

Cataloging Worksheet

Fields marked with an * must be entered. Fields in bold type must be entered if available. Data in bold type must be entered exactly as it appears.

Type*: _____ **BLvl***: _____ **Src***: d _____ **Lang***: _____

Form: _____ **Elvl***: I _____ **Ctry***: _____

Desc*: a MRec: _____ **DtSt***: _____ **Dates***: _____, _____

Ctrl: a

007 h\$b _____ \$c _____ \$d _____ \$e _____

040* bb

041 b_ _____
(Languages, if more than one.)

099* b9 _____
(Accession number)

049* bb

1__ _b _____
(Name)

\$d _____
(Dates of Birth)

245* 00 _____
(Title/May Be Form or Genre Term)

\$k _____ \$f _____ -
(Optional Form/Genre) (Dates)

\$g (bulk _____)
(Optional Bulk Dates)

300* bb _____
(Cubic ft. (No. Containers) or (No. Items))

340 bb _____
(Recording and Reproduction Characteristics)

351 bb _____
(Series Description) or (\$bAlphabetic/Chronologic)

CODES

Type:

- p mixed (no format dominates, use workform wfmp)
- t manuscript (textual materials only, use workform wfm)

BLvl:

- c collection
- m manuscript
- d subunit

Lang: eng

Form:

- a microfilm
- b microfiche
- r regular print

Ctry:

- xxu state (see codes)

MRec:

DtSt:

- i inclusive dates
- s single date
- q questionable
- k bulk dates
- n unknown dates

Dates

Ctrl:

- b no specific type of control
- a under archival control

007: Microform

041: Language

Indicator 1:

- 0 is not a translation
- 1 is a translation

099: Accession No.

1xx: Main Entry

100: Personal Name

Indicator 1:

- 1 single surname
- 2 multiple surnames
- 3 name of family
- 0 forename only

Subfields:

- a name q fuller form
- c titles d dates
- e relator

110: Corporate Name

Indicator 1:

- 2 name
- 1 place plus name

Subfields:

- a name b division
- c place d date

111: Conference Name

130: Uniform Title

245: Title

300: Volume

340: Recording and Reproduction Characteristics

- \$3 for parts of collection
- \$a medium
- \$b dimensions and production rate/ratio
- \$f speed

351: Arrangement

OCLC
RLIN_
Orig_

Cataloging Worksheet page 2

530 **bb**
 (Additional Forms Available)

533 **bb**
 (Holds Copies Only)

535 **1b**
 (Location of Originals)

545 **bb**
 (Biography/History)

520* **_b**
 (Scope and Content Note)

CODES

530: Additional Forms

533: Reproductions

535: Location of Originals

545: Biography/History

520: Content Note

Indicator 1:

b "Summary:" will print

8 "Summary:" will not print

Cataloging Worksheet page 3

546 bb
(Language Note)

541 bb
(Source of Acquisition)

506 bb
(Restrictions on Access)

540 bb
(Reproduction Note)

555 8b **Finding aid available in repository.**

510 4b
(Collection Described in Published Work)

544 bb
(Location of Associated Material)

CODES

546: Language

541: Acquisition

506: Restrictions
\$a Intellectual
\$c Physical

540: Reproduction

555: Finding Aids

510: Citation

544: Associated Materials

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Verified	700	_b	(Added Entry – Personal Name)
OCLC			
RLIN			
Orig			

Verified	710	b_	(Added Entry – Corporate Name)
OCLC			
RLIN			
Orig			

Verified	711	2b	(Added Entry – Conference Name)
OCLC			
RLIN			
Orig			

Verified	730	b	(Added Entry – Uniform Title)
OCLC			
RLIN			
Orig			

CODES

7xx: Added Entries

700: Personal Name
Indicator 1:
 1 single surname
 2 multiple surname
 3 name of family
 0 forename only
Indicator 2:
 b
Subfields:
 a name
 q fuller form
 c titles
 d dates
 t title of work
 f date of work

710: Corporate Name
Indicator 1:
 1 jurisdiction name
 2 name in direct order
Indicator 2:
 b
Subfields:
 a name
 b division
 c place
 d date

711: Conference Name
Subfields:
 a name
 n number
 d date
 c place

730: Uniform Title
Indicator 1:
 0-9 nonfiling characters
Indicator 2:
 b
Subfields:
 a title
 f date

851

Prepared By _____ Date _____

Input By _____ Save No. _____ Date _____

Produced By _____ OCLC No. _____ Date _____