250-28X   Edition, Imprint, etc. Fields

250 Edition statement (NR)

First and second indicators
Undefined

Subfields
a Edition statement (NR)
b Remainder of edition statement (NR)
6 Linkage (NR)

Description/Instructions

Field 250 contains the edition statement. Serial edition statements are most often taken from the piece, but may, in some instances, be supplied according to *LCRI* 1.2B4. Abbreviate the word "edition" as "ed." according to Appendix C. Edition statements for serials consist of the following categories:

1. Geographic or local editions

```
250 ## USA ed.
250 ## National ed.
250 ## Australasian ed.
```

2. Special group or special interest editions

```
250 ## Teachers' ed.
250 ## Motor/age professional mechanic's ed.
```

3. Special format or physical presentation editions

```
250 ## Doc. ed.
250 ## Cumulative microform ed.
250 ## Library ed.
```

4. Different language editions

```
250 ## English ed.
250 ## International ed. in English.
250 ## Edizione italiana.
250 ## English/French ed. = $b Version anglaise/française.
```

5. General editions relating to contents, frequency, etc.

```
250 ## Daily ed.
250 ## Annual ed.
250 ## Musical America ed.
```

Do not input in field 250 statements such as "1st ed.-" which relate to individual issues of the serial. Such statements are input in field 362 in the proper format.

Subfields

$a Edition statement.
Include in subfield $a the name of the edition.

```
250 ## USA ed.
250 ## Northeast ed.
```

$b Remainder of edition statement.
Input in subfield $b any information following the edition statement, such as parallel titles or statements of responsibility. Use punctuation appropriate to the function.

```
250 ## English/French ed. = $b Version anglaise/française.
250 ## International ed. = $b Ed. internacional.
```

$6 Linkage.
For instructions on the use of subfield $6, see field 880.

Related fields, etc.

130, 760-787

255 Cartographic mathematical data area (R)

First and second indicators
Undefined

Subfields
a Statement of scale (NR)
b Statement of projection (NR)
c Statement of coordinates (NR)
d Statement of zone (NR)
e   Statement of equinox (NR)
f   Outer G-ring coordinate pairs (NR)

g   Exclusion G-ring coordinate pairs (NR)
6 Linkage (NR)

Description/Instructions

Field 255 contains mathematical data associated with cartographic material, including a
statement of scale, statement of projection and/or a statement of bounding coordinates. The
coordinates can represent a bouding rectagle, the outline of the area covered, and/or the outline
of an interior area not covered. For celestial charts, it may also contain a statement of zone,
declination area, and/or right ascension data, and/or equinox. The mathematical data in this field
is also recorded in coded form in field 034 (Coded Cartographic Mathematical Data).

The data in this field are customarily entered as specified by various cataloging rules. In records
formulated following cataloging rules based on International Standard Bibliographic Description
(ISBD) principles, a relationship exists between prescribed ISBD punctuation and the
identification of specific subfield data. *AACR2* formulated bibliographic records follow ISBD
principles for description and punctuation. Most of the examples in this section illustrate the
prescribed ISBD punctuation associated with specific subfields.

Editing instructions

Input a period at the end of the field.

Subfields

$a Statement of scale.
Subfield $a contains the entire scale statement including any equivalency statements. Vertical
scales or vertical exaggeration statements for relief models or other three-dimensional items are
also included in subfield $a.

In records formulated according to ISBD principles, subfield $a includes all data up to and
including the semicolon (;) when subfield $a is followed by subfield $b.

```
255 ## Scale not given.
255 ## Scale [ca. 1:90,000].
255 ## Scale [1:6,336,000]. 1" = 100 miles.  Vertical scale
        [1:192,000].  1/16" = approx. 1000'.
255 ## Scale not given ; b Conic proj.
```

$b Statement of projection.
Subfield $b contains the entire projection statement, if applicable. In records formulated
according to ISBD principles, subfield $b includes all data following the semicolon (;) and up to

but not including the opening parenthesis (() that introduces subfields $c, $d, and/or $e.

```
255 ## Scale [ca. 1:500,000] ; $b Base fitted to Lambert conformal
        conic proj. based on standard parallels of 33° and 45°.
255 ## Scale [1:13,835,000]. 1 cm. = 138 km. 1 in. = 218 miles ; $b
        Chamberlin trimetric proj.
255 ## Scale 1:22,000,000 ; $b Conic proj. $c (E 72°--E 148°/N 13°--N
        18°).
```

$c Statement of coordinates.
Subfield $c contains the statement of coordinates. The coordinates are recorded in the order of westernmost longitude, easternmost longitude, northernmost latitude, and southernmost latitude.

In records formulated according to ISBD principles, subfield $c data are enclosed in parentheses. The two longitude statements and the two latitude statements are each separated by a two hyphens (--). The longitude is separated from the latitude by a slash (/).

```
255 ## Scale 1:7,500,000 $c (W 125°--W 65°/N 49°--N 25°).
255 ## Scale 1:250,000 $c (E 32°30'--E 34°30'/N 35°30'--N 35°00').
255 ## Scale [ca. 1:10,000] ; $b Gauss proj. $c (W 9°13'52"--W
        9°04'47"/N 38°48'35"--N 38°41'29").
```

$d Statement of zone.
Subfield $d contains the statement of zone for celestial charts.

In records formulated according to ISBD principles, subfield $d data, along with any subfield $e data, are enclosed in parentheses.

```
255 ## Scales vary $d (Zones +90° to +81° to 63°, -81° to 98° ; $e eq.
        1950).
255 ## Scale 88 mm per 1° $d (RA 16 hr./Decl. +30° ; $e eq. 1973.50).
```

$e Statement of equinox.
Subfield $e contains the statement of equinox or epoch. In records formulated according to ISBD principles, subfield $e data, along with any subfield $c or $d data, are enclosed in parentheses.

```
255 ## Scale not given $d (RA 0 hr. to 24 hr./Decl. +90° to -90° ; $e
        eq. 1980).
255 ## Scales vary $e (Eq. 1986.00).
```

$f Outer G-ring coordinate pairs.
Subfield $f contains coordinate pairs that identify the closed non-intersecting boundary of the area covered.

$g Exclusion G-ring coordinate pairs.
Subfield $g contains coordinate pairs that identify the closed non-intersecting boundary of the

area contained within the G-polygon outer ring that is excluded.

$6 Linkage.
For instructions on the use of subfield $6, see Field 880.

Related fields, etc.

034

260 Publication, distribution, etc. (imprint) (R)

First indicator--Sequence of publishing statements
\# Not applicable/No information provided/Earliest available publisher
2   Intervening publisher
3   Current/latest publisher

Second indicator
Undefined
\# Undefined

Subfields
a   Place of publication, distribution, etc. (R)
b   Name of publisher, distributor, etc. (R)
c   Date of publication, distribution, etc. (R)
e   Place of manufacture (R)
f   Manufacturer (R)
g   Date of manufacture (R)
3 Materials specified (NR)
6 Linkage (NR)
8   Field link and sequence number (R)

Description/Instructions

Field 260 contains the place of publication, publisher and/or distributor, date of publication, as well as the place, name, and date of manufacture when necessary.

In 2001, the 260 field was changed from Not-repeatable (NR) to Repeatable (R) to allow changes in publication information to be recorded in a prominent area in records. Before repeatable 260 fields were implemented, changes in place of publication and publisher on a later issue of a serial were given in a 500 field. The Library of Congress (LC) and Program for

Cooperative Cataloging (PCC) participants implemented the repeatable 260 field on September 1, 2009.

The order of 260 fields is chronological from earliest to latest. This order is prescribed to promote consistency in the coding of data in records for different formats over the long-term and to make it easier for catalogers who catalog multiple formats to remember.

Do not repeat specific changes of publication, etc., information in a 500 field. Use a 500 field if giving a general note about changes not given in an additional 260 field(s): e.g., "Place of publication varies."

CONSER standard record practice: It is not required to supply dates in 260 subfield $c.

Note: Instructions for integrating resources are available in some sections below.

Editing instructions

1. Input a terminal period in the earliest publishing statement (260, first indicator #) only when the field includes an ending date and no other terminal punctuation, such as a closing bracket, is present.

    ```
    260 ## New York, N.Y. : $b E. Steiger, $c 1878-1879.

    260 ## London : $b Howard League for Penal Reform, $c [c1965-c1983]
    ```

    There is no final punctuation at the end of the intervening (260, first indicator 2) and latest (260, first indicator 3) publishing statements.

2. Use closed brackets around supplied information whether or not the 260 field is complete:

    ```
    260 ## Moose Jaw : $b [s.n.]

    260 ## Chur [Switzerland : $b s.n.]

    260 ## Berkeley : $b Auditor's Office, $c -[1997]
    ```

    If a date is not being recorded in subfield $c, do not input a comma after the publisher name.

    ```
    260 ## [New York] : $b American Statistical Association
    ```

    Stylistic conventions for brackets and the comma in the publication area were changed with the 2002 revision of *AACR2*. Many records in the CONSER database therefore follow earlier conventions of open brackets around supplied information if the field was not complete or a comma after a publisher date if a date is not supplied. Generally do not modify a record input according to the earlier conventions only for the purpose of deleting a comma or closing a

bracket. However, if a record is being modified for other reasons, these changes can be made.

3. The 2002 revision also included the deletion of former rule 1.4D4, which allowed for shortening of the publisher name if it appeared in a recognizable form in the title and statement of responsibility area. Note that in certain examples below, where the publisher previous to 2002 was given as "$b The Society," "$b The Board," "$b The Committee," etc., the name has been changed to show the form in an un-shortened form in the 260: "$b Society for Utopian Studies," etc.

Indicators

The first indicator contains a value that chronologically sequences multiple publishing statements for a resource. The second indicator is undefined and contains a blank (#).

First Indicators

- Earliest available publisher

Used when a serial is first cataloged. Information given in the 260 coded value # is not changed unless earlier issues of a serial are later available with differing publishing information. Only one publishing statement may contain first indicator value # in a record. Each serial record must contain one 260 field with first indicator value #.

```
260 ## [New York] : $b American Statistical Association
```

2 - Intervening publisher

Used when publishing statement(s) between the earliest and the latest publishing statements are necessary for identification or access. Intervening publishing statements are coded first indicator 2 and appear in the record with the earliest publishing statement (first indicator #) and a current/latest publishing statement (first indicator 3).

```
260 ## [Bristol, Ind.] : $b Wyndham Hall Press, $c c1986-
260 2# $3 1992- : $a Berrien Springs, MI : $b Vande Vere Publ.
260 3# $3 <1997->: $a Netherlands : $b Gordon & Breach
362 0# Vol. 1, no. 2 (fall 1986)-
```

Additional subsequent intervening publishing statements may be recorded as needed, in chronological order. The example below shows subsequent publishing statements and the closing of publication dates in the first 260 coded first indicator value #, based on the last issue recorded in the 362 field:

```
260 ## [Bristol, Ind.] : $b Wyndham Hall Press, $c c1986-2002.
260 2# $3 1992- : $a Berrien Springs, MI : $b Vande Vere Publ.
260 2# $3 <1997>-2000: $a Netherlands : $b Gordon & Breach
260 2# $3 2000-2001: $a [Amsterdam?] : $b Harwood Academic Publishers
```

```
260 3# $3 2002: $a Abingdon, U.K. : $b Routledge
362 0# Vol. 1, no. 2 (fall 1986)-v. 15, no. 4 (2002).
```

3 - Current/latest publisher

Used when the publisher or place of publication changes and the new information is necessary for identification or access. The current publishing statement for a serial may be added with first indicator value 3 when the record has an earliest publishing statement (with first indicator #).

```
260 ## $3 November 26, 1908-<1912>: $a [s.l.] : $b American Society of
        Animal Nutrition
260 3# $3 <November 30, 1915->: $a Manhattan, Kan. : $b American
        Society of Animal Production

260 ## $3 1983-1991: $a The Hague, Netherlands : $b Elsevier
260 3# $3 1992- : $a New York, N.Y. : $b Elsevier
```

Add a subsequent 260 (first indicator 3) field when publishing information is changed again and the new information is necessary for identification or access. If retaining intervening publishing statements, code these indicator to "2" and close the span of information in $3.

```
260 ## $3 November 26, 1908-<1912>: $a [s.l.] : $b American Society of
        Animal Nutrition
260 2# $3 <November 30, 1915->: $a Manhattan, Kan. : $b American
        Society of Animal Production
260 3# $3 <November 24, 1961->: $a Champaign, IL : $b American Society
        of Animal Science

260 ## $3 1983-1991: $a The Hague, Netherlands : $b Elsevier
260 2# $3 1992-<1995>: $a New York, N.Y. : $b Elsevier
260 3# $3 <2004->: $a Amsterdam : $b Elsevier
```

Integrating resources

Current/initial publication information is recorded in the first 260 field with first indicator 3#.

```
260 3# $a Salem, N.H. : $b Butterworth Legal Publishers, $c c1990-
        [mandatory]
```

If this information changes, catalogers have the option to either update the place of publication, and/or publisher and/or distributor in the existing 260 3# with current information:

```
260 3# $3 1995- : $a Charlottesville, VA : $b Michie, $c c1990-
        [mandatory]
```

or the new information can be recorded in a subsequent entry of field 260 and earlier information retained in a 260, indicator #:

```
260 ## $3 1990-1994: $a Salem, N.H. : $b Butterworth Legal Publishers
        [optional]
260 3# $3 1995- : $a Charlottesville, VA : $b Michie, $c c1990-
```

[mandatory]

The current publishing information always resides in the 260 field with the first indicator coded "3." When retained, the initial publication statement resides in the 260 field with the first indicator coded blank "#." Intervening publishing statements are recorded in 260 fields with the first indicator coded "2."

```
260 ## $3 1990-1994: $a Salem, N.H. : $b Butterworth Legal Publishers
260 2# $3 1995-<1996>: $a Charlottesville, VA : $b Michie
260 3# $3 <1998->: $a LEXIS Law Pub., $c c1990-

260 ## $3 1990-1994: $a Salem, N.H. : $b Butterworth Legal Publishers
260 2# $3 1995-<1996>: $a Charlottesville, VA : $b Michie
260 2# $3 <1998>-1999: $a LEXIS Law Pub.
260 3# $3 2000- : $a Huntington, NY : $b Juris Pub., $c c1990-
```

For integrating resources, when 260 subfield $c is present, it is always recorded with the current publishing information (i.e., 260 field with first indicator coded "3.")

Second Indicator

The second indicator is undefined and contains a blank (#).

Subfields

Input subfields in the following order: $3, $a, $b, $c, $e, $f, $g, $6, $8.

Apply the following conventions for the subfielding of data in field 260:

1. Enter each place name or publisher in a separate subfield.

2. Enter multiple occurrences of other elements, such as dates, in separate subfields only when a different type of element intervenes.

3. When adding true publication information to a fictitious publisher's statement (*AACR2* 1.4B6), input the true data in brackets preceded by "i.e.". Give separate subfields only when a different type of element intervenes. The following monograph examples from *AACR2* are given to illustrate the subfielding.

```
260 ## Belfast [i.e. Dublin : $b s.n.], $c 1982.
260 ## Paris : $b Impr. Vincent, $c 1798 [i.e. $a Bruxelles : $b
       Moens, $c 1883]
```

$3 Materials specified.

The subfield provides information to differentiate multiple 260 fields. For serials and integrating resources chronological designations are most often used but the other forms of numbering may also be used. Use angle brackets if specific beginning and/or ending information is not known. Dates may be omitted in the earliest 260 field (indicators ##) if the coverage of that information is clear from the other 260 field(s) and other data in the bibliographic record.

```
260 ## $3 July 2009-Jan. 2010: $a Denver : $b Smith Publishers, $c
       2009-
260 3# $3 Apr. 2010- : $a Denver : $b North Publishers

260 ## Denver : $b Smith Publishers
260 3# $3 Jan. 2010- : $a Denver : $b North Publishers
588 ## Description based on: Vol. 1, No. 1 (July 2009); title from
       cover.
588 ## Latest issue consulted: Vol. 1, No. 2 (Jan. 2010).
```

When subfield $3 is used in 260 fields to reflect the issues, parts, or iterations applicable to the field, follow the volume numbering, chronological designation, publication date, etc., with a colon (:). If the volume numbering, chronological designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

```
260 3# $3 v. 1-3:
260 ## $3 v. 9-<10>:
260 2# $3 Apr. 2010-<July 2010>:
260 3# $3 2010- :
```

For integrating resources, this information can be any numbering assigned to the update.

$a Place of publication, distribution, etc.
Input the place of publication and any additions to place names in subfield $a.

```
260 ## New York, N.Y. :
260 ## [Reston, Va.?] :
260 ## Rio [de Janeiro] :
260 ## Cambridge [England] :
260 ## [New York] :
260 ## [United States] :
```

When two places are given, input each in a separate subfield $a. When repeated, the subsequent subfield $a is preceded by a space-semicolon-space (;).

```
260 ## Basel ; $a New York :
260 ## [Reston, Va.?] : $b U.S. Dept. of the Interior, Geological
       Survey ; $a Washington, D.C. : $b Supt. of Docs., U.S. G.P.O.
       [distributor]
```

CONSER standard record practice: It is required to supply only the first-named place of

publication as found on the item. It is not required to supply any additional places, regardless of the home country of the cataloging agency. (Cf. *LCRI* 12.4C).

```
260 ## Basel :
```

When the place is unknown and the abbreviation "s.l." is given, capitalize the "S" only if it is the first subfield $a in the field.

```
260 ## [S.l. : $b s.n.]
260 ## Philadelphia : $b United States Pharmacopeial Convention ; $a
        [s.l.] : $b Distributed by Mack Pub. Co., $c 1980-
```

$b Name of publisher, distributor, etc.
Input in subfield $b the name of the publisher or distributor and any qualifying words. If both a publisher and a distributor are given, input each in a separate subfield $b. Subfield $b is always preceded by a space-colon- space (:).

```
260 ## [New York] : $b American Statistical Association
260 ## Cambridge [Cambridgeshire] : $b Published for Medico-Legal
        Society by W. Heffer & Sons, $c 1947-
260 ## Washington, D.C. : $b U.S. Dept. of Agriculture, Forest Service
        : $b For sale by the Supt. of Docs., U.S. G.P.O.
260 ## Victoria, B.C. : $b [s.n.], $c 1898-1945.
260 ## Berkeley : $b City Auditor, $c 1947-
```

$c Date of publication, distribution, etc.
CONSER standard record practice: It is not required to supply dates in 260 subfield $c.

Only one subfield $c may be recorded in multiple publishing statements of a record.

```
260 ## $3 1965-1977: London : $b Howard League for Penal Reform, $c
        c1965-c1983.
260 3# $3 1978-1983: $a Edinburgh : $b Scottish Academic Press
```

Serials: The date of publication, when recorded, is given only when the first and/or last issues are in hand. Angle brackets cannot be used in this field. When cataloging from issues that do not include the first or last, do not include $c. The beginning date of publication stays with the original publishing statement when subsequent 260 fields are added. The ending date of publication is added to the original 260 (first indicator value #) when provided.

Integrating resources: LC/PCC practice is to supply the beginning and/or ending publication date in the publication, distribution, etc., on a case-by-case basis when the bibliographic resource includes an explicit statement according to AACR2 1.4F8 and LCRI 1.4F8. When multiple 260 fields are used for integrating resources, the beginning date of publication is moved to subfield $c of the current publishing statement. The ending date of publication is also added to the current publishing statement when available.

```
245 00 Taxation of intangible assets.
260 3# Washington, D.C. : $b West Group, $c c1997-

245 00 Federal income taxation of intellectual properties and
       intangible assets.
247 10 Taxation of intangible assets $f 1997-1998
260 ## $3 1997-1998: $a Washington, D.C. : $b West Group
260 3# $3 1999- : $Boston : $b Warren, Gorham & Lamont, $c c1997-
```

All continuing resources (and finite integrating resources): Do not input a comma after the publisher name, if leaving the date area empty. When inputting only an ending date, leave one space before the hyphen preceding a closing date. If a serial or integrating resource begins and ceases publication in the same year, whether in one issue or several, input the year once.

```
260 ## Milano : $b Associazione italiana editori

260 ## London : $b Howard League for Penal Reform, $c c1965-c1983.

260 ## Berkeley : $b City Auditor, $c -1936.

260 ## Chicago : $b Society for Utopian Studies, $c 1992-

260 ## London : $b [s.n.]

260 ## Washington : $b Board of Commissioners, $c -[1982]

260 ## New York : $b City Finance Committee, $c 1986.

260 ## [Sugar Land, Tex.] : $b Internet Scientific Publications, $c
       [200-?]
```

$e, $f, $g Place, name, and date of manufacture.
When this information is given, enclose it in parentheses. Do not input additional punctuation between the preceding subfield and subfield $e. Subfield $f is preceded by a space-colon-space (:). Subfield $g is preceded by a comma. If subfield $g is not given in the record, do not input the comma.

```
260 ## [Pennsylvania : $b s.n.], $c 1878-[1927?] $e (Gettysburg : $f
       J.E. Wible, Printer)
```

Maintenance

PCC catalogers are not required to convert existing 500 notes with earlier publishing information to repeated 260 fields in existing AACR2 and pre-AACR2 records. Catalogers may choose to leave a 500 showing earlier changes in an existing record and simply update current information in repeated 260 fields when providing maintenance. Therefore some bibliographic records created before implementation of the repeated 260 contain a mixture of two or more 260 fields

and a 500 field for earlier changes. LC will generally not change information in existing AACR2 records and will apply repeatable 260 only to AACR2 records. Institutions other than LC may decide whether to convert existing 500 notes to 260 and whether or not to apply repeated 260s to pre-AACR2 records based on local needs and workloads.

Related fields, etc.

008/7-10, 008/11-14, 008/15-17, 008/28, 500, 550

263 Projected publication date (NR) [NSDP use only]

First and second indicators
\# Undefined

Subfields
a Projected publication date (NR)

Description/Instructions

Field 263 is used by NSDP when preparing a prepublication record for a serial. This field contains the projected date of publication of the first issue as provided by the publisher.

NSDP updates this field if the publication of the item is delayed and a revised date is obtained from the publisher. When NSDP updates the record upon receipt of a copy of the publication, this field is deleted. If the serial is never published the record is deleted from the CONSER data base.

CONSER members that update NSDP prepublication records (see C6.1) leave field 263 in the record and do not change or delete it.

Editing instructions

1. The date is always given as a two digit year followed by a two digit month; i.e., a YYMM pattern. A leading zero (0) fill should by used where necessary to fill in the digits for the month. Two hyphens (--) should be used if the month is unknown.

Item to be published in:	*Input as:*
Dec. 1985	263 ## 8512
May 1986	263 ## 8605
	263 ## 86--

1986 (exact month
unknown)

263 ## 86

2. *When the date covers more than one month, input the number of the last month in the last*
    two digits.

Item to be published in:	*Input as:*
Jan./Feb. 1986	263 ## 8602
Jan./Mar. 1986	263 ## 8603

3. *When a season is given, code as follows:*

Item to be published in:	*Input as:*
Winter 1986	263 ## 8603
Spring 1986	263 ## 8606
Summer 1986	263 ## 8609
Fall 1986	263 ## 8612

Related fields, etc.

936

270 Primary address (R)

First indicator–Level
No level specified
1 Primary
2 Secondary

Second indicator–Type of address
No type specified
0 Mailing
7 Type specified in subfield $i

Subfields
a Address (R)
b City (NR)
c State or province (NR)

d   Country (NR)
e   Postal code (NR)
f   Title preceding attention name (NR)
g Attention name (NR)
h Title following attention name (NR)
i   Type of address (NR)
j   Specialized telephone number (R)
k Telephone number (R)
l   Fax number (R)
m Electronic mail address (R)
n TDD or TTY number (R)
p   Contact person (R)
q   Title of contact person (R)
r   Hours (R)
z Public note (R)
4 Relator code (R)
6 Linkage (NR)

Description/Instructions

Field 270 contains an address (as well as electronic access data such as telephone, fax, TTY, etc. numbers) associated with a bibliographic item. Multiple addresses, such as a mailing addresses and addresses corresponding to the physical location of an item or facilities, are recorded in separate occurrences of field 270.

Field 270 is used for electronic items and should not be confused with field 037 (Source of acquisition), which contains the subscription address. For most serials, field 037 is the appropriate field and use of field 270 for serials is expected to be limited.

Editing instructions

Do not input a mark of punctuation after subfields, unless an abbreviation, initial/letter, or other data that ends with a mark of punctuation is present.

Input Order of Regular Telephone Numbers

If the address has a regular telephone number and a contact person at that address has a different telephone number, the telephone number associated with the address follows the address information (subfields $i, $a-$h); the telephone number associated with the contact person follows the name of the contact person with whom it is associated (subfield $p) (and the contact person's title (subfield $q), if present). If the telephone numbers of the address and the contact

person are the same, the telephone number follows the address information.

```
270 ## 1500 Greenmount Ave. $b Baltimore $c MD $e 21202 $k
        1-410-361-4669 $p Donna Green $k 1-410-361-4669 $p Shirley
        Price $k 1-410-361-4674
```

Study for recording telephone, fax, etc. numbers

The style used for identifying the portions of telephone, fax, and related numbers (i.e., country code, city/area code, exchange/line number, and any extension) varies greatly. In field 270, periods, spaces, and parentheses used to divide the portions of a number are replaced with hyphens. The portions of numbers recorded in subfields $j, $k, $l, and $n are recorded as follows:

[country code]-[area/city code]-[exchange/line number]

The exchange/line number portion often includes internal separators which are replaced by hyphens. If an extension is also given, it is appended to the telephone number preceded by a space and "x."

```
270 ## BOCA International $b Evanston $c IL $k 1-708-799-2300 x111
```

First indicator

Use the first indicator position to specify the level of the address. Use to distinguish primary and additional (secondary) addresses.

 # No level specified.
Use value "#" when the level of the address can be determined but is not specified.

```
270 ## Johns Hopkins University $a 5457 Twin Knolls Road $b Columbia
        $c MD $e 21045 $k 997-8045
```

1 Primary.
Use value "1" when the information relates to a primary address.

```
270 1# St. Louis County Government Center, Room 212 $b Clayton $c MO
        $e 63143 $k 878-0238
```

2 Secondary.
Use value "2" when the information relates to an address that is not the primary address.

```
270 20 Taylor, Barley and Winter $a 1 East 90th St. $b New York $c NY
        $e 10021
```

Second indicator

Use the second indicator position to specify the type of the address for cases when identification oif the type is needed at the first level. At present, only one type of address is accomodated by a specific second indicator value. Other types may be indicated in subfield $i (Type of address).

No type specified.
Use value "#" when the type of address can be determined but is not specified.

> 270 1# Buckley School $a 305 S. First St. $b Buckley $c MI $e 49620

0 Mailing.
Use value "0" to indicate that the field contains a mailing address.

> 270 20 Socorro Independent School District $a P.O. Box 27400 $b El
>   Paso $c TX $e 79978

7 Type specified in subfield $i.
Use value "7" when the address is other than a mailing address and its type is identified in subfield $i.

> 270 27 $i U.S. business address $a Editorial Inco $a 9610 SW 58th St.
> $b Miami $c FL $e 33173

Subfields

$a Address.
Subfield $a contains all address information preceding the name of the city or town, except attention information which is recorded in subfields $f, $g, and $h. The subfield can also contain information indicating that no address information is available. Subfield $a is repeated to indicate separations of information, such as when parts of the address preceding the name of the city or town need to be printed or displayed on separate lines.

> 270 ## 6 Manor Court $b Baltimore $c MD $e 21210 $k 1-410-377-2860
> 270 1# Prichard Building, 9th St. and 6th Ave., Suite 524 $b
>   Huntington $c WV $e 25701 $k 1-304-523-2827
> 270 1# c/o St. Luke's Church, 308 W. 46th St. $b New York $c NY
> 270 1# St. Louis County Government Center, Room 212 $b Clayton $c MO
> $e 63143 $k 1-314-878-0238 $p Marilyn Saunders
> 270 ## No address given/sin dirección
> 270 ## John Hopkins University $a 5457 Twin Knolls Road $b Columbia $c
>   MD $e 21045 $k 1-410-997-8045

$b City.
Subfield $b contains the name of the city or town.

```
270 ## 622 Central Avenue $b Towson $c MD $e 21204
270 ## 2150 300 W, Suite #16 $b Salt Lake City $c UT $e 84115
```

$c State or province.
Subfield $c contains the name of the state, province, or next larger jurisdiction, when this information is an integral part of the address. For states in the United States, the two-character U.S. Postal Service abbreviations are preferred.

```
270 ## P.O. Box 8344 $b Salt Lake City $c UT $e 84108
270 ## 1430 S. Boulder $b Tulsa $c OK $e 74119 $k 1-918-583-7171
```

$d Country.
Subfield $d contains country information. For the United States, the abbreviation *U.S.* is used. For other countries, the full name is preferred over one of the standard international codes (e.g., *Netherlands* is preferred over the code "*NL*").

```
270 ## $g George Smith $h Director $a 8899 South Lobo St. $b Vancouver
       $c BC $d Canada $e V2N  1Z5 $j 1-800-543-1234 $k 1-604-947-1255
       $l 1-604-947-0505 $m GSMITHBC
```

$e Postal code.
Subfield $e contains the alphanumeric code assigned the postal delivery area by a national postal agency. For the United States, the subfield contains a five-digit ZIP or nine-digit ZIP+4 code. It is not necessary to include the alphabetic country codes that are sometimes given with the postal code (e.g, the "*D*" is omitted from the German postal code "*D-01437*").

```
270 ## University of Alaska, 707 A St. $b Anchorage $c AK $e 99501 $k
       1-901-279-4523
270 ## Bibliothèque américaine à Paris, 10, rue du Général Camou $b
       Paris $d France $e 75007
```

$f Title preceding attention name.
Subfield $f contains the title associated with the attention name (e.g., *General*, *Dr.*, *Reverend*) when the title precedes the name.

$g Attention name.
Subfield $g contains an attention name, e.g., the name of a person when an item is to be sent to the attention of a particular person.

```
270 ## $g Kerry Cook $a 6172 Devon Drive $b Columbia $c MD $e 21045 $k
       1-301-596-1011
270 ## $g Executive Officer $a 3701 Old Court Road, Suite 20 $b
       Baltimore $c MD $e 21208 $k 1-410-486-5515
```

$h Title following attention name.
Subfield $h contains the title associated with the attention name (e.g., *M.D.*) when the title

follows the name of the person.

```
270 1# $g George Smith $h Director $a 8899 South Lobo St. $b Vancouver
       $c BC $d Canada $e V2N 1Z5 $j 1-800-543-1234 $k 1-604-947-1255
       $l 1-604-947-0505 $m GSMITHBC
```

$i Type of address.
Subfield $i contains one or more words denoting the kind of address found in the field (e.g.,
"*Mailing*"). Subfield $i is the first subfield in the field, unless subfield $6 is present.

```
270 27 $i Billing address: $a Sears Credit $b Albert Pick Rd. $c
       Greensboro $d NC $e 27409 $e USA $j 1-800-347-8425
270 17 $i Office: $a 325 Spring St. $b New York $c NY $e 10013
270 #7 $i Center: $a 179 Varick St. $b New York $c NY
```

$j Specialized telephone number.
Subfield $j contains an important service number, as opposed to an administrative telephone
number that is recorded in subfield $k. Examples of specialized telephone numbers include
hotline numbers, toll-free "800" numbers, emergency numbers, etc. If more than one specialized
telephone number is associated with the address, each number is given in a separate subfield $j.
Hotline numbers precede other specialized telephone numbers. Telephone numbers are recorded
as follows: *[country code]-[area/city code]-[line number]*. If an extension is applicable, it is
appended to the telephone number preceded by "*x*".

```
270 ## P.O. Box 50007 $b Pasadena $c CA $e 91115 $j 1-213-681-2626 (24
       hour hotline)
270 ## 2500 Route 60 East $b Ona $c WV $e 25545 $j 1-304-743-5500
        (Emergency Dispatch Line) $k 1-304-743-3262
270 ## 666 Broadway $b New York $c NY $e 10012 $j 1-800-221-4602 $k
       1-212-460-9330 $p Donna M. Rosenthal
```

$k Telephone number.
Subfield $k contains a regular telephone number associated with the address and/or the public
information contact person at that address. It can also contain information that no telephone
number is available. If more than one telephone number is associated with the address and/or
public information contact person, each number is given in a separate subfield $k.

```
270 ## 4844 Broadway $b New York $c NY $k 1-212-569-5050
270 ## 100 Longridge Court $b Timonium $c MD $e 21093 $k
       1-410-252-9326 $k 1-410-252-1318 $p John or Sally Tullis
270 ## 8950 Route 108, Gorman Plaza, Suite 116 $b Columbia $c MD $e
       21045 $j 1-410-997-CASA (hotline) $k 1-410-997-0304
270 ## 5470 Beaverkill Road $a Florence Bain Center $b Columbia $c MD
       $k 1-410-964-0415 (Eve) $k 1-410-461-0275 (Day)
270 ## P.O. Box 74 $a Staten Island $c NY $k no phone/sin teléfono
270 ## $k 1-800-522-7116 $n 1-800-523-3494 (TTY)
   [The association has no physical location.]
```

$l Fax number.
Subfield $l contains the fax number associated with the address. If more than one fax number is associated with the address, each number is given in a separate subfield $l.

```
270 ## InterNIC Information Services $b San Diego $c CA $k
       1-619-455-4600 $l 1-619-455-3900
```

$m Electronic mail address.
Subfield $m contains an electronic number address associated with the address. If more than one electronic mail address is associated with the address, each number is given in a separate subfield $m.

```
270 ## Library of Congress, $a Network Development and MARC Standards
       Office $b Washington $c DC $d U.S. $e 20540-4102 $l
       1-202-707-0115 $m ndmso@loc.gov
```

$n TDD or TTY number.
Subfield $n contains a TDD or a TTY number associated with the address. If there is both a TDD number and a TTY number (and/or more than one of each) associated with the address, each number is given in a separate subfield $n.

```
270 ## Little Patuxent Parkway $b Columbia $c MD $k 1-410-992-4800 $n
       1-410-992-4822 (TDD)
```

$p Contact person.
Subfield $p contains the name of a contact person at the address. If more than one contact person is associated with the address, each name is given in a separate subfield $p. If the name of the person is the same name as the attention name found in subfield $g, the information is not repeated in field 270.

```
270 ## P.O. Box 223 $b Broken Arrow $c OK $e 74013 $p Sgt. Kathy
       Hibner
```

$q Title of contact person.
Subfield $q contains the title of the contact person.

```
270 ## Hannah More Academy Center, 12035 Reisterstown Rd. $b
       Reisterstown $c MD $e 21136 $k 1-410-887-1139 $p Ian J. Forrest
       $q Bureau Chief
```

$r Hours.
Subfield $r contains the hours that access to the address, contact, and or telephone numbers is available. If the record is for a system or service, the hours it is available are recorded in field 307 (Hours, Etc.). This subfield is only for the hours associated with address information in

field 270. Days of the week and global time zone usually accompany the indication of hours.

```
270 $$ John Hopkins University $a 5457 Twin Knolls Road $b Columbia $c
       MD $e 21045 $k +1-410-997-8045 $r M-F 8:30am-5:00pm USA EST
```

$z Public note.
Subfield $z contains a note relating to the address information contained in field 270. The note is written in a form that is adequate for public display.

$4 Relator code.
Subfield $4 contains a MARC 21 code that specifies the relationship between information in field 270 and the item described in the record. More than one relator code may be used if there is more than one relationship. The source of the MARC 21 code is *MARC Code List for Relators, Sources, Description Conventions* that is maintained by the Library of Congress. The code is given after other information in the field.

$6 Linkage.
For information on subfield $6, see Field 880.

Related fields, etc.

307, 856