data. This includes the edition statement, descriptive information related to specific forms of materials, imprint and other publication source information and addresses.
210 Abbreviated Title (R)

Input Standards
Optional/Optional

1st Indicator Title added entry
0 No added entry
1 Added entry

2nd Indicator Type
b Abbreviated key title
0 Other abbreviated title

Subfields (R=Repeatable NR=Nonrepeatable)
‡a Abbreviated title (NR) Mandatory/Mandatory
‡b Qualifying information (NR) Required if applicable/Required if applicable
‡2 Source (R) Required if applicable/Required if applicable

Definition
The title of an item as abbreviated for purposes of indexing or identification. An abbreviated key title is supplied by ISSN centers based on field 222 (Key Title). Other abbreviated titles are supplied by cataloging agencies, including abstracting and indexing services. The abbreviated title is either created by the agency supplying the field or taken from the item.

1st Indicator
Title added entry. A value that indicates whether an added entry is to be generated for the abbreviated title.
0 No added entry. No title entry is to be generated.
1 Added entry. A title entry is to be generated.

2nd Indicator
Type. A value that indicates the type of abbreviated title.

b Abbreviated key title. The abbreviated title is based on the title contained in field 222 (Key Title). The title is assigned by national centers under the auspices of the ISSN Network in accordance with ISO 4, Documentation–Rules for the Abbreviation of Title Words and Titles of Publications and List of Serial Title Word Abbreviations. The abbreviated key title is agency-assigned.

0 Other abbreviated title. The abbreviated title is other than an abbreviated key title.

Subfields
‡a Abbreviated title
The complete abbreviated key title.

‡b Qualifying information
The qualifying information. When qualifying information is present in the key title, the same information is added to field 210 in the appropriate abbreviated form. The qualifiers are always enclosed in parentheses.

‡2 Source

Example:
210 0 Manage. improve. cost reduct. goals
222 0 Management improvement and cost reduction goals

‡b Plant prot. bull. Faridabad
‡2 Source

Example:
210 0 Plant prot. bull. Faridabad
222 0 Plant protection bulletin Faridabad
### 210 Abbreviated Title (R) (cont.)

<table>
<thead>
<tr>
<th>Source</th>
<th>The code for the source of the abbreviated title, if the source is known. Use when the 2nd indicator value is 0. Also use when the 2nd indicator value is B and another abbreviated title list uses the same abbreviation as the abbreviated key title. See <em>MARC Code Lists for Relators, Sources, Description Conventions</em> (<a href="http://lcweb.loc.gov/marc/relators">http://lcweb.loc.gov/marc/relators</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>Field 210 does <strong>not</strong> print.</td>
</tr>
</tbody>
</table>
### 222 Key Title (R)

**Input Standards**
ISSN National Centers use only

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>Undefined</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Undefined</td>
</tr>
</tbody>
</table>

**2nd Indicator** Nonfiling characters

<table>
<thead>
<tr>
<th>0</th>
<th>No nonfiling characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>Number of nonfiling characters present</td>
</tr>
</tbody>
</table>

**Subfields** (R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>‡a</th>
<th>Key title (NR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡b</td>
<td>Qualifying information (NR)</td>
</tr>
</tbody>
</table>

**Definition**
ISSN national centers use field 222 for a unique title assigned to a continuing resource (serial or integrating resource) in conjunction with an International Standard Serial Number in field 022. The title is formed from title information transcribed from a piece of the continuing resource and is constructed with qualifiers to make it unique when necessary.

National centers assign ISSNs and key titles. You may enter the ISSN and key title if you are inputting a new record and the ISSN and key title are clearly labeled on the item.

If you are inputting a record for a microform or photocopy reproduction, you may transfer the ISSN and key title from the record for the original item to the record for the reproduction.

**Punctuation**
Omit final punctuation unless the last word in the field is an abbreviation or ends with a closing parenthesis.

**1st Indicator**
**Undefined.** The 1st indicator position is undefined and contains a blank (b).

**2nd Indicator**
**Nonfiling characters.** The number of character positions associated with a definite or indefinite article (e.g., An or The) at the beginning of a title and that are disregarded in sorting and filing processes.

<table>
<thead>
<tr>
<th>0</th>
<th>No nonfiling characters. No initial article character positions are disregarded. Use value 0 if the title does not begin with an article.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diacritical marks or special characters at the beginning of a field that does not begin with an initial article are not counted as nonfiling characters.</td>
</tr>
</tbody>
</table>

**1-9 Number of nonfiling characters present.** A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.

Any diacritical mark or special character associated with the first filing character is not included in the count of nonfiling characters.

**Subfields**

<table>
<thead>
<tr>
<th>‡a</th>
<th>Key title</th>
</tr>
</thead>
<tbody>
<tr>
<td>222 0</td>
<td>Soviet astronomy letters</td>
</tr>
<tr>
<td>222 0</td>
<td>Municipal salary survey. Bench-mark jobs</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>222</td>
<td>Report - North Dakota State Department of Health</td>
</tr>
<tr>
<td>222</td>
<td>LDR. Lawyers desk reference</td>
</tr>
<tr>
<td>222</td>
<td>Journal of polymer science. Part B. Polymer letters</td>
</tr>
</tbody>
</table>

**‡b Qualifying information**

Information that qualifies the title to make it unique. Always enclose in parentheses.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>222</td>
<td>Medicina ‡b (Tokyo)</td>
</tr>
<tr>
<td>222</td>
<td>Medicina ‡b (Madrid)</td>
</tr>
<tr>
<td>222</td>
<td>Recherches ‡b (Paris. 1953)</td>
</tr>
<tr>
<td>222</td>
<td>Recherches ‡b (Paris. 1961)</td>
</tr>
</tbody>
</table>

**Printing**

Field 222 prints as the last note. If an ISSN (field 022) is present, it prints in the note. If a record contains more than one 222 field, only the first prints.

**AACR2 records.** The ISSN precedes the key title. The print program supplies ISSN before the ISSN and a space equal-sign space (=) between the ISSN and the key title.

```
022 1 0479-7469
222 0 Volunteer ‡b (Washington)
```

*Prints as:*

ISSN 0479-7469 = Volunteer (Washington)

**Pre-AACR2 records.** The key title precedes the ISSN. The print program supplies *Key title:* before the key title and ISSN before the ISSN and a comma after the key title.

```
022 1 0093-9390
222 0 Comprehensive law enforcement and criminal justice ‡b (Lansing)
```

*Prints as:*

Key title: Comprehensive law enforcement and criminal justice (Lansing), ISSN 0093-9390
# 240 Uniform Title (NR)

## Input Standards

- **Required if applicable/Optional**

### 1st Indicator
- Uniform title printed or displayed
  - 0: Not printed or displayed
  - 1: Printed or displayed

### 2nd Indicator
- Nonfiling characters
  - 0: No nonfiling characters
  - 1-9: Number of nonfiling characters present

## Subfields

- **(R=Repeatable NR=Nonrepeatable)**

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Input Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a Uniform title (NR)</td>
<td>Mandatory/Mandatory</td>
</tr>
<tr>
<td>‡d Date of treaty signing (R)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡f Date of a work (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡g Miscellaneous information (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡h Medium (NR)</td>
<td>Optional/Optional</td>
</tr>
<tr>
<td>‡k Form subheading (R)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡l Language of a work (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡m Medium of performance for music (R)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡n Number of part/section of a work (R)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡o Arranged statement for music (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡p Name of part/section of a work (R)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡r Key for music (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡s Version (NR)</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡0 Authority record control number (R)</td>
<td>Optional/Optional</td>
</tr>
</tbody>
</table>

## Definition

The uniform title identifies an item if it has appeared under varying titles. It brings together records for items entered under both personal and corporate names and bearing variant titles. Use for uniform titles that follow the main entry (field 100, field 110 or field 111). Use field 130 for uniform titles that are the main entry.

For current cataloging, construct uniform titles according to AACR2 and LC practice. Search the OCLC Authority File to verify forms of entry. Use the current AACR2 or AACR2-compatible form of entry. If that form is unknown, construct the heading according to AACR2.

For retrospective cataloging, search the OCLC Authority File to verify forms of entry. Use the current AACR2 or AACR2-compatible form of entry. If that form is unknown, you may enter the pre-AACR2 form, but you are encouraged to construct the heading according to AACR2.

Do not enter field 240 and field 243 in the same record.

## REC, SCO

The following guidelines are for entering uniform titles for music scores, sound recordings, and music related components of uniform titles for other materials.

- Usually, enter each component of a music uniform title in a separate subfield. For example, enter nonadjacent multiple iterations of the same type of data (i.e., data that suit the definition of the same subfield) in two subfields.

  240 10 Pièces de violes, ‡n 4e livre. ‡n 1ère partie. ‡p Suite, ‡n no. 6. ‡p Matelotte
240 Uniform Title (NR) (cont.)

Use two subfields for adjacent multiple iterations of the same type of data that are separated by a full or implied stop.

240 10 Sonatas ‡n (ca. 1710). ‡n No. 4-6

However, enter adjacent multiple iterations of the same type of data separated with a comma in the same subfield.

240 10 Quintets, ‡m violins, violas, violoncello
240 10 Concertos, ‡m piano, orchestra, ‡n no. 5, op. 103, ‡r F major
240 10 Songs, ‡m viola, piano acc.
240 10 Sonatas, ‡m piano, ‡n no. 17, op. 31, no. 2, ‡r D minor

- Enter qualifying information in parentheses in the same subfield as the information it qualifies.

240 10 Goyescas (Opera)
240 10 O Ewigkeit, du Donnerwort (Cantata), ‡n BWV 60
240 10 Sonatas, ‡m violin, continuo (Bayerische Staatsbibliothek: Mus. Ms. 4123). ‡p Passacaglia

However, enter parenthetical dates used as numbers in separate subfields if the date is not adjacent to another number element.

240 10 Concertos, ‡m violin, orchestra ‡n (1938)
240 10 Concertos, ‡m violin, orchestra ‡n (1907-08)
240 10 Folk song arrangements ‡n (1943-1961), v. 3 ‡p O waly, waly

- Enter titles of excerpts and components as if they were names of parts.

240 10 Aïda. ‡p Celeste Aïda
240 10 Rienzi. ‡p Ouvertüre
240 10 Traviata. ‡n Atto 3o. ‡p Preludio
240 10 Symphonies, ‡n no. 1, op. 21, ‡r C major. ‡p Andante con moto
240 10 Plow that broke the plains. ‡p Suite

- Enter the following types of data as if they were numbers of parts: (1) numbers used to distinguish excerpts, (2) designations such as book, livre, collection, Theil, volume, etc.

240 10 Ungarische Tänze. ‡n Nr. 5
240 10 Symphoniae sacrae, ‡n 3 pars. ‡p Komm, heiliger Geist, Herre Gott
240 10 Wohltemperierte Klavier, ‡n 1. T. ‡n Nr. 24. ‡p Fuga
240 10 Musique de table. ‡n 2e production. ‡p Concert
240 10 Madrigals, ‡m voices (4-6), ‡n book 1. ‡p Fuggito è ’l sonno
240 10 Chansons, ‡n 1. livre
240 10 Cançons populars de Catalunya, ‡n 1. série
240 Uniform Title (NR) (cont.)

240 10 Lieder ohne Worte. ‡n Heft 2
240 10 Airs, ‡m recorder, continuo, ‡n 3rd collection

- Enter the following subheadings (used for various versions of works in the larger vocal forms) as version statements: Chorus score, Libretto, Text, Texts, Vocal score.

240 10 Fanny. ‡s Libretto. ‡l English
240 10 Deutsches Requiem. ‡s Vocal score. ‡l English & German

1st Indicator Uniform title printed or displayed. Controls printing. Your profile designation and the 1st indicator of field 240 determine printing. See also “Printing.”

0 Not printed or displayed. The uniform title is not printed or displayed.
1 Printed or displayed. The uniform title is printed or displayed.

2nd Indicator Nonfiling characters. The number of character positions associated with a definite or indefinite article (e.g., An or The) at the beginning of a title and that are disregarded in sorting and filing processes.

Current practice is to enter the title without articles and use 2nd indicator value 0.

0 No nonfiling characters. No initial article character positions are disregarded.
   Use value 0 if the title does not begin with an article.
   Diacritical marks or special characters at the beginning of a field that does not begin with an initial article are not counted as nonfiling characters.

1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.

   Any diacritical mark or special character associated with the first filing character is not included in the count of nonfiling characters.

Subfields Do not enter brackets around the text of the uniform title. The print program supplies brackets. Do not enter a period at the end of the uniform title. Enter necessary punctuation at the end of the field if it ends in an abbreviation.

‡a Uniform title Contains the uniform title. Parenthetical information added to make a title distinctive is not separately subfield coded except in the case of the date of signing added to a uniform title of a treaty. See subfield ‡d.

240 10 Mass, Easter (Ms. Stiftsbibliothek Sankt Gallen. 339)
240 10 Ballades
110 1 Alaska.
240 10 Laws, etc.
110 1 India. ‡b Dept. of Petroleum.
240 10 Annual report (1980)
240 10 Man against the elements
240 10 Art de la nouvelle
### 240 Uniform Title (NR) (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡d</td>
<td>Date of treaty signing</td>
<td>The date of meeting or date a treaty was signed. 110 1 France. 240 10 Treaties, etc. ¶g Poland, ¶d 1948 Mar. 2. ¶k Protocols, etc. ¶d 1951 Mar. 6</td>
</tr>
<tr>
<td>‡f</td>
<td>Date of a work</td>
<td>The date of publication used with the uniform title.</td>
</tr>
<tr>
<td>‡g</td>
<td>Miscellaneous information</td>
<td>Data not identified in other subfields (e.g., the other party in a treaty heading).</td>
</tr>
<tr>
<td>‡h</td>
<td>Medium</td>
<td>For BKS, CNR, VIS, MIX, MAP, SCO, and COM do not use. Use field 245. For REC, use for pre-AACR2 cataloging only.</td>
</tr>
<tr>
<td>‡k</td>
<td>Form subheading</td>
<td>Standardized terms, such as Manuscripts, Protocols, and Selections, added to headings to gather records for certain kinds of materials. 240 10 Organ music. ¶k Selections 240 10 Carmen. ¶k Selections 240 10 History of the decline and fall of the 2xx, Empire. ¶k Selections</td>
</tr>
<tr>
<td>‡l</td>
<td>Language of a work</td>
<td>Use if the linguistic content of the item is different from the original work. For example, if the item is a translation, the language of the translation follows the uniform title. (Uniform titles are usually in the original language.) Spell out the name of the language. 240 10 Let it be. ¶l French &amp; English 240 10 De bello Gallico. ¶l French 240 10 Opera completa di Watteau. ¶l English</td>
</tr>
<tr>
<td>‡m</td>
<td>Medium of performance for music</td>
<td>Terms designating the medium of performance. Use also for data about accompaniment. 240 10 Sonatas, ¶m piano 240 10 Madrigals, ¶m voices (5) 240 10 Chansons, ¶m guitar acc.</td>
</tr>
<tr>
<td>‡n</td>
<td>Number of part/section of a work</td>
<td>The number designations of a part/section of an item. If you are cataloging a score or sound recording, use for the serial, opus, thematic catalog number or date used as a number. 240 10 Symphonies, ¶n no. 5 240 10 Album für die Jugend. ¶n Nr. 14, ¶p Kleine Studie 240 10 Iliad. ¶n Book 1-6</td>
</tr>
<tr>
<td>‡o</td>
<td>Arranged statement for music</td>
<td>The abbreviation arr. used in the title field. 240 10 Corsaire; ¶o arr.</td>
</tr>
<tr>
<td>‡p</td>
<td>Name of part/section of a work</td>
<td>The name designation of the part or section. 240 10 Aïda. ¶p Celeste Aïda</td>
</tr>
<tr>
<td>‡r</td>
<td>Key for music</td>
<td>The statement of key in which the music is written. 240 10 Trios, ¶m piano, strings, ¶n no. 2, op. 66, ¶r C minor</td>
</tr>
</tbody>
</table>
240 Uniform Title (NR) (cont.)

**Version**

The version, editions, etc., information.

240 10 Messiah. ﬂs Vocal score. ﬂl Dutch & English

**Authority record control number**

System control number of the related authority record preceded by the MARC code, enclosed in parentheses, for the agency to which the control number applies. For a listing of sources used in MARC 21 records, see the MARC Code List for Organizations (http://www.loc.gov/marc/organizations/orgtshome.html).

**Printing**

Field 240 prints on the line below the name main entry and on the line above the title. Field 240 does not print as an added entry. Your profile and the 1st indicator of field 240 determine printing.

<table>
<thead>
<tr>
<th>Profile designation</th>
<th>Printing of field 240</th>
</tr>
</thead>
<tbody>
<tr>
<td>All uniform titles</td>
<td>Prints regardless of 1st indicator</td>
</tr>
<tr>
<td>LC uniform titles</td>
<td>Prints if the 1st indicator value is 1</td>
</tr>
<tr>
<td>No uniform titles</td>
<td>Does not print</td>
</tr>
</tbody>
</table>

**AACR2 records.** The print program supplies brackets around the entire uniform title.

100 1 Brunhoff, Jean de, ‡d 1899-1937.
240 10 Babar en famille. ‡l English
245 10 Babar and his children...

*Prints as:*

Brunhoff, Jean de, 1899-1937.
[Babar en famille. English]
Babar and his children...

**Pre-AACR2 records.** The print program supplies brackets around the uniform title, excluding the media qualifier (i.e., around subfields up to subfield ﬂh).

If brackets are not displayed on the record around the media qualifier in subfield ﬂh, the print program supplies a pair of brackets. If any subfields follow subfield ﬂh, the subfields print without brackets.

110 2 Catholic Church.
240 10 Mass, Easter ﬂh Sound recording
245 14 The traditional Catholic Easter Mass.

*Prints as:*

Catholic Church.
[Mass, Easter] [Sound recording]
The traditional Catholic Easter Mass.
242 Translation of Title by Cataloging Agency (R)

**Input Standards**
Optional/Optional

**1st Indicator**  
Title added entry

- 0 No title added entry
- 1 Title added entry

**2nd Indicator**  
Nonfiling characters

- 0 No nonfiling characters
- 1-9 Number of nonfiling characters present

**Subfields**  
(R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Title (NR)</td>
</tr>
<tr>
<td>‡b</td>
<td>Remainder of title (NR)</td>
</tr>
<tr>
<td>‡c</td>
<td>Statement of responsibility (NR)</td>
</tr>
<tr>
<td>‡h</td>
<td>Medium (NR)</td>
</tr>
<tr>
<td>‡n</td>
<td>Number of part/section of a work (R)</td>
</tr>
<tr>
<td>‡p</td>
<td>Name of part/section of a work (R)</td>
</tr>
<tr>
<td>‡y</td>
<td>Language code of translated title (NR)</td>
</tr>
</tbody>
</table>

**Definition**
A title that is a translation of the title proper by the cataloging agency. If the translated title (parallel title) is on the item, use field 245. Use only for translations, not transliterations.

**1st Indicator**  
**Title added entry.** Field 242 does not print. Nevertheless, use the 1st indicator to show whether a title added entry would be provided if it did print.

- 0 **No title added entry.** No title entry is to be generated.
- 1 **Title added entry.** A title entry is to be generated.

**2nd Indicator**  
**Nonfiling characters.** The number of character positions associated with a definite or indefinite article (e.g., An or The) at the beginning of a title and that are disregarded in sorting and filing processes.

Current practice is to enter the title without articles and use 2nd indicator value 0.

- 0 **No nonfiling characters.** No initial article character positions are disregarded. Use value 0 if the title does not begin with an article.

  Diacritical marks or special characters at the beginning of a field that does not begin with an initial article are not counted as nonfiling characters.

- 1-9 **Number of nonfiling characters present.** A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.

  Any diacritical mark or special character associated with the first filing character is not included in the count of nonfiling characters.

**Subfields**
Enter a translated title according to guidelines for the title (field 245).

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Title</td>
</tr>
</tbody>
</table>

The title proper and alternative title, excluding the designation of the number or name of a part. Use subfield ‡a for the first title of separate works (by the same or different authors/composers) in a collection lacking a collective title.

In records formulated according to ISBD principles, subfield ‡a includes all the information up to and including the first mark of ISBD punctuation (i.e., an equal
242 Translation of Title by Cataloging Agency (R) (cont.)

sign [=], a colon [:], a semicolon [;] or a slash [/]) or the medium designator (e.g., [microform]).

‡b Remainder of title
The remainder of the title information. Include parallel titles, titles subsequent to the first (in items lacking a collective title) and other title information.

In records formulated according to ISBD principles, subfield ‡b includes all the data following the first mark of ISBD punctuation up to and including the mark of ISBD punctuation that introduces the first author statement (i.e., the first slash [/]). Do not repeat subfield ‡b when more than one parallel title, subsequent title and/or other title information are given in the field.

‡c Statement of responsibility
The first statement of responsibility and/or remaining data in the field that has not been coded in one of the other subfields.

In records formulated according to ISBD principles, subfield ‡c contains all data following the first slash (/).

‡h Medium
Do not use.

‡n Number of part/section of a work
A number designation for a part/section of a work used in a title. Numbering is an indication of sequencing in any form (e.g., Book two, Part 1 or Supplement A). In music titles, do not use subfield ‡n for the serial opus or thematic index number.

In records formulated according to ISBD principles, subfield ‡n data follows a period (.). Use a single ‡n for multiple alternative numberings.

‡p Name of part/section of a work
A name of a part/section of a work in a title.

In records formulated according to ISBD principles, subfield ‡p data follows a period (.) when it is preceded by subfield ‡a or another subfield ‡p. Subfield ‡p follows a comma (,) when it follows subfield ‡n.

‡y Language code of translated title
A three-character language code that indicates the language of the translated title. See MARC Code List for Languages (http://www.loc.gov/marc/languages/). Do not enter punctuation in subfield ‡y.

242 00 Political behavior in Chile, 1958. ‡y eng
245 10 Comportamiento politico en Chile, 1958

Printing
Field 242 does not print.
243 Collective Uniform Title (NR)

Input Standards
Optional/Optional
1st Indicator Uniform title printed or displayed
0 Not printed or displayed
1 Printed or displayed
7 Works
8 Selections
9 Other collective titles
2nd Indicator Nonfiling characters
0 No nonfiling characters
1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)
‡a Uniform title (NR) Mandatory/Mandatory
‡d Date of treaty signing (R) Required if applicable/Required if applicable
‡f Date of work (NR) Required if applicable/Required if applicable
‡g Miscellaneous information (NR) Optional. Pre-ACCR2 only/Optional. Pre-ACCR2 only
‡h Medium (NR) Do not use/Do not use
‡k Form subheading (R) Required if applicable/Required if applicable
‡l Language of a work (NR) Required if applicable/Required if applicable
‡m Medium of performance for music (R) Required if applicable/Required if applicable
‡n Number of part/section of a work (R) Required if applicable/Required if applicable
‡o Arranged statement for music (NR) Required if applicable/Required if applicable
‡p Name of part/section of a work (R) Required if applicable/Required if applicable
‡r Key for music (NR) Required if applicable/Required if applicable
‡s Version (NR) Required if applicable/Required if applicable

Definition
A generic title constructed by the cataloger and used to collect works by a prolific author.

Use field 243 for uniform titles of a collective nature (e.g., Works) that are not distinctive enough for a title added entry. LC does not use field 243. LC enters all uniform titles (including collective uniform titles) in field 240 (Uniform Title). OCLC encourages you to use field 240.

Do not enter field 243 and field 240 in the same record.

1st Indicator
Uniform title printed or displayed. Your profile designation and the 1st indicator of field 243 determine printing. See “Printing” for more information.

0 Not printed or displayed. The uniform title is not printed or displayed.
1 Printed or displayed. The uniform title is printed or displayed. Use on records that you input into WorldCat. Value 1 prints for institutions whose profile designation is LC or ALL. OCLC defines values 7–9 for United Kingdom libraries. Libraries profiled for all uniform titles may use 1st indicator values 7, 8 and 9 to print field 243.
7 Works. United Kingdom library use only.
8 Selections. United Kingdom library use only.
9 Other collective titles. United Kingdom library use only.
<table>
<thead>
<tr>
<th>2nd Indicator</th>
<th>Nonfiling characters. The number of character positions associated with a definite or indefinite article (e.g., <em>An</em> or <em>The</em>) at the beginning of a title and that are disregarded in sorting and filing processes. Current practice is to enter the title without articles and use 2nd indicator value 0.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 No nonfiling characters. No initial article character positions are disregarded. Use value 0 if the title does not begin with an article. Diacritical marks or special characters at the beginning of a field that does not begin with an initial article are not counted as nonfiling characters.</td>
</tr>
<tr>
<td></td>
<td>1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word. Any diacritical mark or special character associated with the first filing character is not included in the count of nonfiling characters.</td>
</tr>
<tr>
<td>Subfields</td>
<td>Do not enter brackets around the text of the uniform title because the print program supplies brackets. Do not enter a period at the end of the uniform title. Enter necessary punctuation at the end of the field if it ends with an abbreviation. Enter a collective uniform title (field 243) according to guidelines for the uniform title (field 240).</td>
</tr>
<tr>
<td>‡a Uniform title</td>
<td>Contains the uniform title. Enter parenthetical information added to make a title distinctive in subfield ‡a.</td>
</tr>
<tr>
<td>‡d Date of treaty signing</td>
<td>Date of signing in a uniform title for a treaty or other intergovernmental agreement.</td>
</tr>
<tr>
<td>‡f Date of work</td>
<td>The date of publication.</td>
</tr>
<tr>
<td>‡g Miscellaneous information</td>
<td>Data not identified in other subfields. Pre-AACR2 headings only.</td>
</tr>
<tr>
<td>‡h Medium</td>
<td>Do not use.</td>
</tr>
<tr>
<td>‡k Form subheading</td>
<td>A form subheading.</td>
</tr>
<tr>
<td>‡l Language of a work</td>
<td>Use if the linguistic content of the item is different from the original work. For example, if the item is a translation, the language of the translation follows the uniform title. (Uniform titles are usually in the original language.) Spell out the name of the language.</td>
</tr>
<tr>
<td>‡m Medium of performance for music</td>
<td>Terms designating the medium of performance.</td>
</tr>
<tr>
<td>‡n Number of part/section of a work</td>
<td>The number designation of a part or section of the work.</td>
</tr>
<tr>
<td>‡o Arranged statement for music</td>
<td>The abbreviation <em>arr:</em> used in a collective title.</td>
</tr>
<tr>
<td>‡p Name of part/section of a work</td>
<td>A name designation of a part/section of the work.</td>
</tr>
<tr>
<td>‡r Key for music</td>
<td>The statement of key in which the music is written.</td>
</tr>
<tr>
<td>‡s Version</td>
<td>The version, editions, etc., information.</td>
</tr>
</tbody>
</table>
243 Collective Uniform Title (NR) (cont.)

Printing

Field 243 prints on the line below the name main entry and the line above the title. Field 243 does **not** print as an added entry. Your profile and the 1st indicator determine printing of field 243.

<table>
<thead>
<tr>
<th>Profile designation</th>
<th>Printing of field 243</th>
</tr>
</thead>
<tbody>
<tr>
<td>All uniform titles</td>
<td>Prints regardless of 1st indicator</td>
</tr>
<tr>
<td>LC uniform titles</td>
<td>Prints if the 1st indicator value is 1</td>
</tr>
<tr>
<td>No uniform titles</td>
<td>Does <strong>not</strong> print</td>
</tr>
</tbody>
</table>

**AACR2 records.** The print program supplies brackets around the entire collective uniform title:

100 1 Morris, William, ‡d 1834-1896.
243 10 Selections. ‡f 1973
245 00 Selected writings and designs

*Prints as:*

Morris, William, 1834-1896.
[Selections. 1973]
Selected writings and designs

**Pre-AACR2 records.** The print program supplies brackets around the collective uniform title, excluding the media qualifier (i.e., subfields up to ‡h).

If brackets are **not** displayed on the record around the media qualifier, the print program supplies a pair of brackets. If any subfields follow subfield ‡h, the subfields print without brackets.

100 1 Ruskin, John, ‡d 1819-1900.
243 10 Selections. ‡l Italian ‡h Microform
245 10 Venezia / ‡c John Ruskin

*Prints as:*

Ruskin, John, 1819-1900.
[Selections. Italian] [Microform]
Venezia / John Ruskin
245 Title Statement (NR)

Input Standards
Mandatory/Mandatory

1st Indicator Title added entry
0 No added entry
1 Added entry

2nd Indicator Nonfiling characters
0 No nonfiling characters
1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)

‡a Title (NR)

‡b Remainder of title (NR)

‡c Statement of responsibility, etc. (NR)

‡f Inclusive dates (NR)

‡g Bulk dates (NR)

‡h Medium (NR)

‡k Form (R)

‡n Number of part/section of a work (R)

‡p Name of part/section of a work (R)

‡s Version (NR)

Definition
The title and statement of responsibility. Field 245 consists of the title proper and may also contain the general material designation (medium), remainder of title, other title information, the remainder of the title page transcription and statement(s) of responsibility. The title proper includes the short title and alternative title, the numerical designation of a part/section and the name of a part/section.

Archival materials
The name by which the material is known. In addition to the title, remainder of title and remainder of title-page transcription, the title statement may include inclusive dates (subfield ‡f) and bulk dates (subfield ‡g).

Use subfield ‡k (Form) for materials with no formal bibliographic title as the first subfield when the form of material is the only title information. If your local system requires a subfield ‡a as the first subfield, you may enter a “form of material” statement in subfield ‡a. Use subfield ‡k also to indicate “form” even if a formal title is given in subfield ‡a, ‡b and ‡c.

1st Indicator

Title added entry. A value that specifies whether a title added entry is made.

0 No added entry. No title added entry is made. Value 0 is always used when a 1xx heading field is not present in the record.

245 00 [Man smoking at window].

245 03 Le bureau ‡h [filmstrip] = ‡b La Oficina = Das Büro.

1 Added entry. A title added entry is made.

245 10 Cancer research : ‡b official organ of the American Association for Cancer Research Inc.

245 10 [Nocturne, dance house].

245 10 Statistics : ‡b facts or fiction.
Nonfiling characters. The number of character positions associated with a definite or indefinite article (e.g., *An*, *Le* or *The*) at the beginning of a title that are disregarded in sorting and filing processes.

0 **No nonfiling characters.** No initial article character positions are disregarded. Use value 0 if the title does not begin with an article.

- 245 10 Harvard project manager.
- 245 10 War of the worlds.

Diacritical marks or special characters at the beginning of a title field that does not begin with an initial article are not counted as nonfiling characters.

- 245 00 [Diary].
- 245 10 --as others see us

1-9 **Number of nonfiling characters present.** A non-zero value indicates that a title begins with a definite or indefinite article that is disregarded in sorting and filing processes. Any diacritical mark, space, mark of punctuation associated with the article and any space or mark of punctuation preceding the first filing character is included in the count of nonfiling characters.

Any diacritic or special character associated with the first filing character is not included in the count of nonfiling characters.

- 245 00 A to Z drug fact.
- 245 04 The year book of medicine.
- 245 05 [The part of Pennsylvania that ... townships].
- 245 12 A report to the legislature for the year ...
- 245 12 L’enfant criminal.
- 245 12 L’été
- 245 13 An A--Z of employment law.
- 245 15 The “winter mind” : ‡b William Bronk and American letters / ‡c Burt Kimmelman.
- 245 15 “The eve that never sleeps …”
- 245 16 --the serpent--snapping eye.
- 245 18 The ... annual report to the Governor.
However, AACR2 prescribes that titles for items other than those in the preceding paragraph generally would not contain a date or dates. Instead, the date or dates would be treated as imprint information and would therefore be entered in field 260 (Publication, Distribution, Etc. [Imprint]) subfield ‡c.

- Describing Archives: A Content Standard prescribes that you treat dates as part of the title statement.

- Whether you enter the date or dates in field 245 or field 260, code the fixed-field elements DtSt and Dates according to date information in the field you chose.

### Title

The title proper and alternative title, excluding the designation of the number or name of a part. Use also for the first title of separate works (by the same or different authors/composers) in a collection lacking a collective title.

In records formulated according to ISBD principles, subfield ‡a includes all the information up to and including the first mark of ISBD punctuation (i.e., an equal sign [=], a colon [:], a semicolon [;] or a slash [\slash]) or the medium designator (e.g., [microform]).
245 Title Statement (NR) (cont.)

245 00 Proceedings / ‡c ...
245 10 [Seventeen poems].
245 10 Map of Amish farmland, Lancaster County, Pennsylvania.
245 10 Under the hill, or, The story of Venus and Tannhauser.
245 13 An interpretation of Zarahemla ...

Treat a set of initials, an initialism or an acronym in the title proper as a distinct word. Do not enter spaces between the letters or periods within the initials, initialism or acronym. Enter one space between a set of initials, initialism or acronym and the preceding and following data.

245 00 H.G. Wells and the world state
245 00 IAVRI bulletin
245 10 NAL newsletter
245 14 The most of S.J. Perelman

For marks of omission (...) appearing on the item, substitute a dash (--). If the dash occurs within or at the end of the subfield, enter one space following the dash. If the dash occurs at the beginning of the subfield, do not enter a space.

245 10 --and then there were none

[Title page: ...and then there were none]

245 10 Getting around-- in Germany

[Title page: Getting around...in Germany]

If the item lacks a collective title, input the first title in subfield ‡a. Input subsequent titles in field 245 subfield ‡b, as appropriate. (Use field 740 [Added Entry–Uncontrolled Related/Analytical Title] for uncontrolled title access to each of the titles in subfield ‡b, as appropriate.)

245 00 Speedway! ; ‡b Spin-out! ; Crypto-logic!
245 10 Four small dances ‡h [sound recording] ; ‡b and, Six Hungarian folksongs
245 10 Lobet den Herrn, alle Heiden ‡h [sound recording] ; ‡b BWV 230 ; Jesu, meine Freude : BWV 227
245 10 Lord Macaulay’s essays ; ‡b and, Lays of ancient Rome

‡b Remainder of title

The remainder of the title information. The data includes parallel titles, titles subsequent to the first (in terms lacking a collective title) and other title information. Do not repeat subfield ‡b when more than one parallel title, subsequent title and/or other title information is given in the field.

In records formulated according to ISBD principles, subfield ‡b contains all the data following the first mark of ISBD punctuation and up to and including the next mark of ISBD punctuation. That next mark of punctuation may be:

- a slash (/) introducing the first author statement,
- a period (.) preceding the number of a part/section of a work (subfield ‡n), or
- a period (.) preceding the name of a part/section of a work (subfield ‡p).
245 Title Statement (NR)  (cont.)

245 00 1999 Bracebridge map: ‡b the heart of Muskoka, Ontario, Canada.
245 00 Animals production = ‡b Tiererzeugung = Animal production.
245 00 Colorado heritage: ‡b the journal of the Colorado Historical Society.
245 00 Love from Joy: ‡b letters from a farmer’s wife. ‡n Part III, ‡p 1987-1995, At the bungalow.
245 10 Ceramic forum international: ‡b CFI : Berichte der DKG.
245 10 Conference on Industrial Development in the Arab Countries: ‡b [proceedings].
245 10 Gentlemen’s quarterly ‡h [microform]: ‡b GQ.
245 10 Private eyeballs: ‡b golden treasury of bad taste.
245 10 Trade Union Fellowship Program: ‡b [announcement].
245 10 International review of applied psychology: ‡b the journal of the International Association of Applied Psychology = Revue internationale de psychologie appliquée.

246 11 Revue internationale de psychologie appliquée

The first statement of responsibility and/or remaining data in the field that has not been coded in one of the other subfields. Once subfield ‡c has been recorded, no further subfield coding of field 245 is possible.

In records formulated according to ISBD principles, subfield ‡c contains all the data following the first slash (/).

245 00 Management report. ‡n Part I / ‡c U.S. Navy’s Military Sealift Command.
245 00 Retail et volaille / ‡c Bureau des statistiques de Québec = Livestock and poultry / Quebec Bureau of Statistics.
245 04 The plays of Oscar Wilde / ‡c Alan Bird.
245 10 He who hunted birds in his father’s village: ‡b the dimensions of a Haida myth / ‡c Gary Snyder; preface by Nathaniel Tarn; edited by Donald Allen.
245 10 How to play chess / ‡c Kevin Wicker; with a foreword by David Pritchard; illustrated by Karel Feuerstein.
245 10 Island series. ‡p Penrhyn, bathymetry / ‡c compilation by K.B. Lewis, P. Larkin, and T.T. Rongo; Bathymetric compilation and contouring by K.B. Lewis, T.T. Rongo and A.T. Utanga; drawn by S.C. Glover.
245 10 Project directory / ‡c TDC = Répertoire des projets / CDT.
245 14 The analysis of the law / ‡c Sir Matthew Hale. The students companion / Giles Jacob.
### Title Statement (NR) (cont.)

<table>
<thead>
<tr>
<th><strong>tf</strong> Inclusive dates</th>
<th>The time during which the entirety of the contents of the described record unit were created. Use for archival materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00 Short-Harrison-Symmes family papers, ‡f 1760-1878.</td>
<td></td>
</tr>
<tr>
<td>245 00 ‡k Letter, ‡f 1901 March 6, ‡b Dublin, to Henrik Ibsen, Kristiana [Oslo].</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>tg</strong> Bulk dates</th>
<th>The time period during which the bulk of the described materials were created. Use for archival materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00 ‡k Records, ‡f 1939-1973 ‡g 1965-1972.</td>
<td></td>
</tr>
<tr>
<td>245 10 ‡k Employment applications ‡g Jan.-Dec. 1985.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>th</strong> Medium</th>
<th>A medium designator used in the title statement. See &quot;GMDs and Library of Congress Rule Interpretations&quot; in section 2.1 for a list of GMDs. In records formulated according to ISBD principles, the medium designator appears in lowercase letters and is enclosed within brackets. It follows the title proper (which consists of subfields ‡a and any subfields ‡n and/or ‡p that follow immediately) and precedes the remainder of the title (which consists of subfield ‡b plus any subfields ‡n and/or ‡p that follow it), subsequent titles (in items lacking a collective title) and/or statement(s) of responsibility, etc., (subfield ‡c).</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00 [Geode] ‡h [realia].</td>
<td></td>
</tr>
<tr>
<td>245 00 Daily report. ‡p People’s Republic of China ‡h [microform] / ‡c FBIS.</td>
<td></td>
</tr>
<tr>
<td>245 03 La mer ‡h [sound recording] ; ‡b Khamma ; Rhapsody for clarinet and orchestra / ‡c Claude Debussy.</td>
<td></td>
</tr>
<tr>
<td>[Item lacks a collective title.]</td>
<td></td>
</tr>
<tr>
<td>245 04 The Green bag ‡h [microform] : ‡b a useless but entertaining magazine for lawyers.</td>
<td></td>
</tr>
<tr>
<td>245 14 The New Lost City Ramblers with Cousin Emmy ‡h [sound recording].</td>
<td></td>
</tr>
<tr>
<td>245 14 The printer’s manual ‡h [microform] / ‡c by Caleb Stower ; with a new introduction by John Bidwell. The printer’s companion / by Edward Grattan ; with a new introduction by Clinton Sisson.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>‡k</strong> Form</th>
<th>The form of the material. Specific kinds of materials are distinguished by an examination of their physical character, the subject of their intellectual content or the order of information within them (e.g., daybooks, diaries, directories, journals or memoranda). Use for archival materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 10 Four years at Yale : ‡k diaries, ‡f 1903 Sept. 16-1907 Oct. 5.</td>
<td></td>
</tr>
<tr>
<td>245 14 The charity ball : ‡b a comedy in four acts : ‡k typescript, ‡f 1889 / ‡c by David Belasco and Henry C. DeMille.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>‡n</strong> Number of part/section of a work</th>
<th>The number designation for a part/section of a work used in a title. Numbering is defined as an indication of sequencing in any form (e.g., Book two, Part 1 or Supplement A). Multiple numberings for a part/section are contained in a single subfield ‡n. Separate multiple numberings with a comma. In music titles, the serial opus or thematic index number are generally not contained in subfield ‡n. In records formulated according to ISBD principles, subfield ‡n follows a period (.).</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00 Etudes et documents tchadiens. ‡n Série B</td>
<td></td>
</tr>
</tbody>
</table>
245 Title Statement (NR)  (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24500</td>
<td>Comptes rendus Lebdomadaires des séances de l'Académie des Sciences. ‡n A, ‡p Sciences mathématiques. ‡n B, ‡p Sciences physiques.</td>
</tr>
</tbody>
</table>

A name designation of a part/section of a work.

In records formulated according to ISBD principles, subfield ‡p follows a period (.) when it is preceded by subfield ‡a, ‡b or another subfield ‡p. Subfield ‡p follows a comma (,) when it follows subfield ‡n.

24500 Deutsche Bibliographie. ‡p Wöchentliches Verzeichnis. ‡n Reihe B, ‡p Beilage, Erscheinungen ausserhalb des Verlagsbuchhandels : ‡b Amtsblatt der Deutschen Bibliothek.

24510 Manufacturing industries of Canada. ‡p Geographical distribution = ‡b Industries manufacturières du Canada. ‡p Répartition géographique.

Repeat subfields ‡n and ‡p only when following a subfield ‡a, ‡b, ‡n or ‡p. If a title recorded in subfield ‡c includes the name and/or number of a part/section, those elements are not separately subfield coded.

24500 Zentralblatt für Bakteriologie, Parasitenkunde, Infektionkrankheiten und Hygiene. ‡n 1. Abt. Originale. ‡n Reihe B, ‡p Hygiene, Krankenhaushygiene, Betriebshygiene, präventive Medizin.

24500 Annual report of the Minister of Supply and Service Canada under the Corporations and Labour Unions Returns Act. ‡n Part II, ‡p Labour unions = ‡b Rapport annuel du ministre des Approvisionnements et services Canada présenté sous l’empire et des syndicats ouvriers. ‡n Partie II, ‡p Syndicats ouvriers.

24500 Concerto per piano n. 21, K 467 ‡h [sound recording] / ‡c W.A. Mozart. L’assedio di Corinto. Ouverture / G. Rossini.

‡s Version

The name, code or description of a copy of the described materials that was generated at different times or for different audiences. Use for archival materials.

24510 Director’s report of the Association of Insurance Adjusters. ‡s Member release.

Printing

Field 245 prints in the title paragraph before the edition statement or imprint. The print program supplies a space-dash-space ( -- ) between the title statement and the next field. You should enter brackets around the GMD in subfield ‡h (Medium). For more information, see OCLC Catalog Cards: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

If the 1st indicator value is 1, the print program provides an added entry and tracing. The title proper (subfields ‡a, ‡n and ‡p) prints as the added entry. The word Title: and the appropriate Roman numeral print with the tracing.
246 Varying Form of Title (R)

Input Standards

Required if applicable/Optional

1st Indicator  Note/added entry controller
0  Note, no added entry
1  Note, added entry
2  No note, no added entry
3  No note, added entry

2nd Indicator  Type of title
a  No type specified
0  Portion of title
1  Parallel title
2  Distinctive title
3  Other title
4  Cover title
5  Added title page title
6  Caption title
7  Running title
8  Spine title

Subfields  (R=Repeatable  NR=Nonrepeatable)

‡a  Title proper/short title (NR)  Input Standards
‡b  Remainder of title (NR)  Mandatory/Mandatory
‡f  Designation of volume and issue numbers and/or date of a work (NR)  Required if applicable/Required if applicable
‡g  Miscellaneous information (NR)  Required if applicable/Required if applicable
‡h  Medium (NR)  Do not use/Do not use
‡i  Display text (NR)  Required if applicable/Optional
‡n  Number of part/section of a work (R)  Required if applicable/Required if applicable
‡p  Name of part/section of a work (R)  Required if applicable/Required if applicable
‡5  Institution to which field applies (NR)  Required if applicable/Optional

Definition

Varying forms of title associated with the item, whether or not the title is on the item. Use field 246 if a title differs substantially from the title statement in field 245 and if it contributes to further identification of the item. Also use field 246 for tracing a portion of the title.

Do not enter initial articles in subfield ‡a. Do not enter punctuation at the end of the field unless the last word in the field is an abbreviation, letter, or data that ends with a mark of punctuation.

For items including several works but lacking a collective title, field 246 is used only for titles related to the title selected as the title proper, usually the first work named in the chief source of information. Titles related to other works are recorded in field 740 (Added Entry—Uncontrolled Related/Analytical Title) or one of the other 7xx Fields (Added Entry fields).

Multiple 246 fields

Use separate 246 fields for each varying form of title. Enter multiple 246 fields in the following order:

246 fields with 2nd indicator value 0
246 fields with 2nd indicator value 1
Other 246 fields in the note printing order
246 Varying Form of Title (R)  (cont.)

1st Indicator  
Note/added entry controller. Whether a note and/or added entry is generated from the field.

0 Note, no added entry. Use if you want the varying form of the title to print as a note (according to the 2nd indicator), but not as a title added entry.

1 Note, added entry. Use if you want the varying form of title to print as a note (according to the 2nd indicator) and as a title entry.

2 No note, no added entry. Use if you do not want the varying form of title to print as a note or as an added entry.

3 No note, added entry. Use if you want the varying form of title to print as an added entry but not as a note.

2nd Indicator  
Type of title. The type of title recorded in field 246. Information may be provided in subfield ‡i when a special display is needed or for titles not handled by the other values.

b No type specified. Use with subfield ‡i when you want a special display. Use also for titles not accommodated by other 2nd indicator values.

245 10 Father & son ‡h [sound recording].
246 3 Father and son
245 10 Live at Moers Festival ‡h [sound recording]...
246 1 ‡i Additional title on container: ‡a Live at International New Jazz Festival

- Use for corrected forms of titles.
  245 10 Tillie Olson [i.e., Olsen], a profile.
  246 3 Tillie Olsen, a profile

- Use for titles from sources other than 245.
  246 1 ‡i Publisher’s catalog title: ‡a Phyllis Diller—in a man’s world

- Use for binder’s titles, colophon titles, and half titles when you want to specify the source.
  246 1 ‡i Half title: ‡a Poljica kod Splita

- Use for “At head of title” notes.
  245 00 Bulletin of atomic scientists
  246 1 ‡i At head of title: ‡a Science and public affairs ‡f Jan. 1970-Apr. 1974
  245 10 Chicago & vicinity 6 county Streetfinder / ‡c Rand McNally
  246 3 Chicago & vicinity six county Streetfinder
  246 3 Rand McNally, Chicago Tribune, Chicago & vicinity 6 county Streetfinder
  500 At head of cover title: Rand McNally, Chicago Tribune.

- Use for panel titles found on maps.
  246 1 ‡i Panel title: ‡a Welcome to big Wyoming

- Use for container titles found on audiovisual and sound recording material.
  246 1 ‡i Title on container: ‡a Papaya and guava
246 Varying Form of Title (R) (cont.)

- Use for acronym titles.
  245 10 Computerized engineering index.
  246 1 ‡i Also known as: ‡a COMPENDEX

- Use for alternate forms of title
  245 00 4 corners power review.
  246 3 Four corners power review
  245 10 Beauty & the beast.
  246 3 Beauty and the beast

0 Portion of title. Any portion of the full title (except parallel titles) required for added entry access.

- Use for portion of title.
  245 04 The Berkeley book of modern writing.
  246 30 Modern writing

- Use for an added entry portion of the full title.
  245 00 Journal of polymer science. ‡n Part C, ‡p Polymer symposia.
  246 30 Polymer symposia

- Use for alternative titles.
  245 04 The Sacred harp, or Eclectic harmony.
  246 30 Sacred harp
  246 30 Eclectic harmony

- Use for other title information when field 245 subfield ‡b consists of an initialism or full form of title rejected as title proper.
  245 00 Library resources market place : ‡b LRMP.
  246 30 LRMP

1 Parallel title. Titles in another language. Use if you want to create an added entry for a parallel title in field 245. Use a separate 246 field for each parallel title.

If a title page has titles in two or more languages, use field 245 for the full title (title proper and parallel titles). Use field 245 subfield ‡a for the first title and field 245 subfield ‡b for all parallel titles.

  245 00 Tekstiiliteollisuuden vuosikirja = ‡b Textilindustrins årsbok = The Textile industry yearbook
  246 31 Textilindustrins årsbok
  246 31 Textile industry yearbook
  245 00 Keizai antei shiryo = ‡b E.S.B. bulletin.
  246 31 E.S.B. bulletin
  245 00 Japan report = ‡b Nihon.
  246 31 Nihon

2 Distinctive title. A special title that appears in addition to the regular title on individual issues of an item and by which the issue may be known. They are most common on annual reports, yearbooks, or conference proceedings when an issue
is dedicated to a particular topic or theme. Do not confuse distinctive titles with individual titles (e.g., analytics) within a series. Used primarily for serials.

Enter distinctive titles in field 246 if the individual volume is likely to be known by the special title. Always use subfield ‡f with a distinctive title. 2nd indicator value 2 generates the display constant Distinctive title:

246 12 Contrasting concepts in campus planning ‡f 1966
246 12 Campus planning ‡f 1967

3 Other title. Titles not specified by other 2nd indicator values and not identified using subfield ‡i. Other titles include masthead titles, half-titles, binder’s titles, colophon titles, parallel titles not in field 245, and cover titles in inverted form. Used primarily for serials. 2nd indicator value 3 generates the display constant Other title:

246 13 RVR ‡f <Feb. 1973->
246 13 Annals of sociology ‡f 1962-73
246 13 Shanxi venyi ‡f July 1973-

4 Cover title. Titles printed on the original covers of a publication or lettered or stamped on the publisher’s binding (as distinguished from the title lettered on the cover by a bindery). 2nd indicator value 4 generates the display constant Cover title:

245 00 Monthly checklist of state publications.
246 14 State publications monthly checklist
246 14 Statistics of criminal and other offences ‡f 1969-
245 00 Sonata 1 : ‡b Six sonatas, c. 1700 / ‡c Godfrey Keller ; edited by Peter Holman
246 04 Sonata 1 in D major

5 Added title page title. Item has two title pages (usually in different languages), found on a title page preceding or following the title page used as chief source or on an inverted title page at the end of the publication. Use field 246 for the title on the “second” title page if access is deemed necessary. 2nd indicator value 5 generates the display constant Added title page title:

245 00 Service to the Public Task Force report : ‡b for discussion, October 12, 1990.
246 15 Service au public, rapport de Groupe de travail.

6 Caption title. Titles printed at the head of the first page of text or music. 2nd indicator value 6 generates the display constant Caption title:

245 10 Newspaper geog. list ‡h [microform] / ‡c Carleton University.
246 16 Newspaper index ‡f Jan. 1982-
245 00 Impromptus für Klavier, op. 5.
246 16 Impromptus über ein Thema von Clara Wieck

7 Running title. Titles repeated in the top or bottom margin of each page in a publication. Use for the eye-readable header on microfiche. 2nd indicator value 7 generates the display constant Running title:
### 246 Varying Form of Title (R) (cont.)

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00</td>
<td>Bangladesh Education Extension Centre bulletin.</td>
<td></td>
</tr>
<tr>
<td>246 3</td>
<td>BEEC bulletin</td>
<td></td>
</tr>
<tr>
<td>246 17</td>
<td>B.E.E.C. bulletin</td>
<td></td>
</tr>
</tbody>
</table>

245 00 2005 VCC crime codes: ‡b listed alphabetically and by statute.
246 30 VCC crime codes listed alphabetically and by statute
246 17 Virginia crime codes

| 245 00 | Chartbook of federal programs on aging / ‡c Irma Schechter. | |
| 246 18 | Chartbook on aging | |

245 12 A handbook on electrical filters: ‡b synthesis, design and application / ‡c by Donald R.J. White.
246 18 Electrical filters

#### Subfields

**Title proper/short title**
The title proper should be long enough to identify the item and should be comprehensible. Do not repeat subfield ‡a.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00</td>
<td>Journal of polymer science. ‡n Part C, ‡p Polymer symposia.</td>
<td></td>
</tr>
<tr>
<td>246 30</td>
<td>Polymer symposia</td>
<td></td>
</tr>
</tbody>
</table>

245 00 Tekstiiliteollisuuden vuosikirja = ‡b Textilindustrins årsbok = The Textile industry yearbook
246 31 Textilindustrins årsbok
246 31 Textile industry yearbook

**Remainder of title**
Other title information (e.g., subtitles, parallel titles, etc.). Do not repeat subfield ‡b. Enter multiple subtitles and/or parallel titles in the same subfield ‡b.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>245 00</td>
<td>Frauen komponieren: ‡b 14 Stücke für Violoncello und Klavier = Female composers: 14 pieces for violoncello and piano / ‡c herausgegeben von Barbara Heller und Eva Rieger.</td>
<td></td>
</tr>
<tr>
<td>246 31</td>
<td>Female composers: ‡b 14 pieces for violoncello and piano</td>
<td></td>
</tr>
</tbody>
</table>

**Designation of volume and issue numbers and/or date of a work**
Do not enter punctuation in the subfield preceding subfield ‡f unless the preceding subfield ends with an abbreviation or with parentheses. The print program supplies a comma and a space before the data in subfield ‡f. Do not enter final punctuation at the beginning or the end of subfield ‡f, except, where appropriate, a hyphen or an angle bracket.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>246 14</td>
<td>Prisons ‡f 1952-1956</td>
<td></td>
</tr>
<tr>
<td>246 14</td>
<td>Guards and prisons ‡f 1957-</td>
<td></td>
</tr>
<tr>
<td>246 13</td>
<td>Annals of sociology ‡f 1962-1973</td>
<td></td>
</tr>
<tr>
<td>246 13</td>
<td>Itogi naukii tekhniki. ‡p Serii a Mekhanika tverdykh deformiruemikh tel ‡f v. 5-6</td>
<td></td>
</tr>
<tr>
<td>246 13</td>
<td>Shanxi wenyi ‡f July 1973-</td>
<td></td>
</tr>
</tbody>
</table>
Use the following guidelines for entering incomplete date or volume designations in subfield ‡f:

- Enter incomplete data in angle brackets < >. Angle brackets and the data within them print on cards.

| 246 14 | Crime and delinquency in North Dakota ‡f <1971-1972> |
| 246 16 | Pacific and its wonders ‡f 19<54>-1956 |

- If you do not want part of the date or volume information to print because that data is not provided, enter up to three spaces between the parts. Enter one or two spaces if one or two suffice.

| 246 04 | Annual report ‡f 19-1964 |
| 246 04 | Annual report ‡f 187-1889 |

### ‡g Miscellaneous information
Data not identified in other subfields.

| 246 13 | Review of polymorphous material ‡g (varies slightly) ‡f 1965-68 |

### ‡h Medium
Do not use.

### ‡i Display text
Text to be displayed when none of the other second-indicator display constants is adequate. When you use subfield ‡i, the 2nd indicator is 8. Subfield ‡i precedes subfield ‡a.

| 245 00 | Bulletin of atomic scientists. |
| 246 1 | ‡i At head of title: ‡a Science and public affairs ‡f Jan. 1970-Apr. 1974 |
| 245 00 | Quartetti per archi. |
| 246 1 | ‡i Colophon title: ‡a Smyccove kvartety |
| 246 1 | ‡i Panel title: ‡a Welcome to big Wyoming |
| 245 04 | The Bluegrass album ‡h [sound recording]. |
| 246 1 | ‡i Vol. 3 has title: ‡a California connection |

### ‡n Number of part/section of a work
A number designation for a part/section of a work. Numbering is defined as an indication of sequencing in any form, e.g., Part 1, Supplement A, Book two. In music titles, the serial opus, or thematic index number are generally not contained in subfield ‡n.

### ‡p Name of part/section of a work
A part or section name that qualifies the title proper (subfield ‡a).

| 246 11 | Archives for meteorology, geophysics, and bioclimatology. ‡n Series A, ‡p Meteorology and geophysics |

### ‡5 Institution to which field applies
The code of the institution holding the copy to which the added entry applies. It is used in an added entry (1st indicator value 1 or 3) that does not apply to the universal description of the item.

### Printing
Field 246 prints as a note and/or an added entry and tracing. You control printing using indicator values. Subfields ‡g and ‡5 do not print. Subfield ‡i prints in a note as entered. It does not print in an added entry or tracing.

*If the 1st indicator value is 1 or 3, field 246 prints as an added entry and tracing. The title proper (subfields ‡a, ‡n and ‡p) prints as the added entry. The print program supplies a period at the end of the added entry unless the final character is a hyphen (-) or a mark of final punctuation (. ? !).*
In the tracing paragraph the title is preceded by the word *Title:* and the appropriate Roman numeral.

*If the 1st indicator value is 0 or 1 and the 2nd indicator value is 2, 3, 4, 5, 6, 7 or 8,* field 246 prints as a note. The print program supplies a display constant at the beginning of the note according to the value of the 2nd indicator.

<table>
<thead>
<tr>
<th>2nd indicator</th>
<th>Display constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Distinctive title:</td>
</tr>
<tr>
<td>3</td>
<td>Other title:</td>
</tr>
<tr>
<td>4</td>
<td>Cover title:</td>
</tr>
<tr>
<td>5</td>
<td>Added title page title:</td>
</tr>
<tr>
<td>6</td>
<td>Caption title:</td>
</tr>
<tr>
<td>7</td>
<td>Running title:</td>
</tr>
<tr>
<td>8</td>
<td>Spine title:</td>
</tr>
</tbody>
</table>

*If the 1st indicator value is 0 or 1 and the 2nd indicator value is b (blank),* field 246 prints as a note. 2nd indicator value b (blank) does **not** generate a display constant.

The print program supplies a comma and a space before the date or volume information (subfield ‡f). Incomplete data enclosed in angle brackets also prints. The print program supplies a period at the end of the note unless the final character is a hyphen (-) or a mark of final punctuation (. ? !).

246 14 Statistics of criminal and other offences ‡f 1969-

*Prints as an added entry:*

Statistics of criminal and other offences.

*Prints as a note:*

Cover title: Statistics of criminal and other offences, 1969-

246 15 Population and housing census in Göteborg

*Prints as an added entry:*

Population and housing census in Göteborg

*Prints as a note:*

Added title page title: Population and housing census in Göteborg

246 16 Pacific and its wonders ‡f 19<54>-1956

*Prints as an added entry:*

Pacific and its wonders.

*Prints as a note:*

246 Varying Form of Title (R) (cont.)

246 1 †i At head of title: †a Science and public affairs †f Jan. 1970-Apr. 1974

Prints as a note:


Printing multiple 246 fields

If a record has multiple 246 fields with the same 2nd indicator, the multiple fields print in one paragraph, in order of appearance in the record. The print program supplies the appropriate display constant at the beginning of the note, and a semicolon between each title in the note. If subfield ‡f has a hyphen as the final character, the print program supplies two spaces and a semicolon before the next title.

246 12 Contrasting concepts in campus planning ‡f 1966
246 12 Campus planning ‡f 1967

Prints as added entries:

Contrasting concepts in campus planning.
Campus planning.

Prints as a note:

Distinctive title: Contrasting concepts in campus planning, 1966; Campus planning, 1967.

246 14 Prisons ‡f 1952-1956
246 14 Guards and prisons ‡f 1957-

Prints as added entries:

Prisons.
Guards and prisons.

Prints as a note:

Cover title: Prisons, 1952-56; Guards and prisons, 1957-
# 247 Former Title (R)

**Input Standards**

Required if applicable/Required if applicable

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>Title added entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No added entry</td>
</tr>
<tr>
<td>1</td>
<td>Added entry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Indicator</th>
<th>Note controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Display note</td>
</tr>
<tr>
<td>1</td>
<td>Do not display note</td>
</tr>
</tbody>
</table>

**Subfields** *(R=Repeatable NR=Nonrepeatable)*

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Title (NR)</td>
</tr>
<tr>
<td>‡b</td>
<td>Remainder of title (NR)</td>
</tr>
<tr>
<td>‡f</td>
<td>Designation of volume and issue numbers and/or date of work (NR)</td>
</tr>
<tr>
<td>‡g</td>
<td>Miscellaneous information (NR)</td>
</tr>
<tr>
<td>‡h</td>
<td>Medium (NR)</td>
</tr>
<tr>
<td>‡n</td>
<td>Number of part/section of a work (R)</td>
</tr>
<tr>
<td>‡p</td>
<td>Name of part/section of a work (R)</td>
</tr>
<tr>
<td>‡x</td>
<td>International Standard Serial Number (NR)</td>
</tr>
</tbody>
</table>

**Input Standards**

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Input Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Mandatory/Mandatory</td>
</tr>
<tr>
<td>‡b</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡f</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡g</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡h</td>
<td>Do not use/Do not use</td>
</tr>
<tr>
<td>‡n</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡p</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td>‡x</td>
<td>Required if applicable/Required if applicable</td>
</tr>
</tbody>
</table>

**Definition**

A former title proper when one cataloging record represents all former titles proper of a continuing resource (serial or integrating resource).

- Under pre-AACR2 rules, catalog a serial under the latest title, with former titles noted in the *same* record in a *title varies* note.
- Under AACR2, catalog an integrating resource under the latest title, with former titles noted in field 247 in the *same* record. Former titles proper are sometimes also recorded in field 547. Field 547 is most often used when multiple former titles are described in a single note.
- Under AACR2, create separate bibliographic records when a major change in a serial title has occurred. When separate records are made for change of title, use the linking entry fields 780 and 785 to show the preceding and succeeding entries.

**Existing bibliographic records**

Since 1981, all current cataloging for serials affected by major changes in title or main entry must be successive entry cataloging. Use the following guidelines to determine cataloging practice for existing records (printed and machine-readable):

- If you find only a latest entry record, you may use that record or enter a separate successive entry record for each title held by your institution. Treat these successive entry records as current original cataloging.
- If you find successive entry records for some but not all of the titles that your institution holds, enter separate successive entry records for the titles not already represented.
- If you have printed, latest entry records, and you find successive entry records for all of the titles represented, do not input the latest entry record. Use the successive records for your institution's holdings.
- If you are transcribing printed cataloging copy that has latest entry records, create a separate successive entry record for each title held by your institution. Treat the records as current original cataloging.
In some cases, LC used field 247 for successive entry cataloging. LC used field 247 for a minor title variation that ceased by the time of cataloging. For example, LC used field 247 if the title on one piece consisted of a generic term not grammatically linked to the name of the issuing body; and on another piece, the same generic term was grammatically linked to the name of the issuing body. Some records may still contain such cataloging.

1st Indicator

**Title added entry.** A value that specifies whether a title added entry is made.

<table>
<thead>
<tr>
<th>0</th>
<th>No added entry. No title entry is made.</th>
</tr>
</thead>
</table>

| 247 00 | Statistical bulletin of the American Tariff League ‡ Nov. 1928-Feb. 1931 |

| 1 | Added entry. A title added entry is made. |

2nd Indicator

**Note controller.** A value that specifies whether or not a note is made from data in this field. Whenever an intelligible note cannot be made from data in this field, a textual note is recorded in field 547 and this indicator is set to value 1.

| 0 | Display note. A note is displayed. |
| 1 | Do not display note. A note is not displayed. |

Subfields

Arrange data so that dates or volume designations follow the title. Do not enter identifying phrases (e.g., *Title varies*). Do not enter a period at the end of the field unless the field ends with an abbreviation. Enter each former title or title variation in a separate 247 field.

**†a Title**

The title proper and alternative title, excluding the designation of the number or name of the part. The title proper should be long enough to identify the item and should be comprehensible. Enter alternative titles in subfield ‡a. Do not repeat subfield ‡a. Use subfield ‡b for parallel titles.

247 10 Medical world news annual review of medicine

**‡b Remainder of title**

Other title information (e.g., subtitles, parallel titles, etc.). Do not repeat subfield ‡b. Enter multiple subtitles and/or parallel titles in the same subfield ‡b. If the other title information has a part or section number or name, enter the number or name in subfield ‡b, not in subfield ‡n or ‡p.

247 10 British Columbia financial times ‡f 1914-June 1951
247 10 British Columbia economic times ‡f July 1951-1952
247 10 Medical world news annual review of medicine ‡f 1963-
247 00 Chemical age yearbook ‡g (varies slightly) ‡f 1957-

Use the following guidelines for entering incomplete date or volume designations in subfield ‡f.

- Enter incomplete data in angle brackets < >. Angle brackets and the data within them print on cards.
### 247 Former Title (R) (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡g</td>
<td>Miscellaneous information</td>
<td>Data not identified in other subfields.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>247 00 Chemical age yearbook ‡g (varies slightly)</td>
</tr>
<tr>
<td>‡h</td>
<td>Medium</td>
<td>Do not use.</td>
</tr>
<tr>
<td>‡n</td>
<td>Number of part/section of a work</td>
<td>A number designation for a part/section of a work. Numbering is defined as an indication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of sequencing in any form, e.g., Part 1, Supplement A, Book two. In music titles, the serial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>opus, or thematic index number are generally not contained in subfield ‡n.</td>
</tr>
<tr>
<td>‡p</td>
<td>Name of part/section of a work</td>
<td>A part or section name that qualifies the title proper (subfield ‡a).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>247 11 Annual report of scientific research grants, Ministry of Education, ‡p Sciences.</td>
</tr>
<tr>
<td>‡x</td>
<td>International Standard Serial Number</td>
<td>The International Standard Serial Number (ISSN) for the serial title.</td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td>Field 247 prints as a note and/or added entry and tracing. You control printing using the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>indicators. Subfields ‡x and ‡g do not print.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the 1st indicator value is 1, field 247 prints as an added entry and tracing. The title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>proper (subfields ‡a, ‡n, ‡p) prints as the added entry.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the tracing paragraph, the print program supplies the text Title: and the appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roman numeral.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you want the former title to print as an author/title added entry (instead of a title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>added entry), use 1st indicator value 0 and enter the author/title added entry in field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700, field 710 or field 711.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>247 00 Statistical bulletin of the American Tariff League ‡f Nov. 1928-Feb. 1931</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the 2nd indicator value is 0, field 247 prints as a note. The print program supplies the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>text Title varies: at the beginning of the note. The print program supplies a period at the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>end of the note unless the final character is a hyphen. The print program supplies a comma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and a space before the date or volume information (subfield ‡f). Data enclosed in angle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>brackets print on cards.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>247 10 Medical world news annual review of medicine ‡f 1963-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prints as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title varies: Medical world news annual review of medicine, 1963-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>247 10 Directorio universal de tabacos ‡f &lt;1951/52-1961/62&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prints as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title varies: Directorio universal de tabacos, &lt;1951/52-1961/62&gt;</td>
</tr>
<tr>
<td>Unintelligible notes</td>
<td>If you cannot create an intelligible note from field 247, use 2nd indicator value 1 and enter the note in field 547. For example, use field 547 for a title varies note if</td>
<td></td>
</tr>
</tbody>
</table>
the note has titles in more than one language or describes a title variation for a parallel title.

247 01 Rapport annuel ‡f 1967
247 01 Annual report ‡f 1967
547 Title varies: 1967, rapport annuel. Annual report.

Use field 547 for an “Edition varies” note.

245 00 Printing trades blue book.
247 11 Printing trades blue book. ‡p New York edition ‡f 1916

**Multiple 247 fields**

Multiple 247 fields, which print as notes, print in one paragraph, in order of appearance in the record. The print program supplies a display constant at the beginning of the note and a dash between each title.

247 10 British Columbia financial times ‡f 1914-June 1951
247 10 British Columbia economic times ‡f July 1951-1952

*Prints as:*

250 Edition Statement (NR)

**Input Standards**

Required if applicable/Required if applicable

**1st Indicator** Undefined

Undefined

**2nd Indicator** Undefined

Undefined

**Subfields (R=Repeatable NR=Nonrepeatable)**

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Edition statement (NR)</td>
</tr>
<tr>
<td>‡b</td>
<td>Remainder of edition statement (NR)</td>
</tr>
</tbody>
</table>

**Input Standards**

Mandatory/Mandatory

Required if applicable/Optional

CNR: Optional/Optional

**Definition**

The edition statement proper and any other information up to the imprint. Use only if the edition statement is self-defining, that is, uses words such as *edition*, *issue*, and *version*. Numbers also may appear with an edition statement.

- Ed. 1965-66.
- 3rd impression (with minor revisions)

Treat items that use the word *revised* alone, with modifications, or as a modifier, as editions.

- [Rev. and up-to-date]
- Rev. ed.
- Rev.
- Rev. 2nd ed.
- [Slightly rev.]

An edition statement may include a personal name:

- 2nd ed. / revised by M.C.F. Proctor.

However, a phrase that includes only the word *revised* and a personal name is **not** itself an edition statement. The following phrases are statements of responsibility (use field 245 subfield ‡c), **not** edition statements: *revised and edited by Edwin Essex* or *Rev. by Erica Sabarth and Henry N. Williams*.

An edition statement may include information about new material.

- 2nd ed. / edited with an introduction and notes by H.A. Rose, new impression.

A phrase that includes only information about new material is **not** itself an edition statement. The following statements are statements of responsibility (use field 245, subfield ‡c), **not** edition statements: *with a new introduction by Rupert C. Jarvis* or *With a new introductory essay by William W. Brickman, Francesco Cordasco [and] Thomas H. Richardson*.

Use field 250 for the edition designation if different editions have identical titles. Use separate records for different editions as long as the editions can be identified.

The following categories of different editions may have identical titles. Use separate records for such editions:
• Geographic editions (e.g., West Coast edition)
• Special group or special interest editions (e.g., Dry cleaners’ edition or Ed. pour le medicin)
• Special format or physical presentation statements (e.g., Airmail ed., Braille ed., Library ed. or Microform ed.)
• Different language editions if the original title exists on the title page along with an edition statement
• Reprint or reissue statements that indicate a reissue or revision of the serial as a whole
• General editions (e.g., editions that contain complete contents, whereas their special editions have only portions of the contents)


Guidelines

CNR

Do not note editions that differ only in advertising content.

MIX

Use for statements relating to versions of manuscript works existing in two or more versions or states in single or multiple copies (e.g., different manuscript drafts of a film script).

SCO

Use for a statement designating the voice range for the score (as distinguished from a statement of the medium of performance) that is not grammatically linked to the title, or for other title information considered an edition statement, whether or not it includes the word edition or its equivalent.

High key in f.
Ausg. für hohe Stimme.

COM

Use for computer files that have statements referring to the file itself, not just to the documentation. Evidence of a new edition of a file may be:

• The appearance of an explicit edition statement relating to the file
• Significant additions or deletions to the contents of a monographic file
• Significant changes in the structure of content of the field (e.g., a change in program language)

Do not make new edition statements for the following:

• Additions or deletions to a serial or dynamic database
• Changes in the arrangement of a file's contents
• Changes in the physical format of input, output, or storage
• Changes of a minor nature

Describe such changes in local notes.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (§).

§ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (§).

§ Undefined
**250 Edition Statement (NR) (cont.)**

**Subfields**

†a Edition statement

The edition statement includes the words and numbers describing the edition, including terms such as revised or enlarged. In general, the edition statement should distinguish the edition being described from any other edition.

- 250 1974 issue.
- 250 Version 1.1.
- 250 ICPSR ed., OSIRIS IV version.
- 250 4th ed.
- 250 Medium-high voice ed.
- 250 Rev.
- 250 [Slightly rev.]
- 250 World Cup ed.
- 245 00 Cambridgeshire farmers journal.
- 250 Northern ed.
- 245 00 UNITAS.
- 250 English ed.

‡b Remainder of edition statement

A parallel edition statement or a statement of responsibility, or a personal or corporate responsibility statement that applies only to a particular edition.

- 250 Rev. ed. / ‡b program has been converted from BASIC to FORTRAN IV by Allen P. Smith.
- 250 New rev. and enl. ed. / ‡b with appendix: the coins and bank notes of the British Mandatory Government of Palestine.
- 250 4th ed. / ‡b revised by H.G. LeMesurier and E. McIntosh, repr. with corrections.
- 250 2nd ed. / ‡b revised by Ann Jones ; foreword by James Jones.
- 250 Canadian ed. = ‡b Ed. canadienne.
- 250 Neue, kritisch durchgesehene Ausg. / ‡b von L. Benda, Ausg. für hohe Stimme.
- 250 3rd draft / ‡b edited by Paul Watson.

**Printing**

Field 250 prints in the title paragraph. For more information, see OCLC Catalog Cards: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/#4.
## 254 Musical Presentation Statement (NR)

### Input Standards

**Required if applicable/Required if applicable**

- **1st Indicator** Undefined
  - Undefined
- **2nd Indicator** Undefined
  - Undefined

### Subfields *(R=Repeatable NR=Nonrepeatable)*

- **‡a Musical presentation statement (NR)**
  - Mandatory/Mandatory

### Definition

The musical presentation statement for printed or manuscript music. Transcribe the statement from the item. The statement describes the particular format of the edition in hand, which may differ from the format of another edition of the same work (e.g., a string quartet published as a score, study score, score and parts, or a set of parts).

Use for statements that indicate the physical presentation of the music (e.g., *score and parts, study score or miniature score*). However, treat statements that indicate an arrangement or edition of a musical work (e.g., vocal score, version with orchestra accompaniment, Klavierauszug) as subsequent statements of responsibility (field 245 subfield ‡c), regardless of whether a name appears in conjunction with the statement.

Use field 254 only in records cataloged according to AACR2.

- **1st Indicator** Undefined. The 1st indicator position is undefined and contains a blank (§).
- **2nd Indicator** Undefined. The 2nd indicator position is undefined and contains a blank (§).

### Subfields

- **‡a Musical presentation statement**
  - The entire musical presentation statement.
    - 254 Study score.
    - 254 Miniature score.

### Printing

Field 254 prints in the title paragraph following the title (field 245) or edition statement (field 250). Field 254 prints exactly as entered, including punctuation. The print program supplies a space-dash-space (---) between information in field 254 and the fields that precede and follow it. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.
**255 Cartographic Mathematical Data (R)**

**Input Standards**
- Required if applicable/Required if applicable

**1st Indicator** Undefined
- ‡ Undefined

**2nd Indicator** Undefined
- ‡ Undefined

**Subfields** (R=Repeatable NR=Nonrepeatable)
- ‡a Statement of scale (NR) Input Standards
  - Mandatory/Mandatory
  - Required if applicable/Required if applicable
- ‡b Statement of projection (NR) Required if applicable/Required if applicable
- ‡c Statement of coordinates (NR) Required if applicable/Optional
- ‡d Statement of zone (NR) Required if applicable/Optional
- ‡e Statement of equinox (NR) Required if applicable/Optional
- ‡f Outer G-ring coordinate pairs (NR) Required if applicable/Optional
- ‡g Exclusion G-ring coordinate pairs (NR) Required if applicable/Optional

**Definition**
Mathematical data associated with cartographic material, including a statement of scale, statement of projection and/or a statement of bounding coordinates. The coordinates can represent a bounding rectangle, the outline of the area covered, and/or the outline of a statement of bounding coordinates. For celestial charts, it may also contain a statement of zone, declination data, and/or right ascension data, and/or equinox.

Enter a corresponding 034 field for each 255 field.

Use field 500 for additional information about projection, coordinates, zone, and equinox.

Use separate 255 fields for a multipart item with two different scales or a single item with components having two different scales. If a multipart item has three or more different scales, use one 255 field and enter Scales differ. See Cartographic Materials, Map Cataloging Manual and the Cataloging Service Bulletin for more information.

If you are entering a scale note for pre-AACR2 cataloging, use field 507.

**1st Indicator** Undefined. The 1st indicator position is undefined and contains a blank (‡).
- ‡ Undefined

**2nd Indicator** Undefined. The 2nd indicator position is undefined and contains a blank (‡).
- ‡ Undefined

**Subfields**
- ‡a Statement of scale
  - The entire scale statement including any equivalency statements. Vertical scales or vertical exaggeration statements for relief models or other three-dimensional items are also included in subfield ‡a.

  255 Scale 1:24,000.
  255 Scale [ca. 1:100,000]
  [Measured using a Natural Scale indicator]
  255 Scale ca.1:63,360.
  [Item states scale is approximate]
Scale [1:253,440]. 1 in. = 4 miles

[Verbal scale calculated into a Representative Fraction]

Scale 1:250,000. Vertical scale 1:25,000

Scale not given.

Scales differ.

Statement of projection

The entire projection statement.

Scale 1:24,000; †b polyconic proj.

Scale [ca. 1:31,680,000]; †b Mercator proj.

Scale not given; †b Conic equidistant proj.

Statement of coordinates

Coordinates are recorded in the order of westernmost longitude, easternmost longitude, northernmost latitude and southernmost latitude. Record coordinates in the form hdddmmss (hemisphere-degrees-minutes-seconds) or, in other forms, such as decimal degrees. Right-justify the subelements and mark unused positions with zeros.

Degrees/minutes/seconds: hdddmmss (hemisphere-degrees-minutes-seconds):

Scale 1:250,000; †b Transverse Mercator proj. Everest spheroid †c (W 74°50’--W 74°40’/N 45°05’--N 45°00’).

034 1 a †b 250000 †d W0745000 †e W0744000 †f N0450500 †g N0450000

Scale 1:7,500,000; †c (W 125°--W 65°/N 49°--N 25°).

034 1 a †b 7500000 †d W1250000 †e W0650000 †f N0490000 †g N0250000

Decimal degrees: hddd.dddd (hemisphere-degrees.decimal degrees):

Scale 1:100,000; †c (E 079.5333265--E 086.216635/S 012.583377--S 020.419532).

034 1 a †b 100000 †d E 079.5333265 †e E 086.216635 †f S 012.583377 †g S020.419532

Decimal degrees: + -ddd.dddd (hemisphere[+-]-degrees.decimal degrees [+ for N and E, - for S and W with + being optional]):

Scale 1:100,000; †c (E 079.5333265--E 086.216635/S 012.583377--S 020.419532).

034 1 a †b 100000 †d +079.5333265 †e +086.216635 †f S -012.583377 †g -020.419532

Decimal degrees without the optional +:

Scale 1:100,000; †c (E 079.5333265--E 086.216635/S 012.583377--S 020.419532).

034 1 a †b 100000 †d 079.5333265 †e 086.216635 †f S 012.583377 †g 020.419532

Decimal minutes: hdddmm.mmm (hemisphere-degrees-minutes.decimal minutes):

Scale 1:100,000; †c (E 07932.5332--E 08607.4478/S 01235.5421--S 02028.9704).
Decimal seconds: \( hddmss.sss \) (hemisphere-degrees-minutes-seconds.decimal seconds):

- Scale 1:100,000: \( (E 079^3235.575--E 086^0727.350 / S 012^536.895--S 020^2858.125) \).
- Scale 1:75,000: \( (W 95^º05´/N 30^º03´) \).
- Scale 1:25,000: \( (W 119.697222/N 034.420833) \).

If you enter the coordinates to define a center point rather than outside limits ("bounding box"), enter a single longitude and a single latitude (two sets of values instead of four):

- Scale 1:100,000: \( (E 079^3235.575--E 086^0727.350 / S 012^536.895--S 020^2858.125) \).
- Scale 1:75,000: \( (W 95^º05´/N 30^º03´) \).
- Scale 1:25,000: \( (W 119.697222/N 034.420833) \).

**Entering coordinates.** Use the following to create degrees, minutes, and seconds:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees</td>
<td>Use the degree symbol.</td>
</tr>
<tr>
<td>Minutes</td>
<td>Use a &quot;miagkii znak.&quot;</td>
</tr>
<tr>
<td>Seconds</td>
<td>Use the &quot;tverdyi znak.&quot;</td>
</tr>
</tbody>
</table>

**Xd Statement of zone**
The statement of zone for celestial charts.

- Scales differ: \( (Zones +90° to +81° to 63°, -81° to 98° ; \( \text{eq. 1950} \)).

**xe Statement of equinox**
The statement of equinox or epoch.

- Scale not given: \( (RA 0 hr. to 24 hr./Decl. +90° to -90° ; \( \text{eq. 1980} \)).

**xf Outer G-ring coordinate pairs**
Coordinate pairs that identify the closed nonintersecting boundary of the area covered.

**xg Exclusion G-ring coordinate pairs**
Coordinate pairs that identify the closed nonintersecting boundary of the area contained within the excluded G-polygon outer ring.

**Printing**
Field 255 prints in the title paragraph following the title (field 245) or edition statement (field 250). All subfields of field 255 print in the order entered, exactly as entered, including punctuation. If you use multiple 255 fields, only the first two print. The print program supplies a space-dash-space (--) between information in field 255 and the fields that precede and follow it. For more information, see *OCLC Catalog Cards*: [http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm](http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm).
## 256 Computer File Characteristics (NR)

### Input Standards

**Required if applicable/Required if applicable**

**1st Indicator** Undefined  
Undefined

**2nd Indicator** Undefined  
Undefined

### Subfields (R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Input Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Computer file characteristics (NR)</td>
</tr>
</tbody>
</table>

### Definition

Computer file characteristics that include the type of file (e.g., Electronic program) and the number of records, statements, etc. (e.g., 1250 records, 5076 bytes).

*Note: According to AACR2, this area is no longer used for electronic resources.*

### 1st Indicator

**Undefined.** The 1st indicator position is undefined and contains a blank (b).

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>2nd Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undefined</td>
<td>Undefined</td>
</tr>
</tbody>
</table>

### 2nd Indicator

**Undefined.** The 2nd indicator position is undefined and contains a blank (b).

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>2nd Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undefined</td>
<td>Undefined</td>
</tr>
</tbody>
</table>

### Subfields

#### ‡a Computer file characteristics

File characteristics that include the type of file and the number of records. In records formulated according to ISBD principles, the number of records, statements, bytes, etc., is enclosed in parentheses.

256 Electronic data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes)

256 Electronic program (1 file : 200 statements)

256 Electronic programs (2 files : 4300, 1250 bytes)

### Printing

Field 256 prints in the title paragraph following the title (field 245) or edition statement (field 250). The print program supplies a space-dash-space (---) between field 256 and the fields that precede and follow it. Field 256 prints following field 245 or field 250 and preceding field 362 with 1st indicator value 0. For more information, see *OCLC Catalog Cards*: [http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm](http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm).
## 257 Country of Producing Entity for Archival Films (NR)

### Input Standards

Optional/Optional

1st Indicator Undefined

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>b/ Undefined</td>
<td>The 1st indicator position is undefined and contains a blank (b).</td>
</tr>
</tbody>
</table>

2nd Indicator Undefined

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>b/ Undefined</td>
<td>The 2nd indicator position is undefined and contains a blank (b).</td>
</tr>
</tbody>
</table>

### Subfields

(R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a Country of producing entity (NR)</td>
<td>The name or abbreviation of the name of the country(s) where the principal offices of the producing entity(s) of an archival film are located. The subfield may contain an indication that the country is unknown, e.g., S.l.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>257</td>
<td>United States.</td>
</tr>
<tr>
<td>257</td>
<td>Spain ; Italy ; Austria.</td>
</tr>
<tr>
<td>257</td>
<td>[S.l.].</td>
</tr>
</tbody>
</table>

### Definition

The names (or abbreviations) of the countries where the principal offices of the producers of a moving-image item are located.

Information in field 257 should correspond to information in the statement of responsibility (field 245 subfield ‡c). If no statement of responsibility is available, use the best information available.

Use field 257 only if you are cataloging according to chapter 3 of *Archival Moving Image Materials*. MARC 21 records cataloged according to *Archival Moving Image Materials* have the full form of the name of the countries in field 257.

### 1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (b).

| b/ Undefined |

### 2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (b).

| b/ Undefined |

### Subfields

‡a Country of producing entity

The name or abbreviation of the name of the country(s) where the principal offices of the producing entity(s) of an archival film are located. The subfield may contain an indication that the country is unknown, e.g., S.l.

### Printing

Field 257 prints in the title paragraph following the title (field 245) or edition statement (field 250). The print program supplies a space-dash-space ( -- ) between field 257 and the fields that precede and follow it. For more information, see OCLC Catalog Cards: [http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm](http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm).
258 Philatelic Issue Data (R)

Input Standards
Optional/Optional

1st Indicator Undefined

2nd Indicator Undefined

Subfields (R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a Issuing jurisdiction (NR)</td>
<td>The name of the administrative territory or entity that has the overall authority for creating the philatelic material and for regulating its use.</td>
</tr>
<tr>
<td>‡b Denomination (NR)</td>
<td>The monetary value assigned to the unit by the issuing jurisdiction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>Undefined. The 1st indicator position is undefined and contains a blank (§).</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Undefined</td>
<td>§ Undefined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Indicator</th>
<th>Undefined. The 2nd indicator position is undefined and contains a blank (§).</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Undefined</td>
<td>§ Undefined</td>
</tr>
</tbody>
</table>

Definition
Information about stamps, postal stationery and all other documents created and/or used to signify pre-payment or payment due for postal services; stamps or other labels resembling the material described above, but which have no postal value; cancellations or other marks created and/or used by a postal administration to show evidence of postal usage; material bearing one or more of the items described above.

Printing
Field 258 does not print.
### 260 Publication, Distribution, Etc. (Imprint) (R)

**Input Standards**
Required if applicable/Required if applicable

**CNR:** Mandatory/Mandatory

**1stIndicator**  Sequence of publishing statements

- b Not applicable/no information provided/earliest available publisher
- 2 Intervening publisher
- 3 Current/latest publisher

**2ndIndicator**  Undefined

- b Undefined

**Subfields**  (R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Input Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Required if applicable/Optional</td>
</tr>
<tr>
<td></td>
<td>CNR: Mandatory/Required if applicable except for &quot;in&quot; analytics</td>
</tr>
<tr>
<td>‡b</td>
<td>Required if applicable/Required if applicable except for &quot;in&quot; analytics</td>
</tr>
<tr>
<td></td>
<td>CNR: Mandatory/Required if applicable</td>
</tr>
<tr>
<td>‡c</td>
<td>Required if applicable/Required if applicable</td>
</tr>
<tr>
<td></td>
<td>BKS: Mandatory/Required if applicable except for &quot;in&quot; analytics</td>
</tr>
<tr>
<td>‡d</td>
<td>SCO: Optional. Pre-AACR2 only/Optional. Pre-AACR2 only</td>
</tr>
<tr>
<td>‡e</td>
<td>Required if applicable/Optional</td>
</tr>
<tr>
<td>‡f</td>
<td>Required if applicable/Optional</td>
</tr>
<tr>
<td>‡g</td>
<td>Optional/Optional</td>
</tr>
<tr>
<td>‡3</td>
<td>Optional/Optional</td>
</tr>
</tbody>
</table>

**Definition**

Information relating to the publication, printing, distribution, issue, release or production of a work.

For unpublished items or materials that are collectively controlled, field 260 may **not** be included in a record or may contain only subfield ‡c (Date of publication, distribution, etc.).

**Guidelines**

Use the following guidelines for entering data in field 260:

- Enter multiple place names or publisher names in separate subfields.
- Enter multiple occurrences of other components, such as dates, in separate subfields only if a different type of component intervenes.
- Enter components of “real” imprints (carried in brackets and identified by the phrase *i.e.*) in separate subfields only if a different type of component intervenes.
- Enter the qualification of a place in the same subfield as the place name.
- Enter the statement of the function of a publisher in the same subfield as the publisher's name.

In Connexion client, if field 260 subfield ‡c contains a date and in the fixed field Dates, element *Date 1* is blank, the client transfers the date in 260 subfield ‡c to *Date 1* upon reformatting the record.

For changes in publisher, see the Library of Congress/Program for Cooperative Cataloging guidelines on the repeatable 260 field: http://www.loc.gov/catdir/cpso/260field.html.
Do not enter field 260 in the same record with field 261 or field 262.

**VIS**

If you are cataloging locally produced audiovisual items and off-air videorecordings that are not released, published, or similarly issued in multiple copies as an edition, you may enter only a date in field 260. Or, if you enter the date elsewhere in the record, you do not have to enter any information in field 260. See section 3.7, “Locally Made Videorecordings,” for more information.

If you are inputting audiovisual media cataloging created prior to AACR1 revised chapter 12 cataloging rules (which follow ISBD specifications), use field 261 for production and release information (Connexion does not automatically transfer dates from field 261).

If you are cataloging two-dimensional nonprojected graphic materials, use field 260 for publication data for both pre-AACR2 and AACR2 records.

**Archival material**

Use field 260 for the date or inclusive dates for a single manuscript or a collection, unless the date is part of the title.

**REC**

If you are inputting pre-AACR2 cataloging, use field 262 for imprint information (Connexion does not automatically transfer dates from field 262).

**COM**

Use subfields ‡a, ‡b and ‡c for producer and distributor data. Use subfields ‡e, ‡f and ‡g for generator data.

The **producer** is the person or corporate body with the financial and/or administrative responsibility for the physical processes whereby the file is brought into existence. The producer may also be responsible for the collection of data and their conversion into machine-readable form.

A **distributor** is a person or organization designated by the author or producer to reproduce copies of the file.

A **generator** is a person or corporate body with responsibility for the physical process by which a file is converted into machine-readable form (e.g., keypunching), but whose responsibility does not extend beyond data conversion.

**1st Indicator**

**Sequences of publishing statements.**

**b** Not applicable/no information provided/earliest available publisher. Used when a resource is first cataloged. Information given in first indicator value b is not changed (unless incorrect or earlier issues of a serial are later available with differing publishing information). Defined as “No information provided” for monographic works that are complete as first issued. Only one publishing statement may contain first indicator value b in a record.

260  
Paris :‡b Gauthier-Villars ;‡a Chicago :‡b University of Chicago Press, ‡c 1955.

**2 Intervening publisher.** Used when the publisher or place of publication changes. Additional publishing statements between the earliest and latest may also be recorded with first indicator value 2.

260 2  
‡3 1980-May 1993 ‡a London :‡b Vogue

**3 Current/latest publisher.** Used when the publisher changes or when the place of publication associated with the earliest publisher changes. The current publishing statement may be added with first indicator value 3. Data given in a subsequent
### 260 Publication, Distribution, Etc. (Imprint) (R) (cont.)

The publishing statement can be changed to reflect the current information when only the earliest and most current data is needed.


#### 2nd Indicator

**Undefined.** The 2nd indicator position is undefined and contains a blank (b).

<table>
<thead>
<tr>
<th>b</th>
<th>Undefined</th>
</tr>
</thead>
</table>

#### Subfields

**‡a Place of publication, distribution, etc.**

The place of publication and any additions to the name of a place, including an address, bracketed correction to erroneous information, or bracket clarification of a fictitious place.

- Stony Brook, N.Y.
- Toronto
- New York
- [Hamburg?]
- Rio [de Janeiro]
- Belfast [i.e. Dublin]
- London [Ont.]

If two places are recorded, enter each place name in a separate subfield ‡a.

- Philadelphia : [b] Independent Productions ; [a] London
- London ; [a] New York
- München ; [a] Hannover
- Paris : [b] Gauthier-Villars ; [a] Chicago

If the probable place of publication cannot be determined, use the abbreviation /S.l./

- [S.l.]

**‡b Name of publisher, distributor, etc.**

The name of the publisher or distributor and any qualifying terms, such as an indication of function (other than solely publishing) performed by the person or body.

- [Chicago, Ill.] : [b] Produced by National Opinion Research Center as part of the National Data Program for the Social Sciences
- New York : [b] RCA Victor
- New York : [b] Released by Beaux Arts
| 260 | Montréal : ‡b National Film Board of Canada [production company] |
| 260 | Manchester : ‡b University of Manchester, Dept. of Medical Biochemistry [distributor] |
| 260 | New York ; ‡a London : ‡b McGraw-Hill |
| 260 | London : ‡b On Target Publications |
| 260 | [London] : ‡b Royal Geographical Society |
| 260 | Edinburgh : ‡b Palingenesis Press |
| 260 | New York : ‡b Distributed by New York Graphic Society |

If two publishers, distributors, etc., are named, enter each name in a separate subfield ‡b.

| 260 | New York : ‡b American Broadcasting Co. [production company] : ‡b Released by Xerox Films |
| 260 | Montréal : ‡b National Film Board of Canada [production company] ; ‡a London : ‡b Guild Sound and Vision [distributor] |
| 260 | San Francisco : ‡b Davidson Films [production company] ; ‡a Morristown, N.J. : ‡b Silver Burdett [publisher] |
| 260 | London : ‡b Iron and Steel Board : ‡b British Iron and Steel Federation |
| 260 | New York : ‡b Wiley ; ‡a Oxford : ‡b Pergamon [distributor] |
| 260 | London : ‡b Shepherd-Walwyn ; ‡a New York : ‡b Distributed by International Publications Service |

If the probable publisher, distributor, etc., is unknown, use the abbreviation [s.n.].

| 260 | London : ‡b [s.n.] |
| 260 | [S.l. : ‡b s.n.] |

**CNR**

Enter only the first publisher or distributor in field 260. Enter the names of later publishers in note form in the appropriate 5xx Fields. Enter any necessary added entries in field 700, field 710 or field 711.

**‡c Date of publication, distribution, etc.**

The date of publication. If the date of manufacture is substituted for the date of publication, use subfield ‡c. If there is a date of publication and a date of manufacture, use subfield ‡g for the date of manufacture.

The date represents the date of publication of the edition specified in field 250, not the date of a subsequent printing. A difference in the date of publication of an edition justifies a new record. If the date is unknown or estimated (e.g., [197-?] vs. [1965?]), use judgment.
### Summary of Field 260 ‡c, Date of Publication

<table>
<thead>
<tr>
<th>Book</th>
<th>Publication Date</th>
<th>Copyright Date</th>
<th>Printing Date</th>
<th>Field 260 ‡c</th>
<th>DtSt / Date1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date only</td>
<td>2001</td>
<td></td>
<td></td>
<td>2001 s / 2001</td>
<td></td>
</tr>
<tr>
<td>Copyright date only</td>
<td></td>
<td>c2000</td>
<td></td>
<td>c2000 s / 2000</td>
<td></td>
</tr>
<tr>
<td>Printing date only</td>
<td></td>
<td></td>
<td>2001 printing</td>
<td>[2001] s / 2001</td>
<td></td>
</tr>
<tr>
<td>Publication date = copyright date</td>
<td>2001</td>
<td>c2001</td>
<td></td>
<td>2001 s / 2001</td>
<td></td>
</tr>
<tr>
<td>Publication date &gt; copyright date</td>
<td>2001</td>
<td>c2000</td>
<td></td>
<td>2001 s / 2001</td>
<td></td>
</tr>
<tr>
<td>Publication date &lt; copyright date</td>
<td>2000</td>
<td>c2001</td>
<td></td>
<td>2000 s / 2000</td>
<td></td>
</tr>
<tr>
<td>Publication date &lt; 1st impression date</td>
<td>2000</td>
<td></td>
<td>1st printing, 2001</td>
<td>2000 [i.e., 2001] s / 2001</td>
<td></td>
</tr>
<tr>
<td>Publication date &lt; other impression date (not 1st)</td>
<td>2000</td>
<td></td>
<td>15th impression, 2001</td>
<td>2000 s / 2000</td>
<td></td>
</tr>
<tr>
<td>Copyright date = year of manufacture</td>
<td></td>
<td>c2000</td>
<td>2000 printing</td>
<td>c2000 s / 2000</td>
<td></td>
</tr>
<tr>
<td>Copyright date does not = year of manufacture</td>
<td>c2000</td>
<td>2001 printing</td>
<td>c2000 s / 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explicit copyright renewal dates ignored for works copyrighted before 1978</td>
<td>c1925, copyright renewed 1953</td>
<td></td>
<td>c1925 s / 1925</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple copyright dates with first date after 1977</td>
<td>c1978, c2001</td>
<td></td>
<td>c2001 s / 2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received in [year]; publication date in year following</td>
<td>2002 [book received in 2001]</td>
<td></td>
<td>2002 s / 2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received in [year]; copyright date in year following</td>
<td>c2002 [book received in 2001]</td>
<td></td>
<td>c2002 s / 2002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table adapted from an original reprinted by permission of The Public Library of Cincinnati and Hamilton County.

260 Stony Brook, N.Y. : ‡b Krell Software Corp., ‡c c1982.
260 [Chicago, Ill.] : ‡b Produced by National Opinion Research Center as part of the National Data Program for the Social Sciences ; ‡a Storrs [Conn.] : ‡b Data distributed by Roper Public Opinion Research Center, University of Connecticut, ‡c 1980.


260 London : ‡b Methuen, ‡c 1976-

260 London : ‡b Faber Music, ‡c 1697 [i.e. 1967]

260 Yerushalayim : ‡b E. Fisher, ‡c 744 [1983 or 1984]

If you are cataloging a single manuscript, map manuscript, music manuscript, or thesis according to manuscript rules, enter only one date.

260 ‡c 1981.

260 ‡c 1813 Dec. 17.

[No 260 field is used.]

If the publication date differs from the date of distribution, add the date of distribution if it is considered to be significant by the cataloguing agency.

260 London : ‡b Macmillan, ‡c 1971 [distributed 1973]

260 London : ‡b BBC-TV, ‡c 1972 ; ‡a New York : ‡b Released by Time-Life Films, ‡c 1975.

Enter multiple dates in the same subfield ‡c unless a different type of component intervenes.

260 London : ‡b Macmillan, ‡c 1697 [i.e. 1967]


260 Paris : ‡b Impr. Vincent, ‡c 1798 ‡a [i.e. Bruxelles : ‡b Moens, ‡c 1883]

If a date is unavailable, enter an approximate date. Use brackets [ ] around the date.

260 Big Spring, Tex. : ‡b Creative Visual, ‡c [197-?]

260 London : ‡b Macmillan, ‡c [1971 or 1972]

260 London : ‡b Macmillan, ‡c [1990?]

260 London : ‡b Macmillan, ‡c [199-?]

260 Paris : ‡b [s.n., ‡c ca. 1898]

If you are cataloging a reprint, enter the date of the reprint in field 260.

260 Ithaca, N.Y. : ‡b Press of Andrews & Church, ‡c 1970-

362 0 Vol. 1, no. 1 (June 1894)-

If you are cataloging unpublished items, enter only a date in field 260.

260 ‡c [198-]
REC guidelines for ‡c
If the date of recording differs from the date of publication, enter the recording in coded form in field 033 and in textual form in field 518.

033 00 1961----
518 Recorded in 1961.

CNR guidelines for ‡c
Enter the date in field 260, even if it coincides with the date given in a “formatted” 362 field.

260 Mount Vernon, NY : ‡b Consumers Union of United States, ‡c 1942-
362 Vol. 7, no. 6 (June 1942)-

If no subfield ‡c is present (because the cataloging is not based on the first issue), do not use any final punctuation at the end of the data in subfield ‡b.

260 Des Moines, IA : ‡b Special Interest Publications
500 Description based on: Fall 1981; title from cover.

Archival material guidelines for ‡c
Enter the date as a year or years. If you are cataloging a single manuscript according to AACR2, you may include the month and day (in that order) following the year.

245 10 Life of Romney.
260 ‡c 1807.

245 10 Exil / ‡c St.-J. Perse.
260 ‡c 1941

245 10 Alice’s adventures under ground : ‡b a Christmas gift to a dear child in memory of a summer day / ‡c [Lewis Carroll (Rev. C.L. Dodgson)].
260 ‡c 1864.

245 10 Sonnet, To Genevra / ‡c [Lord Byron].
260 ‡c 1813 Dec. 17.

[No 260 field is used.]

‡d Plate or publisher number
Prior to AACR2, practice was to enter the plate number or publisher number in the imprint. AACR2 prescribes that you enter the plate or publisher number as a note (field 028 and/or field 500). Pre-AACR2 records may have plate or publisher numbers in field 260. Do not use subfield ‡d for plate or publisher numbers for current cataloging.

260 0 [Zürich] ‡b Universal Edition ‡c [c1965] ‡d Pl. no. UE 135312.
[Pre-AACR2.]

‡e Place of manufacture
Enter place of manufacture only if necessary to identify the item. Ordinarily, do not enter the information to represent different printings of the same edition.

260 [S.l. : ‡b s.n.], ‡c 1991 ‡c (London)
<table>
<thead>
<tr>
<th>Code</th>
<th>Note</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡f Manufacturer</td>
<td>Enter manufacturer only if necessary to identify the item. Ordinarily, do not enter the information to represent different printings of the same edition.</td>
<td>260 Paris : ‡b [s.n., ‡c ca. 1898] ‡e (Paris : ‡f LeBrun)</td>
</tr>
<tr>
<td>‡g Date of manufacture</td>
<td>Enter date of manufacture only if necessary to identify the item. Ordinarily, do not enter the information to represent different printings of the same edition.</td>
<td>260 London : ‡b Laurie &amp; Whittle, ‡c 1804 ‡g (1810 printing)</td>
</tr>
<tr>
<td>‡3 Materials specified</td>
<td>Information to differentiate the multiple statements of the described materials to which the field applies.</td>
<td>260 Paris : ‡a New York :‡b Vogue ‡c 1964-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>260 2 ‡3 1980-May 1993 ‡a London :‡b Vogue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>260 3 ‡3 June 1993- ‡a London :‡b Elle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>260 2 ‡3 2000?-2002 ‡a New York :‡b Columbia University Press</td>
</tr>
</tbody>
</table>

**Printing**

Field 260 prints in the title paragraph. Subfield 3 prints in the order found in the record. For more information, see OCLC Catalog Cards: [http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm](http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm).


**261 Imprint Statement for Films (Pre-AACR1 Revised) (NR)**

**Input Standards**

Pre-ISBD cataloging only  

1st Indicator Undefined  
üb Undefined  

2nd Indicator Undefined  
üb Undefined  

**Subfields (R=Repeatable NR=Nonrepeatable)**

‡a Producing company (R) Required if applicable/Required if applicable  
‡b Releasing company (primary distributor) (R) Required if applicable/Required if applicable  
‡d Date of production, release, etc. (R) Required if applicable/Required if applicable  
‡e Contractual producer (R) Required if applicable/Required if applicable  
‡f Place of production, release, etc. (R) Required if applicable/Required if applicable

**Definition**

The production and release information for projected audiovisual media **not** cataloged according to the provisions of ISBD (i.e., prior to AACR1, revised chapter 12). Use field 261 for:

- The name of the releasing agent, publisher, or other corporate body or person that issued or sponsored the work  
- The location of the issuing or sponsoring agency  
- The year of release or publication and, if different, the year of production or copyright

If you are inputting current cataloging, use field 260. Do **not** enter field 261 and field 260 in the same record.

1st Indicator **Undefined.** The 1st indicator position is undefined and contains a blank (üb).  
üb Undefined  

2nd Indicator **Undefined.** The 2nd indicator position is undefined and contains a blank (bü).  
bü Undefined  

Subfields  

All subfield codes are repeatable. After the first subfield ‡a, you may enter subfields in any order.

‡a Producing company  
The organization or individual that exercises the immediate overall responsibility for the physical processes involved in making the audiovisual item.

Treat two producers’ names joined by the word *and* as co-producers. Enter the names in the same subfield ‡a unless there is an intervening subfield. If there is an intervening subfield, enter the word and the second name in the second subfield ‡a.


261 Les Films du siècle, ‡f Paris, ‡a and Dear film produzione, ‡f Rome. ‡b Released in the U.S. by International Classics, ‡d 1965.

You may also enter production and release statements for co-productions as follows:

261 Produzioni europee associates, ‡f Rome; ‡a Arturo Gonzalez, ‡f Madrid; ‡a Constantin Film, ‡f Munich. ‡b Released in the U.S. by United Artists Corp., ‡d 1967.
However, a name that follows a phrase, such as in association with, in collaboration with or in cooperation with is not a co-producer. Enter such phrases, and the names that follow them, in subfield ‡a or ‡f.

261 Audio Visual Aid, ‡f New Zealand, in association with Morton Schindler. ‡b Released in the U.S. by Weston Woods Studios, ‡d 1969.

261 Education Development Center in association with National Film Board of Canada, ‡d 1967. ‡b Released by National Film Board of Canada, ‡d 1969.

‡b Releasing company (primary distributor) If a U.S. or Canadian company other than the producer releases the item, enter the name of that company in subfield ‡b. The releasing company is the primary distributor of a film. Use also for combined made by and released by statements.

261 Association of Classroom Teachers. ‡b Made and released by National Education Association, Publications Division, ‡d 1972.

261 Boulton-Hawker Films, ‡f Hadley, Eng. ‡e Made by D.C. Chipperfield. ‡b Released in the U.S. by International Film Bureau, ‡d 1971.

Use if the place name is imbedded in the same statement as the name of the releasing company.

261 Archers Film Production ‡f London, ‡d 1947. ‡b Released in the U.S. by Universal International Films, ‡d 1948.

‡d Date of production, release, etc. Enter both dates if date of production and date of release differ by more than a year.


261 Education Development Center in association with National Film Board of Canada, ‡d 1967. ‡b Released by National Film Board of Canada, ‡d 1969.

‡e Contractual producer The organization or individual other than the producing company that “made” the film (i.e., photographed, edited, or recorded it). Enter the phrase made by before the name of the contractual producer in subfield ‡e.

261 Boulton-Hawker Films, ‡f Hadley, Eng. ‡e Made by D.C. Chipperfield. ‡b Released in the U.S. by International Film Bureau, ‡d 1971.

‡f Place of production, release, etc. The location (country or city) of the main office of the producing and/or releasing company. Usually, you use subfield ‡f for foreign producers, but you may use subfield ‡f for a U.S. producer to distinguish two producers with the same name.


261 Good Samaritan Hospital, ‡f Portland, Ore., ‡d 1975.

If no place is given, assume the place to be the United States.

Printing Field 261 prints in the title paragraph following the title (field 245) or edition statement (field 250). For more information, see OCLC Catalog Cards: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.
### Imprint Statement for Sound Recordings (Pre-AACR2) (NR)

**Input Standards**

Pre-AACR2 cataloging only/Pre-AACR2 cataloging only

#### 1st Indicator

- Undefined

#### 2nd Indicator

- Undefined

**Subfields**

- **‡a** Place of production, release, etc. (NR)
- **‡b** Publisher or trade name (NR)
- **‡c** Serial identification (NR)
- **‡d** Date of production, release, etc. (NR)
- **‡e** Matrix and/or take number (NR)

**Definition**

Imprint data for sound recordings **not** cataloged according to AACR2. Use field 262 for the trade name of the publisher, the serial identification (record or album numbers), and the date of release. Substitute place and name of the publisher for the trade name if the publisher is **not** known as a record publisher. If you are cataloging archival material, enter the matrix and take number. If you are inputting current cataloging, use field 260.

Do **not** enter field 262 and field 260 in the same record.

**1st Indicator**

- **Undefined**. The 1st indicator position is undefined and contains a blank (b).

**2nd Indicator**

- **Undefined**. The 2nd indicator position is undefined and contains a blank (b).

**Subfields**

- **‡a** Place of production, release, etc. (NR) **Required if applicable**

  The place of publication.


- **‡b** Publisher or trade name (NR) **Required if applicable**

  The trade name of the publisher for record publishers or the name of the publisher for publishers known **not** to be primarily record publishers.

  262 New Haven, ‡b Yale University Press ‡d [1954] ‡c TV 19232-19233.

- **‡c** Serial identification (NR) **Required if applicable**

  The serial identification. Enter a period following the serial identification. If the imprint has the trade name of the publisher, enter the serial identification between the publisher (subfield ‡b) and the date of release (subfield ‡d).

  262 ‡b Telefunken ‡c SLT 43091. ‡d [1966]

  If the imprint has the publisher’s place and name (subfields ‡a and ‡b), enter the serial identification following the date of release.

  262 [Louisville, Ky., ‡b Louisville Orchestra, ‡d 1967] ‡c LS 671.

- **‡d** Date of production, release, etc. (NR) **Required if applicable**

  The date of release.

  262 ‡b Columbia ‡c ML 5452. ‡d [1960]
### 262 Imprint Statement for Sound Recordings (Pre-AACR2) (NR)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>te Matrix and/or take number</td>
<td>The matrix and or take number. These numbers are used primarily for archival purposes.</td>
<td>262 ‡b Okeh ‡c 4001. ‡d [1919?] ‡e S-753-B</td>
</tr>
<tr>
<td>Printing</td>
<td>Field 262 prints in the title paragraph following the title (field 245) or edition statement (field 250). For more information, see OCLC Catalog Cards: <a href="http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm">http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm</a>.</td>
<td></td>
</tr>
</tbody>
</table>

2xx 2:57

2:57
263 Projected Publication Date (NR)

**Input Standards**

LC, NLC, UKM, NLM use only

<table>
<thead>
<tr>
<th><strong>1st Indicator</strong></th>
<th>Undefined</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡b</td>
<td>Undefined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2nd Indicator</strong></th>
<th>Undefined</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡b</td>
<td>Undefined</td>
</tr>
</tbody>
</table>

**Subfields** (R=Repeatable, NR=Nonrepeatable)

| **‡a** | Projected publication date (NR) | **Input Standards** | Mandatory/Mandatory |

**Definition**

The projected date of publication for Cataloging-in-Publication (CIP) and National Serials Data Program (NSDP) records. Such advance information comes from the publisher.

**1st Indicator**

*Undefined*. The 1st indicator position is undefined and contains a blank (‡).

| ‡b | Undefined |

**2nd Indicator**

*Undefined*. The 2nd indicator position is undefined and contains a blank (‡).

| ‡b | Undefined |

**Subfields**

| **‡a** | Projected publication date |

The date may be in the form yyyy/mm or yy/mm. For example, if a projected date is December 2001, the field is 200112 or 0112. For a projected date of 2004 (month unknown) the date is 2004-- or 04--.

LC reissues CIP records with corrected dates if a publisher delays publication and LC obtains a revised date from the publisher.

If LC cannot obtain the item after publication, LC changes the date to four hyphens.

**Printing**

Field 263 does **not** print.
265 Source for Acquisition/Subscription Address (NR)

**Input Standards**

Obsolete. Do not use/Obsolete. Do not use

1st Indicator  Undefined

Undefined

2nd Indicator  Undefined

Undefined

**Subfields** (R=Repeatable NR=Nonrepeatable)

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Input Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a Subscription address (R)</td>
<td>Obsolete. Do not use/Obsolete. Do not use</td>
</tr>
</tbody>
</table>

**Definition**

Field 265 was formerly used for the name and address of the publisher or distributor, or for the source of reproductions for archival materials. Use field 037 subfield ‡b for acquisition/subscription address information.

1st Indicator  Undefined. Obsolete. Do not use.

2nd Indicator  Undefined. Obsolete. Do not use.

Subfields

‡a Subscription address

Obsolete. Do not use.

Printing

Field 265 does not print.
Definition
Addresses and electronic access data (such as telephone, fax, TTY, etc.) associated with a bibliographic item. Enter multiple addresses (such as mailing addresses or addresses corresponding to different physical locations of an item or facilities) in separate 270 fields.

**Punctuation.** Omit punctuation at the end of the field unless the field ends with an abbreviation, initial/letter, or other data that requires punctuation.

**1st Indicator** Level. A value that specifies the level of the address. Use to distinguish primary and additional (secondary) addresses.

- b/ No level specified. Type of address is not specified.
- 1 Primary. The information relates to a primary address.
- 2 Secondary. The information relates to an address that is not the primary address.

**2nd Indicator** Type of address. A value that specifies the type of the address for cases when identification of the type is needed at the field level. At present, only one type of address is accommodated by a specific 2nd indicator value. Indicate other types in subfield ‡i (Type of address).
270 Address (R) (cont.)

- **No type specified.** Type of address is **not** specified.

0 Mailing. The field contains a mailing address.

7 Type specified in subfield ‡i. The address is other than a mailing address and its type is identified in subfield ‡i (Type of address).

**Subfields**

‡a Address

All address information preceding the name of the city or town except attention information, which you enter in subfields ‡f, ‡g and ‡h. Use also to indicate if no address information is available. Repeat subfield ‡a to indicate separations of information, such as when parts of the address preceding the name of the city or town need to be printed on separate lines.

270 No address given/sin dirección

270 1 Gateway Publishing ‡a P.O. Box 786 ‡b North Adams ‡c MA ‡e 01247 ‡k 1-414-664-9343 ‡m info@prgguide.com

‡b City

The name of the city or town.

270 1 Claims Providers of America ‡a P.O. Box 395 ‡b Esparto ‡c CA ‡e 95627 ‡k 1-800-735-6660 ‡l 1-916-796-3631 ‡m info@claims.com

‡c State or province

The name of the state, province, or next larger jurisdiction, when this information is an integral part of the address. For states in the United States, use the two-character U.S. Postal Service abbreviations.

270 American National Standards Institute ‡a 11 West 42 Street ‡b New York ‡c NY ‡e 10036 ‡k 1-212-642-4900 ‡l 1-212-398-0023

‡d Country

For the United States, use **U.S.** For other countries, use the full name, **not** one of the standard international codes (e.g., Netherlands, **not** NL).

270 International Atomic Energy Agency ‡a P.O. Box 100 ‡a Wagramer Strasse 5, ‡c A-1400 ‡d Vienna ‡e Austria ‡k +43-1-2600-0 ‡l +43-1-2600-7 ‡m officialmail@iaeo.org

270 1 GaleNet ‡a 835 Penobscot Bldg. ‡b Detroit ‡c MI ‡d U.S. ‡e 48226-4094 ‡m galenet@gale.com

‡e Postal code

The alphanumeric code assigned the postal delivery area by a national postal agency. For the United States, use a five-digit ZIP or nine-digit ZIP + four code. Omit alphabetic country codes that are sometimes given with the postal code (e.g., omit D from the German code **D-01437**).

270 Bibliothèque américaine à Paris ‡a 10 rue du Général Camou ‡b Paris ‡d France ‡e 75007

270 University of Alaska ‡a 707 A St. ‡b Anchorage ‡c AK ‡e 99501 ‡k 1-901-279-4523

‡f Terms preceding attention name

The title associated with the attention name (e.g., General, Dr. or Reverend) when the title precedes the name.

270 1 ‡f Dr. ‡g George Smith ‡h Director ‡a 8899 South Lobo St. ‡b Vancouver ‡c BC ‡d Canada ‡e V2N 1Z5 ‡j 1-800-543-1234 ‡k 1-604-947-1255 ‡l 1-604-947-0505 ‡m GSMITHBC
270 Address (R) (cont.)

‡g Attention name
The attention name (e.g., the name of a person) when an item is to be sent to the attention of a particular person.

270 10 ‡g Kerry Cook ‡a 6172 Devon Drive ‡b Columbia ‡c MD ‡e 21045 ‡k 1-301-596-101

‡h Attention position
The title associated with the attention name (e.g., M.D.) when the title follows the name of the person.

270 ‡g Robert Jones ‡h Executive Director ‡a 3701 Old Court Road, Suite 20 ‡b Baltimore ‡c MD ‡e 21208 ‡k 1-410-486-5515

‡i Type of address
One or more words denoting the kind of address found in the field (e.g., Mailing). Enter subfield ‡i first in the field.

270 17 ‡i Billing address: ‡a Sears Credit ‡a 7023 Albert Pick Rd. ‡b Greensboro ‡c NC ‡e 27409 ‡d USA ‡j 1-800-347-8425

270 27 ‡i Mailing: ‡g c/o M. Ballweg ‡a 87 Woodward Ave. ‡b Staten Island ‡c NY ‡e 10314 ‡k 1-718-761-5679

[The society has no physical location.]

‡j Specialized telephone number
An important service number (as opposed to an administrative telephone number in subfield ‡k.) For example, hotline numbers, toll-free “800” numbers, emergency numbers, etc. For multiple numbers, enter each in a separate subfield ‡j. Hotline numbers precede other specialized telephone numbers. Enter numbers as follows: [country code]-[area/city code]-[line number]. If an extension applies, add it to the telephone number preceded by x.

270 10 P.O. Box 50007 ‡b Pasadena ‡c CA ‡e 91115 ‡j 1-213-681-2626 (24 hour hotline)

270 2 666 Broadway ‡b New York ‡c NY ‡e 10012 ‡j 1-800-221-4602 ‡k 1-212-460-9330 ‡p Donna M. Rosenthal

‡k Telephone number
A regular telephone number associated with the address and/or the public information contact person at that address. Use also for information that no telephone number is available. For multiple numbers, enter each in a separate subfield ‡k.

270 ‡k 1-800-522-7116 ‡n 1-800-523-3494 (TTY)
[The association has no physical location.]

270 1 4844 Broadway ‡b New York ‡c NY ‡k 1-212-569-5050

270 1 8950 Route 108 ‡a Gorman Plaza, Suite 116 ‡b Columbia ‡c MD ‡e 21045 ‡j 1-410-997-CASA (hotline) ‡k 1-410-997-0304

270 2 Florence Bain Center ‡a 5470 Beavercreek Road ‡b Columbia ‡c MD ‡k 1-410-964-0415 (Eve) ‡k 1-410-461-0275 (Day)

Input order of regular telephone numbers. For an address in which the regular and a contact person’s telephone number are different, enter the telephone number associated with the address after the address information (subfields ‡i, ‡a–‡h). Enter the telephone number associated with the contact person after the name of the contact person (subfield ‡p) and the contact person’s title (subfield ‡q).
270 Address (R) (cont.)

270
2100 Greenmount Ave. ‡b Baltimore ‡c MD ‡e 21202 ‡k 1-410-361-4669 ‡p Donna Green ‡k 1-410-361-4671 ‡p Shirley Price ‡k 1-410-361-4674

If the telephone numbers are the same, enter the number after the address.

†l Fax number
The fax number associated with the address. For multiple numbers, enter each in a separate subfield ‡l.

270 1 Hoover’s, Inc. ‡a 1033 La Posada Dr., Suite 250 ‡b Austin ‡c TX ‡e 78752 ‡k 1-512-374-4500 ‡l 1-512-374-4501 ‡m info@hoovers.com

‡m Electronic mail address
The electronic number address associated with the address. For multiple addresses, enter each in a separate subfield ‡m.

270 Library of Congress ‡a Network Development and MARC Standards Office ‡b Washington ‡c DC ‡d U.S. ‡e 20540-4102 ‡l 1-202-707-0115 ‡m ndmso@loc.gov

‡n TDD or TTY number
The TDD or TTY numbers associated with the address. If there is both a TDD number and a TTY number (and/or more than one of each), enter each in a separate subfield ‡n.

270 Little Patuxent Parkway ‡b Columbia ‡c MD ‡k 1-410-992-4800 ‡n 1-410-992-4822 (TDD)

‡p Contact person
The name of a contact person at the address. For multiple contact people, enter each name in a separate subfield ‡p. If the name is the same as the attention name (subfield ‡g), do not repeat the name in subfield ‡p.

270 P.O. Box 223 ‡b Broken Arrow ‡c OK ‡e 74013 ‡p Sgt. Kathy Hibner

‡q Title of contact person
The title of the contact person.

270 Hannah More Academy Center ‡a 12035 Reisterstown Rd. ‡b Reisterstown ‡c MD ‡e 21136 ‡k 1-410-887-1139 ‡p Ian J. Forrest ‡q Bureau Chief

‡r Hours
The hours that access to the address, contact, and/or telephone numbers is available. Use only for the hours associated with address information. If you want to enter the hours for a system or service, use field 307 (Hours, Etc.), not field 270 subfield ‡r. (Days of the week and global time zone usually accompany hours.)

270 Johns Hopkins University ‡a 5457 Twin Knolls Road ‡b Columbia ‡c MD ‡e 21045 ‡k 1-410-997-8045 ‡r M-F 8:30am-5:00 pm USA EST

‡z Public note
Notes relating to the address information.

‡4 Relator code
Contains a code that specifies the relationship between information in field 270 and the item described in the record. More than one code may be used when more than one relationship exists. See MARC Code Lists for Relators, Sources, Description Conventions (http://lcweb.loc.gov/marc/relators).

270 1 OCLC Online Computer Library Center, Inc. ‡a 6565 Kilgour Pl. ‡b Dublin ‡c OH ‡e 43017 ‡4 org

Printing
Field 270 does not print.