Prior to creating a bibliographic record in Koha, there are terms you will need to know.

MARC records are broken down into fields. There is a field for the author, a field for the title information, and so forth. Each field is identified by a 3-digit number called a tag. A tag identifies the field - the kind of data that follows. In the example below, the number 245 is the tag for the title information.

Most tags are followed by two character positions called indicators. Indicators supply information about the field for displaying, indexing, or other system functions. Numbers in the indicator positions have assigned meanings, and in some fields a blank space is meaningful. There may be a number in both positions, a number in one position and a blank in the other, or two blank spaces. Each tag has its own rules as to how the indicators should be completed.

Most fields contain several related pieces of data. Each type of data within the field is called a subfield.

**EXAMPLE OF A MARC FIELD**

For a more extensive explanation of MARC records, please refer to the following website:

http://www.loc.gov/marc
From the Koha home page, select ‘Add MARC record’ under the Cataloging section. You will need to fill in the following tags:

a. 000 - Leader
b. 003 – control number identifier (code for library creating the record, ex. LCL for Lincoln City Libraries)
c. 007 – physical description fixed field-general information (includes coding that determines icon display in the OPAC)
d. 008 – fixed length data elements – general information
e. 020 - ISBN
f. 040 – cataloging source (inputting library’s symbol, ex. LCL)
g. 100 – author’s name
h. 245 #a #b – title (delimiter a), subtitle(delimiter b)
i. 260 #a #b #c – place of publication (#a), publisher (#b), date of publication (#c)
j. 300 #a #b – number of pages
k. 440 #a #v – series title (#a), series number (#v)
l. 912 – initials and library code of the person who created the record (ex. Lcltt)
To edit this field, click the ellipses (---) at the end of the tag:
Clicking the ellipse will display the following screen. The appropriate values already assigned (for a book format), so, just click ‘ok’.

If you are cataloging another format, ONLY edit line #6a – type of record. Select the appropriate ‘type of record’ from the drop-down menu (ex. a music CD would be j, a DVD would be g, etc.) Click ‘ok’ to save your changes.

The record codes (a, b, c, d, etc.) determine the icon that displays in the OPAC, so it is important that this is coded correctly.

- a - language material
- c - printed music
- d - manuscript music
- e - cartographic material (printed maps)
- f - manuscript map
- g - video recordings and other projected media
- i - nonmusical sound recordings
- j - musical sound recording
- k - two-dimensional non-projectable graphic
- m - computer files (e.g. CD-ROMs)
- o - kit
- p - mixed material
- r - three-dimensional artifact or naturally occurring object
- t - manuscript language material
003 CONTROL NUMBER IDENTIFIER and 040 CATALOGING SOURCE

These fields help other members of the consortium identify who created the bibliographic record.

Type in the initials for your library in both the 003 field and the 040a fields. For example, Lincoln City Libraries is using LCL. The indicators for tag 040 should be left blank.
007 PHYSICAL DESCRIPTION FIXED FIELD

Click on the field ellipses to display the following window. If you are cataloging a book, use the given defaults and just click ‘ok’ to populate the field.

If the item you are cataloging is not a book, click on the Material Type arrow to display other options. Select the correct option. You will note that fields 01-08 will need to be edited to coincide with your material type choice. Click ‘ok’ to save changes.
008  **FIXED-LENGTH DATA ELEMENTS**

To edit this field, click the ellipses at the end of the tag:
008 (cont.) – The following window will be displayed. Changeable fields are indicated with down arrows. Complete each changeable field with the correct information for the item you are cataloging.

008 (cont.) – for example, if cataloging an adult item, you would choose ‘e’ for adult for the target audience.

Click ‘ok’ after all selections are complete.
020/024 – **INTERNATIONAL STANDARD BOOK NUMBER** (ISBN) and 024 - **Other standard identifier**

Click on the field text to display the subfields.

Enter the ISBN number in subfield a. The indicators should be left blank.

The 024 is used for DVD UPCs:
100 – **MAIN ENTRY--PERSONAL NAME**.

Click the ‘1’ tab to open the 1xx tags:

### Add MARC Record

- **Field text**
- **Subfields**

100 (cont.) Click on the field text to display the subfields:
100 (cont.) – enter the author’s name in subfield a. Format as follows: Last name, first name, middle initial.

The first indicator should be a ‘1’ and the second indicator is blank.
245 – TITLE STATEMENT

Click the ‘2’ tab to open the 2xx tags:
245 (cont.) Click on ‘TITLE STATEMENT’ to expand the tag, displaying subfields 'a' and 'b'.

Enter the title information in subfield a. If there is a subtitle, enter it in subfield b. Note punctuation in subfields a and b.

Indicator values for the 245 tag vary, depending on the title. The first indicator is a 1. The second indicator is determined by the first word of the title. If the title begins with ‘A’ (A Face at the Window), the second indicator is a ‘2’. If the title begins with ‘An’ (An Affair to Remember), the second indicator is a ‘3’. If the title begins with ‘The’ (The Ugly Truth), the second indicator is a ‘4’. Otherwise, (From Here to Eternity), the second indicator will be a ‘0’.
260 - PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

Click on the field text to display subfields a, b and c:

Subfield ‘a’ is the place of publication; subfield ‘b’ is the name of the publisher and subfield ‘c’ is the date of publication. Note format punctuation in subfields a and b.

All indicators should be blank.

EXAMPLE OF TAG 260 SUBFIELDS

```
260  
    a Place of publication, distribution, etc Carol Stream, Ill. :  
    b Name of publisher, distributor, etc Tyndale House Publishers,  
    c Date of publication, distribution, etc 2012.  
```
300 - PHYSICAL DESCRIPTION

Click the ‘3’ tab to open the 3xx tags:
300 (cont.) - click on the field text to display the subfields.

EXAMPLE OF TAG 300 SUBFIELDS

Both indicators are blank.

Subfield ‘a’ is the number of pages or discs (running time).

300  - PHYSICAL DESCRIPTION + –

    a Extent 388 p. + –

300  - PHYSICAL DESCRIPTION + –

    a Extent 1 videodisc (118 min.) + –
440 – SERIES STATEMENT/ADDED ENTRY--TITLE

Click on tab four to open the 4xx tags:

440 (cont.) – click on the 440 text to display the subfields.
EXAMPLE OF TAG 440 SUBFIELD

The first indicator is blank; the second indicator is a ‘0’.

Enter the title of the series in subfield ‘a’ and the volume number in subfield ‘v’.

440 0  - SERIES STATEMENT/ADDED ENTRY--TITLE + -

[Image of a computer screen showing a part of a MARC record interface]

912 - LOCAL USE

Click on tab 9 to open the 9xx fields:
912 (cont.) – click on the 912 field to display subfield ‘a’.

Both indicators are blank. Enter your library’s initials and your initials in subfield ‘a’. (Ex. lcltt = Lincoln City Libraries Tammy Teasley).

**OPTIONAL FIELDS**

Optional fields to use are the 300b field for illustrations, 5xx fields for notes, the 6xx fields for subject headings, and the 7xx fields for added entries, such as added authors.

For additional information about these fields, please refer to the following website:

[http://www.loc.gov/marc](http://www.loc.gov/marc)
Example of a minimum level koha record:

The 942 and 999 tags are auto generated. Once you have created a bibliographic record, koha will prompt you to add an item record.

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