

CATALOGING DEFINITIONS

(September 2021)

020	ISBN	Make sure it is specific to item Keep both 10 digit and 13 digit
092	Call #	Call # for non-fiction material
099	Call #	Call # for fiction material
891	Main entry	Uniform title (usually found before 245) Remove
240	Title	Usually foreign language title Remove or move to 246 field
130	Title	Usually foreign language Remove or move to 246 field
245	Title	2nd indicator accounts for a, an, the Subfield a = proper title on title page Subfield b = subfield on title page Subfield h = where we put format Subfield c = author/editor on title page Subfield p = get rid of p but not info add : Subfield n = get rid of n but not info add :
246	Alternate Title	Use as many as you need to make searchable many different ways 1 st indicator = 3; 2 nd indicator = blank (Use a lot for DVD series & be consistent)
300	Pagination	Verify # of pages Make sure it is not an online resource
490	Series	Make sure it is identical to previous (Cut and paste if necessary)
500	Notes	Free text to add important information
505	Contents	Same information as contents page
520	Summary	Free text of summary of item
650	Subjects	LC approved subject headings
655	Subjects	2nd indicator is 7 subject is Erotic romance
690	Local Subj Heading	Do not need to be LC accurate; can use language specific to library (be consistent)
700	Personal name	Lists of other authors/actors in material