RAJA RAMMOHUN ROY LIBRARY FOUNDATION
(Established by the Department of Culture, Government of India)
Block-DD-34, Sector-I, Salt Lake City
Kolkata 700 064

Cataloguing-in-Publication Project

The Raja Rammohun Roy Library Foundation invites applications from interested parties based anywhere in India and of Indian origin for providing services as Cataloguing-in-Publication (CIP) Agencies.

CIP Agency will be required to produce catalogues of publications-in-print using MARC 21, AACR II, Dewey Decimal Classification (DDC), LCSH and special internationally known subject thesauri. The CIP Agency will have to generate a Unique CIP India Number for each publication as per the standard evolved by RRRLF. Records will have to be created in UNICODE supported languages i.e. Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil and Telugu, including English. Applying Agency must have cataloguing expertise in at least one of these languages, must have created subject headings in that language based on LCSH pattern and will have to prepare CIP records in that language.

Each CIP entry will be added to the National CIP Database which will be freely accessible online by users, publishers, librarians and all those interested in Indian publications.

Interested parties may apply for empanelment providing details of (a) Trade Licence/Registration Certificate (if a non-profit organization); (b) Service Tax Registration; (c) Expertise in MARC 21 cataloguing; (d) Number of MARC 21 records created so far; (e) Technical manpower with qualifications; (f) Infrastructure available for cataloguing online in client-server environment; (g) Annual turnover alongwith I.T. Return for the last three years; (h) Meeting Labour Law Stipulations such as ESI, Provident Fund, Gratuity etc. (CA certificates to that effect (indicating contributions in details) for last two financial years and (i) Previous experience, if any, in handling such type of work alongwith certified documents of such claims within thirty (30) days from the date of publication of this advertisement.

The applications in English/Hindi may be addressed to the Director, Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700064 superscribing the envelope "CIP Agency". For more details about CIP and the Application Form for empanelment please visit RRRLF Website – www.rrrlf.gov.in. RRRLF reserves the right to accept or reject any application for empanelment without assigning any reasons thereof.

<u>Application Form for RRRLF CIP Project Agency Empanelment</u>

To
The Director
Raja Rammohun Roy Library Foundation
(Established by the Department of Culture, Government of India)
Block-DD-34, Sector-I, Salt Lake City
Kolkata 700 064

Sir,

In response to RRRLF advertisement we would request for empanelment of our Firm as an Agency qualified for preparing Cataloguing-in-Publication work. Relevant details, as required, are given below :

1. Name of Firm   :

2. Address of Firm   :

3. Date of Registration   :

4. Cataloguing experience following the requirements of MARC 21, AACR II, DDC & LCSH

<u>Language</u>	Tick	<u>No. of records created following</u> <u>above mentioned standard</u> (till June 30, 2011)
	✓	
Assamese		_____
Bengali		_____
English		_____
Gujarati		_____
Hindi		_____
Kannada		_____
Malayalam		_____
Marathi		_____
Odiya		_____
Punjabi		_____
Sanskrit		_____
Tamil		_____
Telegu		_____

5. Trade Licence No./Registration Certificate No.   :
   (if a non-profit organization)

6. Service Tax Registration No.   :

7. Technical manpower with qualifications :
   (Attach separate sheets as necessary)

8. Infrastructure available for cataloguing :
   online in client-server environment
   (Attach separate sheets as necessary)

9. Annual turnover alongwith I.T. Return :
   for the last three years
   (Attach documentary evidence)

10. Meeting Labour Law Stipulations such :
    as ESI, Provident Fund, Gratuity etc.
    (CA certificates to that effect (indicating
    contributions in details) for last two
    financial years. Give details regarding
    each. (Attach separate sheets as necessary)

11. Previous experience, if any, in handling :
    such type of work alongwith certified
    documents of such claims

    .

Signature with Office Seal

Place :
Date :

Cataloguing in Publication is the process which results in the preparation of cataloguing data while the book is under print. This Bibliographic data is published along with the book on its publishing. The Indian CIP projects at present only covers 13 Indian languages including English. All the Indian language materials are prepared in the language concerned. They are Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Sanskrit, Tamil and Telugu.

The Indian Language Data has to be prepared in the Language concerned. For this **UNICODE** support is a must.

Classification Scheme

The documents have to be classified according the latest edition of the **DEWEY DECIMAL CLASSIFICATION SCHEME**. It will be better to have a uniform edition for all the languages.

CATALOGUING

Cataloguing is the process of creating, arranging the maintaining the files of bibliographic data. The goal is to establish a unique record for each item by applying uniform standards. *The Anglo-American Cataloguing Rules*, 2nd edition revised, known commonly as AACR2, provides specific guidelines and principles for determining the data or elements used to describe the books, has to be prepared to create the data.

A cataloger must perform a "technical read' of an item before creating its bibliographic record. Technical reading alerts the cataloger to inform that should be included in the cataloguing record and is very different from other types of reading; it requires the following actions:

1. Review the item's "chief source of information" or major source of data to be used when preparing a bibliographic record as prescribed by AACR2. More specific information about chief sources of information is on the following page. If there is no chief source of information an alternative source is used.
2. Look at the cover, spine, containers, labels and other titles.
3. Scan the preface or accompanying materials.
4. Check for an index or indexes and bibliographies.
5. Decide what the physical characteristics of the item are and examine its paging, parts, pieces, illustrations, etc.

MARC 21 FORMATS

The Data has to be entered in MARC21 format in the specified fields for computer applications.

Authorised Forms of Names

Name authority records

Just as bibliographic records are created for each unique item in a library's collection, name authority records are created for the unique form of a heading. The Library of Congress has developed a name authority MARC format in order to identify the authorized form of a heading and also to create "see" and "see also" reference linking the correct form of a name with alternative forms by which a patron might search. **But for Indian Language authors separate Author Authority has to be created. INB's author authority many be taken as a base.**

Choice of Access Points.

Personal Names 100

Choose the name of the author by which a person is most commonly known. This may be a legal or given name, a pseudonym, title of nobility, nickname, initials, etc. the way the name appears on the chief source of information usually determines the form chosen for the heading. Use: Surname first in case of European Names, US and African countries. In case of Chinese, Japanese, Korean and Arabic names follow as it is. Indian name authors use surname wherever available. Provide date of Birth and date of Death wherever available.

- H.D. **not** Hilda Doolittle
- Mitra, Asok
- Thankappan Nair, P
- Carter, Jimmy

Choice among different names

Sometimes an author writes under more than one name. In such a case, choose the name by which the person is most commonly known. If that is not feasible, use the following as a guide.

1. Choose the name that appears most frequently in the person's work.
2. Choose the name that appears most frequently reference sources.
3. Choose the most recently used name.

Pseudonyms

If all the works by an author or creator have appeared under one pseudonym, choose that pseudonym as the form of entry. If there is not a Library of Congress Authority Record for that pseudonym, the cataloger should notify the person designated by CIP agency to oversee the maintenance of authority records and an appropriate record will be added to the system.

More than one name

If an author is contemporary and has used two or more bibliographic identities, use the name that appears in each work for the heading. If a person using more than one name is not a contemporary author with

an established bibliographic identity, the form by which the person is most commonly identified should be used.

A name consisting of initials, letters or numerals

If name is composed solely of initials, separate letters or numerals, it should be entered in the order in which the letters or numbers appear. A name authority record should link the initials and the author's name.

- H.D.
- J.W. *(Name appears on item with asterisks instead of letters: J***W*******)*

Additions to names

Titles of nobility and terms of honor

If a title of nobility or terms of honor commonly appears with the name is works by that person, add it to the form of the name preceded by a subfield code |c.

- 100 1 Vivekananda   /C Swami

Corporate Bodies 110/111

Geographic Names

The names of geographic places may be used to distinguish between corporate bodies having the same name.

- 110 2 National Geographic Society (U.S.).
- 110 2 Bombay Natural History Society (India).
- 110 2 Indian National Congress (India).

Headings for corporate bodies

The name used for a corporate body is decided by the way the name appears on items issued by the body itself, in its own language. If there is confusion, determine the name by how it commonly appears in reference sources. If the name contains initials, omit or include periods according to the predominant usage of the body.

- IBM **not** International Business Machines Corporation

When a corporate body changes its name, a new heading is established for the new name. Authority records are created linking the new name with the previous ones if necessary.

Omissions

Omit an article if it is the first word of a heading.

- Indian Library Association not The Indian Library Association

Omit terms or abbreviations indicating incorporation, e.g., Inc., E.V., Ltd., or a statement showing ownership of the corporate body.

- American Ethonological Society (Inc. Not included)

Government names

Government names are treated in much the same way as corporate names. They are qualified by the names of countries, states, provinces, etc., as is deemed appropriate.

- 110 1 West Bengal (India)

Names of subordinate and related bodies

Subordinate bodies entered directly
When a subordinate body has a distinctive name it is entered under its own name

- Marriner Library **not** Thomas College. Marriner Library
- Humbolt State University **not** California State University. Humbolt Campus.

Government agencies entered subordinately

The name of a body created and controlled by government is entered under the heading for the government to which it belongs if it has one or more of the following characteristics. The agency name is preceded by a subfield code |b.

- Name is general in nature.
  - o 110 1 West Bengal|b Ministry of Tourisms.
  - o 110 1 United States.|bDivision of Wildlife Service
- It is a legislative body.
  - o 110 1 India.|b Lok Sabha
  - o 110 1 West Bengal|bLegislative Assembly
- The agency is a court.
  - o 710 1 India|bSupreme court.

Meeting name

111 Conference of Centre for Studies in Social Sciences (5th : 2004:Kolkata)

Title and Statement of Responsibility – MARC 245 FIELD

MARC 245 field (NR)

The title and statement of responsibility are entered in the 245 field. Enter the information just as it appears on the item following AACR2 rules for form and punctuation. This field ends with a period.

Both **indicators** are used.

The first indicator denotes the nature of the title entry.

- 1 Title added entry (This indicator is used only when there ia a 1XX tag present in the bib record.)
- 0 No title added entry (This indicator is used only when there is not 1XX tag present in the bib record.)

The second **indicator** tells the computer to skip a specified number of "nonfiling" characters when it searches for the title. Enter **0** in this position if the title does not begin with an article. If the first word of the title is an article (**a, an** or **the**, in English), enter a number for each letter in the article plus one for the following space. Treat non-English articles in the same way. There can be 0-9 nonfiling character present, including one space. **An initial quotation mark is also considered a nonfiling character**, as illustrated in the second example below.

- 245 14 The robe.
- 245 15 "The eve that never sleeps—"

This field may contain a variety of **subfields.** The most frequent are listed below in the order in which they would be used. **Additional information about subfields |b and |c is found at the end of this chapter**. See the MARC 21 website for more details.

- |a title proper (NR)
  - o 245 10 Easy family tree.
- |a title proper including an alternative title (NR)
  - o 245 14 The young boy, or, The boy hunters in the north.
- |n Number of part/section of work (part of title proper) (R)
  - o 245 10 Marlowe's plays.|nPart one.
- |p Name or part/section of work (part of title proper) (R)
  - o 245 10 Progress in nuclear energy.|pReactor.
- |h General materials designation (part of the title proper) (NR)
  - o 245 10 Faust|h[sound recording]
- |b Reminder of the title
  - o 245 10 Family fun :|bboredom busters.
- |c Statement of responsibility, etc.
  - o 245 10 Kentucky sunrise /|cFern Michaels.

Title Proper

The chief name of an item is called the **title proper**. Other title information, such as a subtitle, is not considered to be part of the title proper. If the title proper is repeated in another language, the repeated title is called a parallel title and is considered to be other title information. Except for punctuation and capitalization, the title proper is transcribed exactly as it is found on the chief source of information. Do not add any information such as "by" or "and" to the record if it is not on the chief source of information itself.

Capitalization

The **first word** of a title proper, an alternative title or a parallel title should be capitalized . Capitalize other words, including the first word of any other title element, in accordance with normal usage for the language. In English, capitalize only proper nouns and proper adjectives.

- Vanity fair, selections from America's most memorable magazine.
- Desertions during the Civil War.
- Les enfants du paradis.
- Raising our athletic daughters.

Titles preceded by dashes

Do not capitalize the first word of a title if it is preceded by a dash. Such a dash indicates that the beginning of the phrase from which the title was derived has been omitted.

- --loved I not honor more.

Grammatically independent titles or supplements and sections

If the title proper of a supplement or section consists of two or more parts not linked grammatically, **capitalize only the first word of the title of the first, second and any subsequent part.**

- The Traveling Wilburys. Vol. one.
- Ecology. Student handbook.
- Journal of biosocial science handbook. Supplement.
- Progress in nuclear energy. Series 2, Reactors.

Item lacking a title page

If there is no chief source of information, supply a title proper from an alternative source. If no title can be found, make up a brief title. Enclose title information not found on the chief source of information in square brackets or list its source in the notes area (MARC 5XX fields, discussed in Chapter 11).

- 245 00 [Map of Mine]

Ellipsis and brackets

If the chief source of information includes an **ellipsis (…),** replace it with dashes in the title area as shown below:
- Title: Ein Spatz in der Hand...
- MARC entry: 245 10 Ein Spatz in der hand –

In like manner replace square brackets ([]) with parentheses.

Alternative title

A second title joined to the first title by "or" or its equivalent is called an alternative title. The alternative title is considered part of the title proper. Notice that a comma precedes and follows the word "or".

- 245 10 Maria, or, The wrongs of woman.
- 245 10 Crushed violet, or A servant girl's tale.

Numbered or named parts: subfields |n and |p

If the item being cataloged is part of a larger work, the number or name of the part follows directly after the title proper and is preceded by a period. MARC format adds subfield code |n if it is a number and subfield code |p if it is a named part.

- 245 00 Master of arts theses and master of science theses written at the University of Maine between 1945 and 1961.|nPart three.
- 235 00 Holocaust reference library.|pCumulative index.
- 245 14 The Smithsonian guides to natural America.|pCentral Appalachia: West Virginia, Kentucky, and Tennessee.

Other title information: subfield 245|b sub-title

When there is title information, such as a subtitle, in addition to the title proper it is called "other title information" and usually follows the title proper on the title page. This area is preceded by a space, colon and subfield code |b. The |b is also used before the **first** parallel or other title information.

- 245 00 Netaji Subhash Chandra Bose ☺bselected writings in the history of Indian struggle for independence.

If there is more than one area of title information, use a space, colon, space to separate the areas. The |b is not repeated.

- 245 00 Nancy Drew|h[electronic resource] : |bdanger on Deception Island : 3D interactive mystery game.

If the title contains a **parallel** title which repeats the title in another language, it is preceded by a space, equal sign and the subfield code |b. If there is more than one parallel title the additional titles are preceded by a space, equal sign and a space and no subfield code.

- 245 00 Spanish Books =|bLibros en espanol : a catalogue of the holdings of the Centre, Metropolitan Toronto Central Library.

Statement of responsibility area: subfield 245|c

The statement of responsibility identifies the person(s) or oganization(s) responsible for the intellectual or artistic content of the work being cataloged. This area is preceded by a space, slash (/) and subfield code |c. Each area in this statement that represents different types of responsibility is separated by a space, semicolon, space. The chief

source of information is the preferred placed from which to take the statement of responsibility. Enclose in square brackets any statement from alternative sources. Only statements that are significant to the bibliographic description should be recorded. Editors who assisted with the book design are sometimes listed on the verso of the title page but they would not be included in the statement of responsibility. Unlike the title proper, a statement of responsibility is not essential to a description and if a statement indicating responsibility does appear in a prominent place on the item it is omitted.

Enter – Joint Author, Editor, Translator, Illustrator, and Compiler in this field

Multiple statements of responsibility

If there are multiple statements of responsibility listed after |c, they are transcribed in the order in which they appear in the chief source of information. If they all have the same kinds of responsibility, separate by commas. If different types of responsibility are represented, separate by space, semicolon, space.

- 245 10 Looking backwards /|cColette ; translated from the French by David Le Vay ; with an introduction by Maurice Goudeket.

If there are more than three persons or corporate bodies with the same type of responsibility, only the first person or body is transcribed. The omission of the others is indicated by space, ellipses, space [et al].

- 245 10 Studies in modality /|cNicholas Rescher ; with the collaboration of Ruth Manor ... [et al].

Names including formal titles

Most titles of address, honor, distinction, qualifications, dates of founding, etc., are omitted from the statement of responsibility. There are four exceptions:

1. The title is necessary grammatically.
2. Only a given name or only a surname is accompanied by a title.
3. A title is necessary for identification.
4. A title of nobility or British title of honor is involved.
   o 245 10 Where art thou? /|cby Mrs. George Adams.

Use of brackets in the statement of responsibility

When the relationship of the person or body in the statement of responsibility is not clear, a word or phrase of explanation may be added in brackets.

- 245 00 Words from long ago /|c[edited] by Joseph Andrews.

When the name of person or body responsible appears in the title

If the name of the persons or body responsible for the item being cataloged appears as part of the title, it is not necessary to repeat the name in the statement of responsibility.

Edition Statement – MARC 250 Field

The edition statement is entered in a 250 field. This field always ends in a period.

No **indicators** are used in this field.

Two **subfield** codes are used.

- |a Edition statement
    - o 250 2 nd ed.
    - o 250 [Rev.ed.]
    - o 250 Version 2.4.
    - o 250 Model number: A2S2064.
- |b Remainder of statement. Note: The statement of responsibility is only added to the edition area instead of the 245 field if it follows the edition information on the chief source of information. The statement of responsibility associated with a specific edition is preceded by a space, slash and subfield code |b.
    - o 250 5 th ed. /|bby Don Pierce.
    - o 250 2 nd ed. /bedited by Barbara DeFoe.
    - o 250 9 th ed. /|brevised and edited by John Dunkin and Patricia Phillips.

Publication, Distribution Area – MARC 260 Field

MARC 260 field (R)

The 260 field is used to record all details about the place(s), names(s) and date(s) related to the publishing, distributing, issuing, releasing and manufacture of an item and **must contain information about all three of these elements**. Information for this field comes from the chief source of information, accompanying material or from a readily available reference source. Enclose information not found on the chief source of information in square brackets. This field is repeatable and it ends in a period.

Both **indicators** are blank.

Three subfields, |a, |b and |c, are required for most types of material. Non-published materials such as manuscripts or realia have subfield code |c only.

The following subfield codes may be used. The most frequent subfields are listed in the order in which they would be used. Punctuation and form of entry that appear in the examples below are prescribed by AACR2. See the MARC 21website for more details.

- |a Place of publication, distribution, etc. (R)
- May contain the abbreviation "S.I." enclosed in brackets when place is unknown.
  - 260 Englewood, Colo. : |bLibraries Unlimited,|c1999.
  - 260 London :|bDent ;|anew York : |bDutton, |c[1963?].
  - 260 [S.I.] : |b Eagle Press, |c1842.
- |b Name of publisher, distributor, etc. (R)
- May contain the abbreviation "s.n." enclosed in brackets when name is unknown.
  - 260 New York : |bScholastic,|cc2000.
  - 260 Bangor, Me. : |b[s.n.,|cbetween 1942 and 1945].*
- |c Date of publication, distribution, etc.(R)
- May contain multiple dates (e.g., dates of publication and copyright).
  - 260 Boston :|bLittle Brown,|c2000, c1985.
  - 260 |c[between 1780 and 1793]. *(Dates for a manuscript letter.)*
- |e Place of manufacture (NR)
- |f Manufacturer (NR)
- |g Date of manufacture (NR)
  - 260 New York :||bMuseum of Fine Arts, c1965.|e(Prinction , NJ :|fTWR Printers, |g2002.

* Note that the final bracket follows the last "unknown" area.

Place of publication, distribution, etc.: Subfield |a

The city is transcribed as spelled on the item. The state or country is abbreviated according to *former* postal rules (e.g., Calif, instead of CA). A list of the proper abbreviated forms is found on p. 1 – 2 of the Appendix If the name of a state or country appears on the chief source of information in abbreviated form, use that form (e.g., CA). AACR2R states that well-known cities such a s New York or London are not qualified by state or country unless they conflict with the name of another city. See p. 2 of the Appendix for a list of cities whose names may stand alone. Library of Congress has decided to add the name of the state to these cities instead of following the prescribed rule. Implement this cataloging rule when doing original work, but do not change any records that have the state added to these city names (e.g., New York , N.Y.).

Place of publication

The publication area usually contains only one place of publication. If a work is published in more than one city in the country of the cataloger, the first-named place is normally the one entered into the record.

On the title page:

University   of   California
    Press
Berkeley / Los Angeles / London

Transcribe as: 260 Berkeley :|bUniversity of California Press

Adding a second place of publication

A second place is usually added only **if a city outside the cataloger's country is given first.** For example if the "home" of the cataloger is in the United States but the first-named place is in another country and the second-named place is in the United States, both locations are entered. The second place is preceded by a space, semicolon and subfield code |a.

On the title page:

Oxford   University   Press
London / New York / Toranto

Transcribe as: 260 London ;|anew York :|b Oxford University Press

Place of publication not known

As previously mentioned, the place of publication element must contain something. If the cataloger determines a location from a source other than the chief source of information, the place of publication is transcribed in square brackets.

- 260 [Los Angeles]

If only the state or country is known, use that information. Do not abbreviate the name of the state or country in this case

- 260 [California] – Cataloger knows the place from alternative source.
- 260 [England?] – Cataloger is guessing that England is the place.

If the cataloger has no idea of a probable city or country, the abbreviation "S.I." for *sine loco* meaning "without place," is used. The "S" is capitalized because it represents the first word of the area or field.

- 260 [S.I.]

Name of the publisher, producer or distributor: Subfield |b

The name of the publisher, producer or distributor is the second element of the publication area. The name appearing on the title page is preferred over names on the verso of the title page. This element is preceded by a space, colon and subfield code |b. If it is necessary, a second or third publisher or distributor may be added. Each one is preceded by the space, colon and subfield code |b.

- 260 New York :|bKnopf

Form of name

Give the name of the publisher, distributor, etc., in the shortest form in which it can be understood and identified. Omit accompanying wording that implies the publishing function. On pages 3 and 4 of the Appendix is a partial first of publishers that may be used in a shortened form. Add additional names as you come across them.

- 260 London :|bMacGibbon & Kee
- 260 Berkeley :|bKicking Mule Records
- 260 New York :|bDodd, Mead

Shortening names

- The Horn Book, Inc. becomes Horn Book.
- Thomas Y. Corwell Co., Inc. becomes Corwell.
- W.H. Allen is not shortened to avoid confusion with another publisher, Note: no space between initials in the publication area.

Forenames may be shortened to initials.

- Frederick Warne & Co. is shortened to F. Warne.

Caution: certain elements of firm names may not be shortened. Never omit multiple surnames. Transcribe what appears on the chief source of information. Forms of the names may vary from one item to the next because publishers merge or change names.

- Harper & Brother, Publishers is shortened to Harper.
- Harper & Row, Publisher, Inc. is shortened to Harper & Row.

Do not shorten the name of a firm when the entire name is descriptive of the type of material produced by the firm or of its viewpoint.

- Aviation Book Co. is *not* shortened.
- Architectural Book Pub. Co. is *not* shortened.

The work "press" need careful consideration. Press should be retained if the body is in fact a printer. It may also be needed to distinguish between two different corporate bodies. When entering the University of Maine Press retain "Press" because the University of Maine is also a publisher, but Viking Press, Inc. and Bradbury Press, Inc. become Viking and Bradbury because they are commercial publishers not printers. If the name of the publisher or distributor appears in the title and statement of responsibility area in a recognizable form, it may be shortened.

- 245 14 The cataloging-in-source experiment :|ba report to the Librarian of Congress /|cby the Director of the Processing Department.
- 260 Washington :|bL.C.

Two or more publishers or distributors

If an item has two or more publishers, distributors, etc., use the first-named with its corresponding place. If the names are linked, as frequently happens if both a publisher and distributor are named, then both should be included.

- 260 Chapel Hill :|bPublished for the Institute of Early American History and Culture by the University of North Carolina Press
- 260 London :|bBBC-TV ;|anew York :|bReleased in the U.S. by Time-Life Video

Name unknown

If the name of the publisher or distributor is unknown, the abbreviation "s.n." for *sine nominee*, meaning without name, is used in square brackets and is preceded by a space, colon and subfield |b. If both the place and publisher are unknown both "S.I." and "s.n" are used and enclosed in one set of square brackets.

260 New York :|b[s.n.]

260 [S.I. :|bs.n.]

Date of publication, distribution, etc.: Subfield |c

The third element of the publication area is the date of the item. The date is preceded by a comma and subfield code |c.

- 260 New York :|bKnopf,|c1999.

Date of publication given

The date is the year of publication, distribution, etc. of the edition as it appears on the item. This means the date of the first impression or printing of an edition. An impression consists of all of the copies of a publication run at one time from a set of photographic plates, type, etc. If the publication sells well, a publisher will frequently use the same plates or type form to make more copies. This would be a second printing or impression. **Always prefer the date of the first printing.**

No publication date given

If no date of publication is found on the item, use the following guide in the order of preference given. Use square brackets if the date(s) are not taken from the chief source of information.

Year of publication as found on material accompanying the item:

- 260 London :|bVirginia,|c[1985].

The last copyright year as found on the item, indicated by the letter "c" preceding the date; recordings frequently use the letter "p" for pressing date.

- 260 New York :|bLittle Brown,|cc1989.
- 260 New York :|bPolydor,|cp1979

Date unknown

The date element for the publication, distribution, etc., area must include a date. The only exception is for naturally occurring objects such as a gem or a mineral specimen. Any date not found on the chief source of information should be in square brackets.

The cataloger has knowledge of the date from a source other than the chief source of information:

- |c[1989].

The cataloger is not absolutely certain the date is correct:

- |c[1994?]

The cataloger is giving an approximate date:

- |c[ca.1950].

The item was published sometime in the 1990's:

- |c[199-].

The item was published sometime in the 1900's:

- |c[19--].

The cataloger has knowledge that narrows the date of publication to this span of years:

- |c[between 1920 and 1930].

MARC 300 field (R)

The physical description of the item being cataloged is entered in the 300 field. Notes may be made in a 5XX field to describe any other formats an item may have had picture format. This field ends with a period.

Both indicators are blank.

This field **must always** have a **subfield** |a. Punctuation that appears in the following examples is prescribed by AARC2. See the MARC 21 website for more details.

- |a Extension of item or specific material designation (number of pages or parts)
  - 300 145 p.;|c28 cm.
  - 300 2 sound cassettes (ca. 150 min.) : |banalog, 1 ½ ips., stereo.

- |b Other physical details (illustrations, colour, sound, etc.)
  - 300 31 p. :|ill. ;|c28 cm.
  - 300 2 videodiscs (90 min.) :|bsd., col. :||c4$^{3/4}$ in.
  - 300 1 sound cassette (3 min., 17 sec.) :||bdigital.
- |c Dimensions
  - 300 243 p. ;|c22 cm.
  - 300 1 videocassette (15 min.) :||bsd., col. ;|c1/2 in.
  - 300 2 computer optical discs :|bcol. ;|c3 ½ in.
- |e Accompanying material
  - 300 1 videocassette (50 min.) :|bsd., col. ;|c1/2 in. +|e 1 script booklet (14 p. : ill. ; 28 cm.)

SUBJECT HEADING

Subject Heading has to be created using internationally known subject thesauri like **Library of Congress Subject Heading.** But that may not serve the purpose of majority of the books with Indian language content. Therefore separate subject headings in each language has to be created in the model of LCSH.

Sample Descriptive Data Sheets are provided for easy understanding.

Data Sheet (MARC 21)

020 $a (ISBN)		$c (Price) Gratis / Unpriced	
022 $a (ISSN)		041 $a (Lang)*	
082 $a (DDC)		$2 edition	
100 $a (Per. Name) $b (Number) $c (Hon. Title) $d (DOB –DOD)			
110 / 111 $a (Cor. Name) $b (Sub – Body) $c (Location) $d (Date) $n (Number)			
130 $a (Uni. Title) $l (Lang) $p (Part of title)			
245 $a (Title) $b (Sub – title)			
245 $c (SOR)			
250 $a (Edition)			

260 $a (Place)	260 $b (Publisher)	260 $c (Date)

270 $a (Address) $b (City) $c (State) $d (Country) $e (Postal Code) $k (Tel. No.) $l (Fax No.) $m (E-mail)	

- Follow language code prescribed by MARC 21.

300 $a (Pagination)	$b (Physical description)	$c (Dimension)	$e (Accom. Material)
P. Leaves of plates, Various pagings			
440/490 $a (series statement) $v (vol. / No.)			
500 $a (General note)			
504 $a (Bibliography note)			
505 $a (Formatted contents note) $g (Misc. information)			
534 $a (Original version note)			
563 $a (Binding)			
600 / 630 / 650 / 651 $a (Subject) $q (Full) $b (No.) $c (title) $d (Date) $z (Place) $x (Gen.) $v (Form) $y (Year)			
700 $a (Added Entry) Author, Editor, Translator, Compiler			
880 Linking Tag	$6 100-01(2/r $a heading in Roman script $6 245-01(2/r $a title in Roman script		

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28 Govt. pub	29 Conference	31 Index	33 Fiet	34 Biog	35-37 Lang : eng

020 ISBN $a	022 ISSN $a	020 Price $c	(pbk)

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2nd Ind. Article (A=2, An=3. The=4):_____

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__Me 100 $a__ Name $q(Full)$b Number $c title $d date   Surname I_____ Direct Name 0_____

$a

__AE 700 $a__ Name $q(Full)$b Number $c title $d Date   Surname I_____ Direct Name 0_____

$a

__ME Corporate 110___/ Meeting 111___$a__ Corporate/Meeting $b Sub-Body $n (Number: $d date : $c Location) I__ Direct 2 __

__ME Uniform 130__ $a Uniform title $p Part of title $l Language
Article(A=2, An=3, The=4):____

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505 Content Notes

504 Bibliographical Notes:

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