Appendix C: Standardized Cataloging Fields and Suggested Formatting for the ASERL COE Database

Field Name	MARC Source	Subfield	Notations
OCLC#	**001**	**$a**	**The OCLC number will take the form of #########. Do not include any additional characters (i.e. OCoLC, ocm, etc) nor any leading zeros.**
Begin Date	008	c11-14	
End Date	008	c07-10	
Bib Format	008	c23	
049 (Source Library)	**049**	**$a**	**The Source library will be identified by the library's primary OCLC symbol. *Formatting examples: KUK, SUC.*** *See note below regarding known items with no holding library (****)*
LC Call #	**050**	**$a, $b**	
Alternative Dewey	082	$a	
SUDOC	**086**	**$a**	
Alternative LC Call #	090	$a, $b	
Local Dewey	**092**	**$a**	
Primary Personal Author	100	$a, $b, $d	
Primary Corporate Author	110	$a, $b, $d	
Title	**245**	**$a, $b**	
Format	245	$h	
Edition	250	$a	
Imprint	260	$a,$b	
Illustrative	300	$a, $b, $c, $e	
Series	490	$a	
Volume	490	$v	
Condition (583)	583	$a, $i, $l, $x, $3	
Secondary Personal Author	700	$a,$b, $d	
Secondary Corporate Author	710	$a, $b, $d	
Digital Content	856	$u	
Placeholder ID	**901**	**$a**	**Place holder for records where the OCLC number is not known or when there is no holding library identified in the record. The Placeholder ID will take the form of "*CFDP(yyy)zzzzzzz" where yyy is the source library code and zzzzzzz is the bib id. The *CFDP prefix is required.** *Formatting example: *CFDP(KUK)10001*
Link to source Library	902	$a	Link back to the source library's ILS. The *CFDP is required. *Formatting examples: *CFDPhttp://libcat.csd.sc.edu or *CFDPhttp:\\infokat.uky.edu/vwebv/holdingsinfo?&bibId=2955342*
Standardized Agency Filter	**909**	**$a**	**Standardized agency filter will take the form of *CFDP(XXX) where XXX is agency abbreviation (WPA,ED). The *CFDP is required.**

Business Rules:
Required: OCLC #, MARC field 001; OR a MARC field 901 with a PlaceholderID (see 901 note below). Any record that does not contain an OCLC number must contain a PlaceholderID in the 901.
Required: Records must contain a single entry for the 049 field. Remove holdings codes for branch or stack locations prior to uploading the records.
Required: Any record that does not indicate an owning library (no source library in the 049) will be designated by four asterisks ("****") in the 049 field. A COE library can contribute a record for a known item that they do not own but the record must contain a PlaceholderID in the 901 field. The record will be designated by a "****" in the 049 field.
Required: SuDoc number, MARC field 086 $a; **OR** LC number, MARC field 050 $a, $b ; **OR** Dewey number, MARC field 092 $a. This requirement may be waived for known items that are not owned and are not cataloged.
Required: Title, MARC field 245 $a and $b.
Required: The MARC field 909 provides a standardized agency filter using the format *CFDP(XXX) where XXX is the agency abbreviation. Multiple agencies may be assigned as needed, each is separated by a comma. *Formatting example - *CFDP (WPA,ED,DOS)* The following website will be used as reference in assigning agency abbreviations: http://libguides.ucsd.edu/content.php?pid=275227&sid=2289435. If an abbreviation has not been identified, one will be assigned in cooperation with the COE.
An existing record in the ASERL COE database will be updated if the OCLC number and Library source Code match. When no OCLC number is present the placeholderID alone will allow the record to be updated. Otherwise, in either case, a new record will be created.
File size limitation: Files uploaded to the ASERL COE database can be no larger than 4MB.
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