

CONSER Standard Record: Cheat Sheet for Catalogers

MARC Tag	Descriptive Element	Instructions	Notes
006	Additional material characteristics	Only first byte required	"Form of material"
007 \$a \$b	Physical characteristics	Only \$a and \$b required	"Category of material" and "Specific material designation"
008/22	Form of original item	Required only for original microforms. Not required to code for newspapers, e-resources, etc.	
008/18-19	Frequency/Regularity	Required in nsdp authenticated records.	(OCLC fixed field default = fill character) If updating copy, prefer replace existing codes with updated codes
008/29	Conference pub	Not required	(OCLC fixed field default = fill character)
041 \$a	Language	When recording multiple languages, only \$a required	Make notes in 546 about summaries, translations, etc.
130	Uniform title main entry	Required only for monographic series and generic titles. Not required to differentiate from another serial	
130/240	Uniform title	Required only for collocating (e.g., for legal materials). Do not create for translations or language editions	Make added entry instead (730/740) in addition to linking field (765 or 775)
245 \$b	Other title information	Not required	Option: Transcribe if needed to clarify or support title proper
245 \$b	Parallel title, initialism/acronym	Not required	Record instead in 246 11 for parallel title, 246 1[blank] for initialism/acronym
245 \$c	Statement of responsibility	Not required	Assume usage is being recorded in the name authority record; exception: If no authority record is being created/updated, then transcribe
246	Variant title	See notes for indicator codes	Parallel titles: 246 11; Minor title changes: 246 1[blank] \$i [note] \$a [variant title]; All other variant titles: 246 1[blank] \$a [variant title] \$f [associated vols. or dates]
260 \$c	Date of publication	Not required	Supply instead in preferred 362 unformatted note
300 \$a	Extent of publication	Required for tangible, non-print formats only	
310	Current frequency	Required if known	
321	Former frequency	Not required	If updating copy, maintain and do not delete
362	Numbering	Required if known Use indicator value "1" only	Use note form "Began ..." and/or "Ceased ...". Transcribe data as found or use AACR2 standard abbreviations (either method is acceptable)
490	Series statement	Required if applicable when series added entry is not included	When a series added entry is included, provide the authorized form in the bibliographic record using the 8XX field.
515	Numbering peculiarities	[Optional]	Option: Use this field to record changes in numbering, new series, etc.
530	Additional format	Not required	Use 776 \$i instead when a record for the other format exists
538	System details note	For direct access resources:	Only required: Type of operating system, type of PC if necessary
538	System details note	For remote access resources:	Only required if resource is accessed <i>other</i> than by the World Wide Web
538	System details note	For a resource that is part of the Registry of Digital Masters:	Retain information about digitization standards in the record
550	Issuing body note	Not required	Exception: Add a 550, or include subfield \$3 (applicable date) for the 710 field, to bib record for changes in responsibility over time
588	Source of description notes	Always record: DBO (even if first issue) + source of title (even if t.p.), LIC (even if one issue)	Exception: Source of title is not required in derived records. Transcribe designation as found or use AACR2 standard abbreviations
730/740	Title added entry	If no 7xx linking field is present, record as usual; otherwise, not required	Exception: Record both 7xx linking field <i>and</i> 730/740 for language editions and translations
76X-78X	Linking fields	Record as usual	Exception: 773, 774, or 787 fields not required
856	Electronic access	Record as usual	Use only generally-accessible URIs