

☺ **Shera's Two Laws of Cataloging** ☺

Law #1 No cataloger will accept the work of any other cataloger.

Law #2 No cataloger will accept his/her own work six months after the cataloging.

— University of Illinois, Graduate School of Library Science. Occasional Paper #131, Dec. 1977.

Jesse SHERA

Two Titles Bound Together with No Collective Title

How do I catalog a book when there are two separate titles bound together in one volume? Sometimes the authors are different for each title and sometimes they are the same.

When there are two works bound together in one volume and there is no collective title, and no work predominates, the cataloging rules indicate to describe the item as a unit following rule 1.1G3 of AACR2. This rule states that if the individual works are by different persons, follow the title of each work by other title information and the statement of responsibility. Separate the groups of data by a period followed by two spaces.

When there are two works bound together in one volume and there is no collective title, and no work predominates, the cataloging rules indicate to describe the item as a unit following rule 1.1G3 of AACR2. This rule states that if the individual works are by different persons, follow the title of each work by other title information and the statement of responsibility. Separate the groups of data by a period followed by two spaces.

Following the above guidelines, the 245 tag would be entered as follows for an individually bound item with the following two titles: *Life-size sharks: killer creature reptiles* written by Daniel Gilpin and illustrated by Martin Knowelden; and *Life-size reptiles* written by Hannah Wilson.

```
245 10 _aLife-size sharks :  
      _bkiller creature reptiles /  
      _cwritten by Daniel Gilpin ; illustrated by Martin Knowelden. Life-size  
      reptiles / written by Hannah Wilson.
```

A 700 and 740 tag would be added as follows:

```
700 12 _aWilson, Hannah.  
      _tLife-size reptiles.  
740 02 _aLife-size reptiles.
```

If both titles are by the same author, AACR2 rule 1.1G3 states to transcribe the titles in the order in which they appear on the chief source of information or in the order in which they appear in the item, separating the titles of the works by semicolons.

For an individually bound item containing these two works by Dr. Seuss, *Green eggs and ham* and *One fish, two fish, red fish, blue fish*, the 245 tag would be entered as follows.

```
245 10 _aGreen eggs and ham ;  
      _bOne fish, two fish, red fish, blue fish /  
      _cDr. Seuss.
```

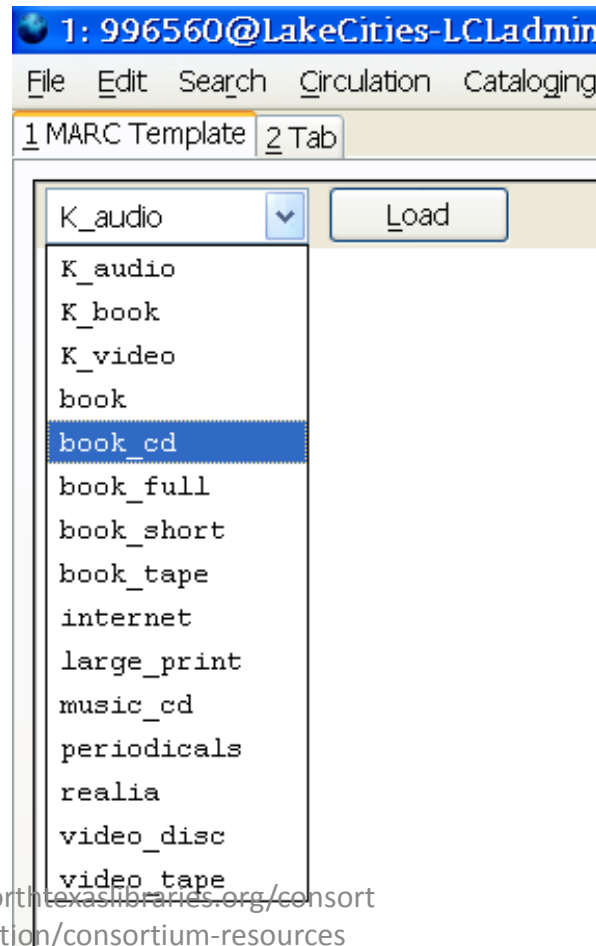
As above, a 700 tag with the author and title of the second item and a 740 tag with the second title would also be added.

If each title has its own page numbering, give the number of pages of each title. For example, if the first title has 28 pages and the second title has 36 pages, give the page numbers in the 300 tag as follows

```
300 _a28, 36 p.
```

GETTING TO THE TEMPLATES

- Click the Cataloging Tab
 - Create New Marc Record
 - Choose template from drop-down menu
 - From “book_cd” down are our template; above templates are not to be used by the NTLC
 - Load
 - Fill in appropriate tags



852 TAG Filled out in OCLC

1: 900040@LAKECITIES-Lake Cities Cataloging.catalog.northtexaslibraries.org

File Edit Search Circulation Cataloging Acquisitions (Preview) Admin

1 Bib Record: 0385515502 2 Bib Record: ocm28023097

Record Summary

Title: La Nochebuena south of the border [\(View MARC\)](#)
Author: Rice, James **Edition:**
TCN: (OCoLC) [ocm28023097](#) **Created By:** (LAKECITIES) 900040 **Publication Date:** 1993
Last Edited By: (LAKECITIES) 900040 **Last Edited On:** 08/11/10

Record 1 of 1 Actions for this Record

Options

Stack subfields

MARC Record

LDR	01705cam 2200481 a 45 0
001	ocm28023097
003	OCoLC
005	20100811184811.0
008	930318s1993 laua j 000 0 eng
010	#a 93013002
040	#a DLC #b eng #c DLC #d TAI #d OCLCQ #d BAKER #d BTCTA #d YDXCP #d OCLCG #d OCLCQ #d LAKCL
020	#a 088289966X
020	#a 9780882899664
020	#c 15.
029 1	#a YDXCP #b 968267
035	#a (OCoLC)28023097
042	#a lcac
050 0 0	#a P274.3 #b .R53 1993
082 0 0	#a 811/.54 #2 20
092	#a 811/.54 #b RIC
049	#a MAIN
100 1	#a Rice, James, #d 1934-
245 1 3	#a La Nochebuena south of the border / #c written and illustrated by James Rice ; translated by Ana Smith.
260	#a Gretna, La. : #b Pelican Pub. Co., #c 1993.
300	#a 1 v. (unpaged) : #b col. ill. ; #c 28 cm.
500	#a In Spanish and English.
520	#a In this bilingual version of "The Night before Christmas," Santa has become Papá Noel and his reindeer have been replaced with eight burros pulling a cart.
521	#a J
650 0	#a Santa Claus #v Juvenile poetry.
650 0	#a Christmas #v Juvenile poetry.
650 0	#a Children's poetry, American.
650 1	#a Christmas #v Poetry.
650 1	#a American poetry.
650 1	#a Narrative poetry.
650 1	#a Spanish language materials #x Bilingual.
650 7	#a Navidad #x Poesía. #2 bidex
650 8	#a Bilingual books #x English-Spanish.
700 1	#a Smith, #e Ana.
852	#a LAKCL #c E #i RIC #k SPAN #p 30137006003509
938	#a Baker and Taylor #b BTCP #n 93013002
938	#a YBP Library Services #b YANK #n 968267
938	#a Baker & Taylor #b BRTY #c 15.95 #d 11.96 #i 088289966X #n 0002309405 #s active
994	#a C0 #b LAKCL

Evergreen Staff Clie... 1: 900040@LAKECITI... Yahoo! Messenger OCLC Connexion - ... Inbox - Microsoft O... Desktop Lanita Noland Links < > 5:50 PM

book_full template

```
=LDR 00863nam 22002771a 4500
=008 YYMMDDsYEAR\\x\\x\\x\\r\\000\\0\\eng\\d
=010 \\$aLC Number
=020 \\$aISBN-10$cPrice
=020 \\$aISBN-13$cPrice
=082 00$aDDC from CIP$2Edition No
=100 1\\$aName, Primary Author
=245 10$aTitle :$bSubtitle /$cAuthor
=246 13$aOther title if cover or spine is confusing
=250 \\$aEdition
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$aXX p. ;$cXX cm.
=490 1\\$aSeries Title $Volume Number
=520 \\$aSummary (prefer book jacket or cover)
=586 \\$aAwards Recieved Note (eg.,: Bluebonnet
Award, 2003)
=600 1\\$aName, Person Subject
=650 00$aLC Topic
=651 00$aLC Place Subject
=655 \\7$aGSAFD Genre$2gsafd
=700 1\\$aName, Additional Author
=800 1\\$aAuthor $Series Title $Volume
Number[Author/title series added entry in which the
author portion is a personal name.]
```

<http://www.northtexaslibraries.org/consortium-information/consortium-resources>

```
=LDR 00863nam 22002771a 4500
=008 091114sYEAR\\x\\x\\x\\r\\000\\0\\eng\\d
=010 \\$aLC Number
=020 \\$aI0-312-42292-X$c14.00
=020 \\$aISBN-13$cPrice
=082 00$a966.404$2Edition No
=100 1\\$aBergner, Daniel
=245 10$aIn the land of magic soldiers :$bA story of white
and black in West Africa /$cDaniel Bergner
=246 13$aOther title if cover or spine is confusing
=250 \\$aFirst Picador Edition: October 2004
=260 \\$aNew York :$bFarrar, Straus and Giroux, $c2003.
=300 \\$a216 p. ;$c21 cm.
=490 1\\$aSeries Title $Volume Number
=520 \\$aA story of white and black in West Africa. The
author follows a set of western would-be saviors and a set of
native sons through a land of beauty, horror, resilience, and
redemption: today's Sierra Leone, desperate for
recolonization forty years after its independence. From
mercenaries to missionaries, child soldiers to priests who
can deflect bullets and cure AIDS, Bergner tells this racially
charged story with sensitivity and precision, creating an
unforgettable work of literary reportage.
=521 0\\$a reading grade level
=586 \\$a
=600 1\\$aName, Person Subject
=650 00$aLC Topic
=651 00$aLC Sierra Leone--History--Civill War, 1991-
=655 \\7$aGSAFD Genre$2gsafd
=700 \\$aName, Additional Author
=800 1\\$aAuthor $Series Title $Volume Number
```

book_short template

```
=LDR 00394nam 22001571a 4500
=008
YYMMDDsYEAR\\ \\xxu\\ \\ \\r\\ \\ \\ \\000\1\eng\d
=020 \\$aISBN-10
=020 \\$aISBN-13
=100 1\$aName, Primary Author
=245 10$aTitle
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$aXX p. ;$cXX cm.
=490 1\$aSeries Title $Volume Number
=655 \7$aGSAFD Genre$2gsafd
=800 1\$aAuthor $Series Title $Volume
Number[Author/title series added entry in
which the author portion is a personal name.]
```

```
=LDR 00394nam 22001571a 4500
=008
091111sYEAR\\ \\xxu\\ \\ \\r\\ \\ \\ \\000\1\eng\d
=020 \\$aISBN-10
=020 \\$aISBN-13
=100 1\$aDarwin Porter
=100 1\$aDanforth Prince
=245 10$a France 2006
=245 10$aFrommer's France 2006
=260 \\$aHoboken, NJ :$bWiley, $c2005.
=300 \\$a785 p. ;$c20 cm.
=490 1\$aSeries Title $Volume Number
=655 \7$aGSAFD Genre$2gsafd
=800 1\$aAuthor $Series Title $Volume
Number[Author/title series added entry in
which the author portion is a personal name.]
```


book_tape template

```
=LDR 00971nim 2200313la 4500
=007 \\$as$bd
=008 YYMMDDsYEAR\\\\\\xxu\\n\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\eng\d
=020 \\$aISBN add another line for second ISBN
=024 10$aUPC Number
=028 40$aProduct Code$bManufacturer
=044 \\$axxu
=082 0\\$aDewey number if wanted
=100 1\\$aAuthor
=245 10$aTitle :$bSubtitle$h[sound recording] /$cProducer
=246 13$aOther title if cover or spine is confusing
=250 \\$aEdition
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$acassette (XXX min.) ;$c4 3/4 in.
=490 1\\$aSeries Title $Volume Number
=511 1\\$aPerformers Note
=520 \\$aSummary (prefer book jacket or cover)
=521 \\$aAudience Note (eg., Rating)
=546 \\$aLanguages Note (including dubbing and subtitles)
=586 \\$aAwards Recieved Note
=600 1\\$aName, Person Subject
=650 00$aLC Topic
=651 00$aLC Place Subject
=655 \7$aGSAFD Genre$2gsafd
=700 1\\$aName, Performer
=710 0\\$aProduction Company
=800 1\\$aAuthor $Series Title $Volume Number[Author/title series added entry in which
the author portion is a personal name.]
```


large_print template

```
=LDR 00394nam 22001571a 4500
=008 YYMMDDsYEAR\\ \\xxu\\ \\r\\ \\000\1\eng\d
=020 \\$aISBN-10
=020 \\\$aISBN-13
=082 00$a $2
=092 0$a $2
=100 1$aName, Primary Author
=245 10$aTitle
=246 13$a
=250 \\$a
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$aXX p. ;$cXX cm.
=490 1$aSeries Title $Volume Number
=520 \\
=586 \\
=600 1$a
=650 00$aLC Topic $vFiction $
=651 00$aLC Place Subject
=655 \7$aGSAFD Genre$2gsafd
=700 1$a
=800 1$aAuthor $Series Title $Volume Number[Author/title series
added entry in which the author portion is a personal name.]
```

music_cd template

=LDR 01034njm 22003251a 4500
=007 \\\$as\$bd
=008 YMMDDsYEAR\\\$x\$u\\n\\\$a\$eng\$d
=024 10\$aUPC Number
=028 40\$aProduct Code\$bManufacturer
=041 0\$aLC Language Code
=044 \\\$axxu
=110 2\$aMusical group name (Musical group)
=245 10\$aTitle :\$bSubtitle\$h[sound recording] /\$cProducer
=246 13\$aOther title if cover or spine is confusing
=250 \\\$aEdition
=260 \\\$aPlace :\$bPublisher, \$cYear.
=300 \\\$aX sound disc (XXX min.) ;\$c4 3/4 in.
=505 00\$tSong 1 /\$rArtist 1 -- \$tSong 2 /\$rArtist 2 -- \$tSong 3 /\$rArtist 3.
=508 1\$a(Composer / Arranger) Credits
=511 0\$aList of performers and what they did. Mac Tavish, voice, J Leno, bass.
=520 \\\$aSummary (prefer book jacket or cover)
=521 \\\$aAudience Note (eg., Rating)
=546 \\\$aLanguages Note
=586 \\\$aAwards Recieved Note
=650 00\$aLC Topic
=651 00\$aLC Place Subject
=655 \7\$aGSAFD Genre\$2gsafd
=700 1\$aName, Composer
=710 0\$aProduction Company
=830 \\\$a \$v
<http://www.northtexaslibraries.org/consortium-information/consortium-resources>

music_cd

cont.

```
LDR 03037cjm a22004331a 4500
001 233217346
003 OCoLC
005 20091116164509.0
007 sd fungnn||led
008 080703s2008 nyumpn d eng d
020 |a 602517741850
024 1 |a 602517741850
028 0 2 |a B0011439-02 |b Decca
028 0 2 |a LC00309 |b Decca
035 |a (OCoLC)233217346
037 |b Midwest Tape |n http://www.midwesttapes.com
040 |a TEFMT |c TEFMT |d TEF |d BKC |d GZD
049 |a GZDA |l kb*
082 0 4 |a 782.421542 |2 22
091 |a MUSIC SNDTRK MAM
099 |a CD 781.542 MAM |b M265
245 0 0 |a Mamma mia! |h [sound recording] : |b the movie soundtrack featuring the songs of ABBA / |c [music and lyrics by Benny Ander
260 |a New York : |b Decca, |c p2008.
300 |a 1 sound disc : |b digital ; |c 4 3/4 in.
306 |a 006519.
500 |a Compact disc.
500 |a Lyrics and liner notes inserted in container.
500 |a Music and lyrics by Benny Anders
|t Honey, honey |r (Amanda Seyfried, Ashley Lilley, and Rachel McDowall) |g (3:07) -- |t Money, money, money |r (Meryl Streep, Julie
Walters, and Christine Baranski) |g (3:06) -- |t Mamma mia |r (Meryl Streep) |g (3:34) -- |t Dancing queen |r (Meryl Streep, Julie
Walters, and Christine Baranski) |g (4:04) -- |t Our last summer |r (Colin Firth, Pierce Brosnan, Stellan Skarsgard, Amanda Seyfried, and
Meryl Streep) |g (2:57) -- |t Lay all your love on me |r (Dominic Cooper and Amanda Seyfried) |g (4:29) -- |t Super trouper |r (Meryl
Streep, Julie Walters, and Christine Baranski) |g (3:53) -- |t Gimme! gimme! gimme! (A man after midnight) |r (Amanda Seyfried, Ashley
Lilley, and Rachel McDowall) |g (3:51) -- |t The name of the game |r (Amanda Seyfried) |g (4:55) -- |t Voulez-vous |r (Full cast, Philip
Michael, Christine Baranski, Julie Walters, and Stellan Skarsgard) |g (4:35) -- |t SOS |r (Pierce Brosnan and Meryl Streep) |g (3:19) --
|t Does your mother know |r (Christine Baranski and Philip Michael) |g (3:01) -- |t Slipping through my fingers |r (Meryl Streep and
Amanda Seyfried) |g (3:50) -- |t The winner takes it all |r (Meryl Streep) |g (4:57) -- |t When all is said and done |r (Pierce Brosnan and
Meryl Streep) |g (3:17) -- |t Take a chance on me |r (Julie Walters, Stellan Skarsgard, Colin Firth, Philip Michael, and Christine Baranski)
|g (4:01) -- |t I have a dream |r (Amanda Seyfried) |g (4:23).
508 |a Produced by Benny Andersson.
511 0 |a The motion picture cast with assisting musicians.
518 |a Music recorded at Mono Music Studio in Stockholm, Atlantis Studio in Stockholm, Air Studios in London, Lyndhurst Hall Angel Studios in
London, and London Abbey Road Studios.
650 0 |a Motion picture music.
650 4 |a Soundtracks
700 1 |a Anderson, Benny.
700 1 |a Anderson, Stikkan.
710 2 |a ABBA (Musical group) |4 org.
|p 30137006000196 |h MUSIC SNDTRK MAM |b MUSIC COLLECTION |9 p$11.99 |x Copy Type:MUSIC |x Date
852 Acquired:20081231235959.0 |x Full-Text Available |v http://www.amazon.com/consort
901 |a 233217346 |b Unknown |c 837071
```

periodicals template

=LDR 00428nsm 2200145la 4500
=008 091002sYEAR9999xxumr\p\r\\\\0\\\\0eng\\
=020 \\\$aISBN-13
=022 [\\\\$aISSN](#)
=110 2\\\$aProducing Company
=245 10\$aTitle :\$bSubtitle /\$cProducing Company
=246 13\$aOther title if cover or spine is confusing
=260 \\\$aPlace :\$bPublisher, \$cFirst Year-
=300 \\\$av. :\$bill. ;\$cXX cm.
=650 00\$aLC Topic
=651 00\$aLC Place Subject

=LDR 00428nsm 2200145la 4500
=008 091002sYEAR9999xxumr\p\r\\\\0\\\\0eng\\
=020 [\\\\$a1530-6283](#)
=022 [\\\\$a](#)
=110 2\\\$aZiff Davis Enterprises Inc.
=245 10\$aE-week :\$b /\$cZiff Davis Enterprises Inc.
=246 13\$a
=260 [\\\\$aNew](#) York, New York :\$bZiff Davis Publishing., \$c2002-
=300 [\\\\$av.](#) :\$. ;\$c cm.
=650 00\$aLC Technology--trends--Periodicals.
=651 00\$aLC New York.

realia template

- =110 2\ \$a
- =245 10 \$a \$h [realia].
- =246 13 \$a
- =250 [\\\\$a](#)
- =260 [\\\\$c](#) .
- =300 [\\\\$a](#)
- =506 [\\\\$a](#)
- =586 [\\\\$a](#)
- =650 00 \$a

video_disc template

```
=LDR 00987ngm 2200313la 4500
=007 \\$av$bd$dc$ev$fa$gi$hz$iq
=008 YYMMDDsYEAR\\$xuMIN\\$v$eng$d
=024
=028 40$aProduct Code$bManufacturer
=041 0$aLC Language 024 10$aUPC Number
=044 \\$axxu
=099 \\$aCustom Call Number
=110
=245 10$aTitle :$bSubtitle$h[videorecording] /$cProducer
=246 13$aOther title if cover or spine is confusing
=250 \\$aEdition
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$aX videodisc (XXX min.) ;$c4 3/4 in.
=490 1$aSeries Title $Volume Number
=508 \\$aCreation & Production (Responsibility)
=511 1$aPerformers Note
=520 \\$aSummary (prefer book jacket or cover)
=521 \\$aAudience Note (eg., Rating)
=538 \\$aSystem requirements (VHS, DVD, HD-DVD, CD-ROM)
=546 \\$aLanguages Note (including dubbing and subtitles)
=586 \\$aAwards Recieved Note
=600 1$aName, Person Subject
=650 00$aLC Topic $xFiction or Drama
=651 00$aLC Place Subject
=655 \7$aGSAFD Genre$2gsafd
=700 1$aName, Performer
=710 0$aProduction Company
=800 1$aAuthor $Series Title $Volume Number[Author/title series added
entry in which the author portion is a personal name.]
```

video_tape template

```
=LDR 00989ngm 2200313la 4500
=007 \\$av$bf$dc$ek$fa$gh$ho$iq
=008 YMMDDsYEAR\\\\xxuMIN\\\\\\\\\\\\\\\\\\\\v leng\d
=020 \\$aISBN 10 Digit
=020 \\$aISBN 13 Digit
=024 10$aUPC Number
=028 40$aProduct Code$bManufacturer
=041 0$aLC Language Code
=044 \\$axxu
=245 10$aTitle :$bSubtitle$h[videorecording] /$cProducer
=246 13$aOther title if cover or spine is confusing
=250 \\$aEdition
=260 \\$aPlace :$bPublisher, $cYear.
=300 \\$aX videocassette (XXX min.) ;$c1/2 in.
=490 1$aSeries Title $Volume Number
=511 1$aPerformers Note
=520 \\$aSummary (prefer book jacket or cover)
=521 \\$aAudience Note (eg., Rating)
=546 \\$aLanguages Note (including dubbing and subtitles)
=586 \\$aAwards Recieved Note
=600 1$aName, Person Subject
=650 00$aLC Topic
=651 00$aLC Place Subject
=655 \7$aGSAFD Genre$2gsafd
=700 1$aName, Performer
=710 0$aProduction Company
=800 1$aAuthor $Series Title $Volume Number[Author/title series
added entry in which the author portion is a personal name.]
```

MARC Cataloging Quick Reference

Most Commonly Used Tags

020 ISBN
082 Dewey Decimal Class
100 Main Author
245 Title
246 Alternate Titles
250 Edition
260 Publisher
300 Physical Description

440 Series Name
500 General Notes
505 Contents
511 Performers
546 Language
600 Subject (Person)
650 Subject (Thing)
651 Subject (Place)
655 Genre
700 Additional Authors
856 External Information (URL)

Special Formatting

Tag 245 subfields

\$a Title
: \$b Subtitle
\$n Volume Number
\$p Section Name
\$h [Medium]
/ \$c Author

Shift / Tab to get back to subfield

Tag 260 subfields

\$a City of Publication
: \$b Publisher
, \$c Publication Date, Copyright Date

Tag 300 subfields

\$a Pages
: \$b Special Detail
; \$c Size
\$e + extra thing (description)

Fixed Fields

Type:

Book = a
Video = g
Audiobook = i
Music = j
eBook = m
Kit = o

Audn (Audience):

Adult = e
General = g
Juvenile = j

Form:

Microfilm = a
Microfiche = b
Large Print = d
Braille = f
Regular print = r
Electronic = s

DtSt (Dates):

Detailed Date = e (1=yyyy, 2=mmdd)
Reprint and Original Dates = r
Single Date = s
Publication and Copyright Dates = t
Questionable Date = q

Suggested bookmarks for cataloging

OCCLC : explains the tags

<http://www.oclc.org/bibformats/en/default.shtm>

LC : language, country, etc. codes

<http://www.loc.gov/marc/marcdocz.html>

GSAFD: fiction & drama genre terms for the 655 tag

http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19

IANA : file & media types for the 856 tag

<http://www.iana.org/assignments/media-types/>

<http://www.northtexaslibraries.org/consortium-information/consortium-resources>

245 / 246 tags and indicators

- 245 Title statement (pg 60 of Easy Marc Book)
 - 1st indicator : 0 = no title added entry (use if no 1XX tag)
1= Title added (use if there is a 1XX tag)
 - 2nd indicator: 1-9 = “non filing indicators”- count and enter the number of characters for initial articles plus spaces following them before the first filing word.
 - 245 10 \$a Live at the Red Rocks (title indicators finds the first word of the title)
 - 245 14 \$a The proposal (title indicators find the first keyword of title after “the” and a space)
 - 245 14 \$a The missadventures of Huckleberry Finn.
- 246 Varying form of title (pg 76 of Easy Marc Book)
 - 246 30 \$a Huckleberry Finn.
 - Indicator 1 (3) means title added entry
 - Indicator 2 (0) means portion of the title