

Cataloguing Manual according to MARC21
Prepared by East West University
Updated on 01-01-2015

Field	Indicator	Sub field	Tag name	Other instruction	Punctuation	Example
000	NA	NA	LEADER	Auto	NA	01780cam a2200361 a 4500
001	NA	NA	Control number	Record/biblio number of a title	NA	6548
003	NA	NA	Control number identifier	Organizational code (auto)	NA	BD-DhEWU
005	NA	NA	DATE AND TIME OF LATEST TRANSACTION	Auto (click)	NA	20120914184520.0
008	NA	NA	FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION	Auto *For LC import keep as usual *For manual type of material-books/visual material/continuing resources Date entered on file-today 06 - Type of date-single date/publication+copyright/publication +reprint date1-Publication year date2-copyright/reprint Place of publication Illustration Index Literary form Language Cataloging source-other	NA	090515s2010 ne a sb 001 0 eng d 921201r20052000nyu b 001 0 eng
010	NA	a	LCCN	If any	NA	1256795
020	NA	a	ISBN	one or more (original publication ISBN is more effective for z39.50)	NA	0070316228 (10 digit) 007053070X 9780070530706 (14 digit) 0321486811 (alk. paper)
040	NA	a.	Original cataloguing agency	Auto (for manual entry BD-DhEWU, for import the concerned organization i.e. DLC)	NA	BD-DhEWU DLC BD-DhEWU
		c.	Transcribing agency	Same as 040a in most case	NA	
		d.	Modifying agency	Repeat a subfield and put i.e. BD-DhEWU	NA	
041	NA	a.	Language code of text	May have more than one language	NA	eng/bn

				See MARC Code List for Languages code		
050	0 and 0	a.	LC class number	If any	NA	QA76.9.A73 H87 1993
		a.	LC item number			
082	manual 04 import 00		Edition number	DDC edition	NA	22
		a.	DDC number	DDC class may be repeatable for DDC number in Regional language	NA	621.3815 04 \$a343.7306\$a৩৪৩.৭৩০৬ \$220
		b.	Item number	Author Mark and year	NA	MAK 2000
100	Ist ind-1	a.	Main Entry-Personal Author	Last name, first name	If date (,) ("." At end	1 #\$aAdams, Henry,\$d1838-1918. 1 #\$aFitzgerald, David. \$cDr.
		c.	Title and other word	Title and other word		
		g.	Author in other language	In Regional language or English		
110	1st ind-1/2 (jurisdiction-1, direct order-2)	a.	Main Entry-Corporate Author	1 st Name of Institution (Direct order)	(.)	1 #\$aUnited States. \$bCourt of Appeals (2nd Circuit) 2 #\$aNew York Public Library. 1 #\$aUnited States. \$bCongress.
		b.	Subordinate unit	Direct order	(.)	
240	Not printed-0 Printed-1	a.	Uniform title	Other title of the book other than printed known by user *Regional language books-title in English character	(.)	240 10 \$a।Bangladesher Itihas.\$।English
245	Ist ind-1/0 (main entry author- 1 otherwise- 0) 2 nd ind(1-4)nonfilling character	a.	Main title	Title	If subtitle (:) otherwise (/)	04 \$aThe Year book of medicine. principles, techniques, & tools / Alfred V. Aho ... [et al.].
		b.	Remainder of title	Subtitle	(/)	
		c.	Responsibility	All authors, editors, translator etc (not reversed) *more than three authors then ... [et al.].	(,) between authors and at last (.)	
246		a.	Variant title (bangle or other)			
		b.	Variant subtitle			
250	N/A	a.	Edition statement	edition	(.)	2 nd ed.
260	N/A	a.	Place of publication, distribution, etc		(:)	New Delhi : (one place) Boston ; New Delhi : (two place)
		b.	Name of publisher, distribution, etc		(,)	Addison Wesley,
		c.	Date of copyright, publication, distribution, etc.		(.)	c2007.

300	N/A	a.	Extent	Page number	(:)	xxiv, 1009 p. : ill. ; 25 cm.
		b.	Other physical detail	Illustration	(:)	
		c.	Dimension	size	(.)	
490		a.	Series title/name			490 1#SaPediatric clinics of North America ;\$vv. 2, no. 4
		v.	volume			
500	N/A	a.	General note		(.)	##\$aRecast in bronze from artist's plaster original of 1903.
504	N/A	a.	Bibliography note		(.)	Includes bibliographical references and index. Includes bibliographical references (p. 234-235) and index.
505	1 st -0 full, 1- incomplete, 2- partial	a	Formatted content note	content	(.)	2#\$a manual 1. Principles of solar geometry and optics -- manual 2. Solar radiation quantitative analysis -- manual
520	N/A	a	Summery	Summery	(.)	
526	N/A	a.	Program name	Requested department	(.)	Pharmacy.
590	N/A	a	Local note	Name of cataloguer(optional)		
650	1 st -7 (sears list)	2.	Sears list of subject heading	SLSH only for manual catalog		Ethics.
		a.	Main subject	Main subject (½ for English)	(.)	
653	00	a.	Uncontrolled term	Keyword, subject outside subject heading and Regional language subject heading (½ for Regional language)	(.)	
700	1#	a.	Personal name	More than one author (repeatable) reversed	(.)	Aho, Alfred V.
710	1st ind-1/2 (jurisdiction- 1, direct order-2)	a.	Corporate Added Entries Personal name	As like 110	(.)	
856	1 st -4 for http 2 nd -2 for related resource		ELECTRONIC LOCATION AND ACCESS	Remain when import		Table of content Abstract http://lib.ewubd.edu
		3.	Materials specified	Name of resource		
		u.	Uniform Resource Identifier	URL		
942		2.	Source of classification (DDC)	DDC		DDC REF 2010
		c.	Item type (Books, Booklets, Workbooks)	Type of Materials		

****Item information when adding item to koha**

- 0 - Withdrawn status (if needed)
- 1 - Lost status (if needed)
- 4 - Damaged status (if needed)
- 7 - Not for loan (for reserve and reference books)
- 8 - Collection code (fiction/nonfiction)
- c - Shelving location (reserve/reference/circulation etc. section)
- d - Date acquired (date of accession)
- e - Source of acquisition (publisher or donor)
- g - Cost, normal purchase price (purchase price in Taka)
- p – Barcode (Accession Number)
- t - Copy number (C-1, C-2 etc.)
- x - Non-public note (method of acquisition)

****For details marc browse**

<http://www.loc.gov/marc/bibliographic/>

[MARC Code List for Languages](#)

[MARC Code List for Countries](#)

****For Z39.50 import**

- Unnecessary field should be deleted
- Modifying agency should be added in 040\$d
- 082 to be filled up as per rules above
- delete field 001, and field 003 should be filled up
- to be clicked on 005 for update date time

For Regional language Books:

- Punctuation will be as like as English
- Following fields will be filled up in Regional Language Unicode font

Main Field	Subfield	Tag name
082	b.	Author marc and year (if needed)
100	a.	Main Entry Personal Author
110	a.	Main Entry-Corporate Author- Name of Institution
245	a.	Main title
	b.	Subtitle
	c.	Responsibility (proper name of authors)
246	a.	Main title (in English font with Regional language)
	b.	Subtitle (in English font with Regional language)
	c.	Responsibility (proper name of authors) (in English font with Regional language)
250	a.	Edition statement
260	a.	Place of publication
	b.	Name of publisher
	c.	Date of copyright, publication (English)
300	a.	pagination
	b.	Other (illustration)
	c.	size
490	a.	Series title/name
	v.	volume
500	a.	General note
504	a.	Bibliography note
650	a.	Main subject
653	a.	unauthorized Subject, keyword (specially for Regional language books)
700	a.	Author Added Entries- Personal name
710	a.	Corporate Added Entries- Personal name/institution name