



Supplemental



Cataloging Metadata

School districts use a variety of cataloging software systems. Because Library Aide Basics (LAB) is intended to be a generalized training, this supplemental will explain what cataloging **metadata** can include. Likely your metadata will be formatted differently depending on the type of software you use at your school, but this supplemental should be detailed enough that you can begin to understand the basics of cataloging. Your district may have set requirements for metadata fields to include, so pay particular attention to those fields.

The more data you enter about library materials the more useful your catalog will be to library patrons and administrators, but don't be overwhelmed by this supplemental! LAB is intentionally providing you with more information than you need to know in the hopes that if your district wants you to know the basics of cataloging metadata you have a good place to start. Five examples of what metadata looks like are given in this document.

The information provided in this supplemental has been provided by the [Library of Congress](#) and reworked by the Library Aide Basics team.

Basic Tags

When cataloging the metadata is divided into defined sections or fields called **tags**. Much like the Dewey Decimal System, these tags are divided into subject meanings by hundreds, tens, and sometimes ones. The combination of hundreds, tens, and ones codes for which kind of metadata should go in each section. The tables included on this page break down what type of information belongs with each tag. Definitions for terms in rose and bold can be found at the end of this document.

Tags by Hundreds

Tag	Description
0XX	Control information, numbers, codes
1XX	Main entry
2XX	Titles, edition, imprint (in general, the title, statement of responsibility, edition, and publication information)
3XX	Physical description, etc.
4XX	Series statement (This may be found in the book, but if not, fantasticfiction.com has compiled lists of many series organized by author.)
5XX	Notes
6XX	Subject heading added entries
7XX	Added entries other than subject or series, such as editors, illustrators, or affiliated organizations
8XX	Series added entries (other authoritative forms)

The 9XXs are for locally-defined uses, such as local barcode numbers. Local libraries, vendors, or systems can define and use 9XX tags for attaching other types of information to records. (X9Xs in each of these groups — 09X, 59X, etc. — are also reserved for local use, except 490.)

Parallel Content (different sections of a tag)

Tags	Description
X00	Personal names
X10	Corporate names
X11	Meeting names
X40	Bibliographic titles
X50	Topical terms
X51	Geographic names

By combining the “Parallel Content” chart with the “Tags by Hundreds” chart, the meaning of specific tags can be deciphered. If the subject of a book (6XX) is a person (X00, i.e. Lincoln, Abraham), the tag will be 600; if the subject of the book is a corporation (X10, i.e. Apple Computer, Inc.), the tag will be 610; if the subject of the book is a topic (X50, i.e. Railroads), the tag will be 650; if the subject of a book is a place (X51, i.e. United States), the tag will be 651. [An added entry (7XX) for a joint author (a personal name) will have tag 700.]

Tags You Should Know

Tags	Description
010 tag	Library of Congress Control Number (LCCN)
020 tag	International Standard Book Number (ISBN)
100 tag	Personal name main entry (author)
245 tag	Title information (which includes the title, other title information, and the statement of responsibility)
250 tag	The edition
260 (or 264) tag	Publication information
300 tag	Physical description
490 tag	The series statement
520 tag	Summary note (The summary may be provided on a purchased record, or may be copied from the verso or the flyleaf/back of the book. It is not necessary to have a summary note in your record.)
650 tag	Topical subject heading
700 tag	Personal name added entry (joint author, editor, or illustrator)

Subfield Codes

Some tags have subfields which indicate different types of information. For example, the 300 field, physical description, has a subfield for the dimensions of an item. The 260, or 264, field use a subfield to indicate an item’s publication date. Subfields are labeled with letters. Often, subfield ‘a’ will not be labeled, but any additional subfields will. Subfields may be indicated by a **delimiter**, but these are seldom displayed in the record. To familiarize you with the concept of a delimiter and help to distinguish the subfields, this document will use \$ as a delimitator before each subfield label, though the delimiter used will vary from system to system.

Indicators

Two character positions follow each tag (with the exception of fields 001 through 009). One or both of these character positions may be used for **indicators**. In some fields, only the first or second position is used; in some fields, both are used; and in some fields, like the 020 and 300 fields, neither is used. When an indicator position is not used, that indicator is referred to as "undefined" and the position is left blank. Sometimes a blank, or undefined, indicator position is shown by the character "#".

Each indicator value is a number from 0 to 9. (Although the rules say it can be a letter, letters are uncommon.) Even though two indicators together may look like a two-digit number, they really are two single-digit numbers. Indicator values and their meanings will vary depending on the field and the software you use. In the example which follows, the first three digits are the tag (245 defines this as the title field) and the next 2 digits (a 1 and a 4) are indicator values. The 1 is the first indicator; 4 is the second indicator.

```
245  14  $a The emperor's new clothes /  
      $c adapted from Hans Christian Andersen and illustrated by Janet  
      Stevens.
```

The 1 in the first field indicates that the title is an added entry, rather than the main entry (the 100 field). The 4 indicates that there are four **nonfiling characters** at the beginning of the title. Nonfiling characters indicate the number of characters at the beginning of the field (including spaces) to be disregarded by the computer in the sorting and filing process. For the title The emperor's new clothes, the second indicator is set to "4" so that the first four characters (the "T," the "h," the "e," and the space) will be skipped and the title will be filed under "emperor's."

Examples

The following pages show three different examples of books similar to ones you may have in your library. We have included a nonfiction title, a fiction title, and a picture book. Following these book entries, two nonprint media examples of a DVD and an audio-book are included in this supplemental.

The first example is in **RDA** format. The others follow the older MARC format known as **AACR2**. RDA, or Resource Description and Access, was created in 2010 to replace the old method of cataloging. Despite support from the Library of Congress and organizations like the American Library Association, implementation of the new cataloging method has been very slow. RDA and AACR2 are very similar and have the same sort of cataloging skeleton. However, RDA has changed some of the ways the tags on that shared skeleton are labeled, updated the cataloging system to better integrate new technologies, and added more detail to some entries.

It would be a best practice for all school libraries to integrate RDA-style cataloging into their workflow. As new materials are ordered and old materials are inventoried, apply RDA standards to your cataloging and begin updating your school's MARC records. A list of resources detailing how to transition to RDA cataloging can be found at www.oclc.org/en/rda/about.

On our RDA example (the nonfiction book), LAB has demonstrated the main differences between AACR2 and RDA cataloging:

- The 260 label has been replaced with a 264 label.
- Three new subfields exist in the 3XX tag known as 336 (**content type**), 337 (**media type**), and 338 (**carrier type**). To explore labels in these fields, follow this [link](#).
- Previously abbreviated descriptors are now spelled out. For example col. ill. is now "colored illustration."
- Brackets are used to indicate any correct information that isn't listed on the book or material itself.

RDA specific changes are colored in **blue** on the example.

Nonfiction: You wouldn't want to be an Egyptian mummy!

Field	Label	Tags and Sub-field Codes	Data
Library of Congress Control Number	LCCN	010 \$a	00024727
International Standard Book Number	ISBN	020 \$a	978-0531145975
Main entry, personal name with a single surname	Author (Name, Personal Name, etc.)	100 \$a	Steward, David
Title and Statement of responsibility	Title	245 \$a	You wouldn't want to be an Egyptian mummy!
	Subtitle (Remainder of title)	\$b	disgusting things you'd rather not know
	Statement of responsibility (author, illustrator, etc.)	\$c	written by David Stewart ; illustrated by David antram ; created and designed by David Salariya
Edition	Edition	250 \$a	
Publication, distribution, etc.	Place of publication	264 \$a	New York
	Publisher	\$b	Franklin Watts
	Date of publication (Year)	\$c	[2000]

Field	Label	Tags and Sub-field Codes	Data
Physical description	Pagination (Extent, Pages)	300 \$a	32 pages
	Illustrations (color or not)	\$b	color illustrations
	Size	\$c	25 cm.
Content type	Content type (computer program, sounds, text, etc.)	336 \$a	text
		\$b	txt
		\$2	rdacontent
Media type	Media type (audio, video, etc.)	337 \$a	unmediated
		\$b	n
		\$2	rda media
Carrier type	Carrier type (audio disc, volume, video disc, etc.)	338 \$a	volume
		\$b	nc
		\$2	rda carrier
Series Statement	Series	490 \$a	
Annotation or summary note	Summary	520 \$a	A light-hearted approach to the process of mummification in ancient Egypt.
Subject added entries	Subject	650 \$a	Mummies
		651 \$a	Egypt Antiquities
Personal name added entry	Illustrator, Editor, Second Author, etc.	700 \$a	Antram, David <i>illustrator</i>
Additional information of your choosing	Call number	949 \$a	932 STE

Fiction: *The Lightning Thief*

Field	Label	Tags and Sub-field Codes	Data
Library of Congress Control Number	LCCN	010 \$a	2005299400
International Standard Book Number	ISBN	020 \$a	978-0786856299
Main entry, personal name with a single surname	Author (may also be Name, Personal Name, etc.)	100 \$a	Riordan, Rick
Title and Statement of responsibility	Title	245 \$a	The lightning thief
	Subtitle (Remainder of title)		
	Statement of responsibility (author, illustrator, etc.)	\$c	Rick Riordan
Edition	Edition	250 \$a	1st ed.
Publication, distribution, etc.	Place of publication	260 \$a	New York
	Publisher	\$b	Miramax Books/Hyperion Books for Children
	Date of publication	\$c	c2005
Physical description	Pagination (number of pages)	300 \$a	377 p.
	Illustrations (color or not)	\$b	
	Size	\$c	22 cm.
Series Statement	Series	490 \$a	Percy Jackson & the Olympians

Field	Label	Tags and Sub-field Codes	Data
Annotation or summary note	Summary	520 \$a	After learning that he is the son of a mortal woman and Poseidon, god of the sea, twelve-year-old Percy is sent to a summer camp for demigods like himself, and joins his new friends on a quest to prevent a war between the gods.
Subject added entries, from Library of Congress subject heading list for children	Subject	650 \$a 650 \$a 650 \$a	Greek mythology Fiction Friendship Fiction Fantasy fiction
Personal name added entry	Illustrator, Editor, Second Author, etc.	700 \$a	
Additional information of your choosing	Call number	949 \$a	FIC RIO

Picture Book: *The Snowy Day*

Field	Label	Tags and Sub-field Codes	Data
Library of Congress Control Number	LCCN	010 \$a	76028805
International Standard Book Number	ISBN	020 \$a	978-0140501827
Main entry, personal name with a single surname	Author (may also be Name, Personal Name, etc.)	100 \$a	Keats, Ezra Jack
Title and Statement of responsibility	Title	245 \$a	The snowy day
	Subtitle (Remainder of title)		
	Statement of responsibility (author, illustrator, etc.)	\$c	Ezra Jack Keats
Edition	Edition	250 \$a	
Publication, distribution, etc.	Place of publication	260 \$a	Harmondsworth
	Publisher	\$b	Puffin Books
	Date of publication	\$c	1978
Physical description	Pagination (number of pages)	300 \$a	32 p.
	Illustrations (color or not)	\$b	col. ill.
	Size		
Series Statement	Series	490 \$a	

Field	Label	Tags and Sub-field Codes	Data
Annotation or summary note	Summary	520 \$a	The adventures of a little boy in the city on a very snowy day.
Subject added entries, from Library of Congress subject heading list for children	Subject	650 \$a	Caldecott Medal
Personal name added entry	Illustrator, Editor, Second Author, etc.	700 \$a	
Additional information of your choosing	Call number	949 \$a	PIC K

DVD: Harry Potter and the Sorcerer's Stone

Field	Label	Tags and Sub-field Codes	Data
Library of Congress Control Number	LCCN	010 \$a	
International Standard Book Number	ISBN	020 \$a	1419856995
Main entry, personal name with a single surname	Author (may also be Name, Personal Name, etc.)	100 \$a	
Title and Statement of responsibility	Title	245 \$a	Harry Potter and the sorcerer's stone
	Format	\$h	[videorecording]
	Statement of responsibility (author, illustrator, etc.)	\$c	Warner Bros. Pictures presents a Heyday Films/ 1492 Pictures/ Duncan Henderson production ; a Chris Columbus film ; produced by Duncan Henderson ; directed by Chris Columbus
Edition	Edition	250 \$a	Standard version
Publication, distribution, etc.	Place of publication	260 \$a	Burbank, CA
	Publisher	\$b	distributed by Warner Home Video
	Date of publication	\$c	c2001
Physical description	Pagination (number of pages)	300 \$a	1 videodisc (152 min.)
	Illustrations (color or not)	\$b	sd., col.
	Size	\$c	4 3/4 in.

Field	Label	Tags and Sub-field Codes	Data
Series Statement	Series	490 \$a	
System details	System details	538 \$a	DVD region 1
Annotation or summary note	Summary	520 \$a	Rescued from the neglect of his aunt and uncle by a mysterious ogre, a young boy proves his worth while attending Hogwarts School for Wizards and Witches.
Subject added entries, from Library of Congress subject heading list for children	Subject	650 \$a 650 \$a 650 \$a	Potter, Harry (Fictitious character) Magic Drama DVD-Video discs
Personal name added entry	Illustrator, Editor, Second Author, etc.	700 \$a \$t 700 \$a \$d	Rowling, J. K. Harry Potter and the philosopher's stone. Radcliffe, Daniel 1989-
Additional information of your choosing	Call number	949 \$a	DVD FIC HAR

Audio book: *A Wrinkle in Time*

Field	Label	Tags and Sub-field Codes	Data
Library of Congress Control Number	LCCN	010 \$a	12005015399
International Standard Book Number	ISBN	020 \$a	978-0307243232
Main entry, personal name with a single surname	Author (may also be Name, Personal Name, etc.)	100 \$a	L'Engle, Madeleine
Title and Statement of responsibility	Title	245 \$a	A wrinkle in time
	Format	\$h	[sound recording]
	Statement of responsibility (author, illustrator, etc.)	\$c	Madeleine L'Engle
Edition	Edition	250 \$a	
Publication, distribution, etc.	Place of publication	260 \$a	New York
	Publisher	\$b	Listening Library
	Date of publication	\$c	c[2005]
Physical description	Pagination (number of pages)	300 \$a	5 sound discs (5 hr., 17 min.)
	Illustrations (color or not)	\$b	digital
	Size (in cm)	\$c	4 3/4 in.
Series Statement	Series	490 \$a	

Field	Label	Tags and Sub-field Codes	Data
Annotation or summary note	Summary	520 \$a	Meg and her friends become involved with unearthly strangers and a search for her father, who disappeared while engaged in secret work for the government.
Subject added entries, from Library of Congress subject heading list for children	Subject	650 \$a	Science fiction
Personal name added entry	Illustrator, Editor, Second Author, etc.	700 \$a	
Additional information of your choosing	Call number	949 \$a	AUD L'EN

Authority Control

The information you enter in the different fields available to you will prove useful only if you are consistent. How you choose to be consistent is largely up to you and called your **local authority control**.

Authority control means following a recognized or established form. For example, a cataloger almost always chooses **subject headings** and **name headings** from a list of approved headings. In a conversation, if you talked about visiting the "Getty Museum" and the "J. Paul Getty Museum" in California, your listener would know you meant the same thing. But if a cataloger sometimes uses "Getty Museum" and other times uses "J. Paul Getty Museum" as headings in a catalog, the library user will have a difficult time finding all the books on that subject. If a cataloger follows the Library of Congress's list of established forms for names, he or she will use the heading "J. Paul Getty Museum." As long as the cataloger always uses one established form, all the books on that museum will be found in one place in the catalog.

For names, the best authority is the Library of Congress Name Authority file. This file is available in machine-readable format from the Cataloging Distribution Service (CDS) of the Library of Congress or online at <http://authorities.loc.gov>. The form of the name used (**personal name, corporate name, conference or meeting name, series title, or uniform title**) can be checked against this authority. For topics or geographic names, the common subject authority lists are the *Library of Congress Subject Headings* or the *Sears List of Subject Headings*. (The examples in this document use subjects from the Sears List.) The form of a subject heading should match one on the existing authority lists or follow the established rules for construction.

The portion of the Library of Congress authority file generally used by a school librarian is only a fraction of the whole. More important on a computer-based library catalog is what is termed "local authority control." Local authority control allows the librarian to look at the list of subject headings or the list of author names and reuse one that has already been entered. In that way, all headings for the same person or same subject will be entered exactly the same way, which is the point of authority control. Names shown in **Cataloging in Publication** (CIP) data in books are based on Library of Congress authority records at the time of publication. The subject headings shown for current publications in an online catalog after a retrospective conversion of data should also be correct, since nearly every book or data vendor's database is based on Library of Congress **MARC** files.

Once you begin to understand subject headings and establish a routine, you may find it easiest to tackle one section of the library at a time to ensure all headings are consistent. As you enter new materials into your catalog, be especially careful to check MARC records you download to ensure that they match the subject headings and style of similar records in the school library.

Definitions

AARC2- Anglo American Cataloging Rules 2nd edition. A cataloging system; most older library records use this format.

Authority control- Using a recognized or established form for subject headings. Authority control ensures that all books on the same topic will be locatable under the same search term (or terms). Authority control is based on nationally standardized lists, such as the Library of Congress Name Authority file or the *Sears List of Subject Headings*.

Carrier type- This RDA field describes the object 'carrying' the information, such as a DVD (for a film) or a volume (for a print book).

Cataloging in Publication- A record prepared for a book that has not yet been published. CIP records will often be incomplete and may have incorrect information, due to changes made after the record was created but before the book was published.

Conference or meeting name- Official name of the conference or meeting the material was presented at that used for cataloging according to the authority record.

Content type- This RDA field describes what an item is - text, computer program, sound, etc.

Corporate names- Official names of corporations, such as Google, Apple, or other businesses, whether local or international as they are known in cataloging.

Delimiter- A character, typically a symbol, used to separate subfields. The delimiter used will depend on the cataloging software.

Imprint- Publication information.

Indicators- Two character positions that follow the tag and indicate what kind of information follows. Different fields use different indicators, and some may use only one character position, while others use both.

Local authority control- Using the same subject headings in new records as have already been used in older records. Local authority control ensures consistency throughout a specific library.

MARC- MACHine-Readable Cataloging record. A standardized format for inputting catalog information into a computer. MARC records contain all the information that will show up on an online catalog entry for a specific title and will also provide the catalog software with information to bring up items during a search.

Media type- This RDA field describes the media format used to access an item in the library catalog. All print books are 'unmediated.'

Metadata- The information in a MARC record that is read by the computer to create the catalog entry and used to find entries to fill a search.

Name heading- Names entered as a subject in a 6XX field.

Nonfiling character- Characters in the title of the book that should not be used to 'file' the book alphabetically. In the title field, the second indicator is used to show the number of nonfiling characters in the title, including spaces. Words such as 'the' are counted as nonfiling characters.

Personal names- Names of individuals, such as Lincoln, Abraham or Ghandi, Mahatma. Typically, the last name is entered first.

RDA- Resource Description and Access developed June 2010. Most recent library records will be in RDA. This is the new standard for descriptive cataloging.

Series statement- The series statement includes the series title and what number the book is in the series.

Series title- The title of the series (i.e. *Percy Jackson and the Olympians*).

Statement of responsibility- A statement of who claims responsibility for the creation/production of the material. For books, this will most often be the author.

Subject heading- An entry that lists a subject for the material. There can be more than one subject heading for any given material. This should be what people might actually search for when looking for the book in your catalog.

Tags- A three-digit number that identifies the field and what information should go in that field.