

**MARC21 Descriptive Cataloging Framework
Recommended by The National Library of Sri Lanka**

2020



National Library of Sri Lanka

Preface

Need for catalog records

A library catalog is the tool used to locate library resources (eg: details of books, magazines, cassettes, CDs and DVDs, etc.) in a library collection. A catalog record is comprised of descriptors such as Title, Author, Publisher, Year of Publication etc. These are called bibliographic details or 'metadata'. A collection of such metadata of a single record is called the bibliographic entry.

The MARC Standard

Machine Readable Catalog (MARC) standards are a set of cataloging formats designed for entering such bibliographic details into computerized catalogs. Nearly a 60-year-old concept by now, it is still being used widely in libraries after many rounds of amendments and through the course of evolution. The current International standard is called the MARC 21.

Initially developed by the Library of Congress in USA and an associated library research community, it consists of hundreds of metadata descriptors, even some rarely used ones by the Sri Lankan cataloger community, such as sound characteristics, audience characteristics, computer file characteristics etc. Each descriptor is associated with a numerical tag (eg: Title Statement has the tag 245).

It is understood that more the descriptors are assigned to a catalog entry, the easier to locate that item. However, the number of these tags are numerous and even not necessary to be attributed to a single record. On the other hand, libraries have many practical limitations and requirements such as minimum cataloging, speed cataloging etc. Thus, a balanced mechanism to enhance efficient retrieval and save time and effort in data entry is required.

MARC Bibliographic Frameworks

Some software developers started using the term 'bibliographic framework' (different from the BIBFRAME standard) as a solution to the above issue. These are templates for creating new library records with such metadata in minimal time. In simple terms, it is a collection of MARC tags determined as essential or important to enter data. A single cataloger, a library, a country, or a region may decide whether to apply a criterion to select only the essential elements in the MARC format. Also, as different formats such as books, periodicals, electronic media etc. need entering data specific to those specific formats (for example, periodicals need issue and volume number while books do not need such data). Therefore a single system may need a different framework for each format category.

The Need in Sri Lanka

Sri Lankan libraries from all sectors are rapidly adopting library automation systems. One difficulty the catalogers are facing is deciding to which fields data should be entered.

This descriptive framework is an attempt to achieve that objective of proposing a balancing set of MARC 21 fields to be entered on a given resource. It should be stated that the framework presented here is independent from software used. For each software the framework is open to be adopted using relevant techniques. For example, for a *Koha Library Automation System*, a default bibliographic framework or a fast add framework could be created which can be directly imported into the system, enabling the cataloger to enter data into the limited set of tags.

This minimum standard presented here is a result of nearly one year of hard work and discussion by the relevant specialists from the National Library of Sri Lanka, and the researcher-practitioner community from academia. Their dedicated work will continue until a set of such guidelines will be prepared for all formats of resources. I acknowledge the enthusiasm shown by the Chairman - Mr. Sonala Gunawardana, and Director General - Mr. W. Sunil, the Senior Administration team and all the staff of the National Library of Sri Lanka for identifying the need and supporting the progress of this work throughout.

Dr. Ruwan Gamage
Chair Person of the Committee

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An introduction to the DCF Project

Automation of libraries has become an administrative requirement of all libraries. Library catalogs are increasingly using standard protocols for data entry, for easy sharing of bibliographic records. The current Machine Readable Cataloging Standard (MARC21) has thus acquired greater importance in this context.

Usually a separate MARC record is created for each bibliographic entity. Theoretically, there are 999 MARC tags that can be used in a record. However, research has shown that a majority of institutions use less than 30 tags per catalog record for any format¹ (Smith-Yoshimura et al., 2010). Therefore, catalogers may find it difficult to decide which tags to use. Not having a national consensus on this regard may lead to problems in National Union Catalogs.

Descriptive Cataloging Framework (DCF) is a select list of MARC 21 tags recommended by the National Library and Documentation Services Board of Sri Lanka (NLDSB) for entering cataloging metadata. It was prepared by the Bibliographic Control Division (BCD) of NLDSB along with a group of subject experts in Sri Lanka.

However, any institution has the freedom to use additional MARC tags or omit tags specified here if that can be fairly justified. Also, an institution can use a particular tag for a different purpose, if that is more beneficial for the institution. **Having said that, the NLDSB wishes to reiterate the fact that entering data using the recommended list will help to achieve compatibility, consistency and interoperability.**

This work is a joint product of the NLDSB and experts in Library and Information Science from academia and industry. The following members participated in eight meetings held between 11.10.2019 and 18.08.2020 to prepare the frameworks for Monographs and Book Series and Serial Publications.

Compilation Advice

Sonala Gunawardana (Chairman, National Library of Sri Lanka)

W. Sunil (Director General, National Library of Sri Lanka)

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¹ Books, computer files, maps, music scores, serials, sound recordings etc.

Compilation Staff

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The goal and objectives of the project

Our goal is to facilitate data sharing at national level, making way for a distributed union catalog application.

DCF project intends to complete the following objectives in achieving the above goal.

1. To provide a ‘field selection guide’ for libraries lacking manpower with adequate knowledge on MARC.
2. To maintain uniformity in bibliographic records in libraries in Sri Lanka.
3. To encourage all automated libraries to use the recommended framework for bibliographic data entry.
4. To facilitate collaboration and data sharing among libraries.

Guiding principles, scope of use and practical implications

The committee ensured that the 8 areas of description proposed by the International Standard Bibliographic Description (General) – ISBD(G) are covered by the framework.

As many software systems that are used to automate library catalogs are based on MARC standard for bibliographic description, we have built the framework on the foundation of MARC21 standard.

However, DCF is neither a guideline for cataloguing in its broader sense, nor a complete guide to MARC21. It only covers essential MARC21 tags,² (revised up to May 2020) used for descriptive cataloguing of bibliographic records. A brief description of MARC 21 structure relevant to this document and some examples for data input are available in Annex 1.

Also, the NLDSB considered the fact that 90% of libraries in Sri Lanka are School and Public Libraries (*Statistical Handbook on Libraries in Sri Lanka*, 2018), and that this framework should not go beyond their expectations. Thus, it was mainly focused for common formats in the current scenario.

There was no intention of the committee to be biased for a particular software or a cataloguing rule. If there is any such inclination towards a presently used system, it should be a result of the efforts taken for making the framework usable and useful for a larger community of users.

² MARC21 Format for Bibliographic Data (www.loc.gov/marc/bibliographic/)

Libraries with special requirements, such as Academic and Special libraries, may alter the framework adjusting to their needs. This could either using additional fields or use of ‘indicators’ for extending functionality. In addition, there can be instances when such libraries also need to use DCF for rapid cataloging, collaboration etc. Such decisions can be taken by the heads of respective institutions.

NLDSB assumes that libraries with special requirements already have expertise to customize systems according to their requirements. Catalogers, systems librarians and system developers for libraries in Sri Lanka are advised to integrate the tags identified by the framework into their default data entry worksheets.

It should also be noted that the libraries currently using a particular tag for a specific designator need not modify records in retrospect. However, they are advised to use the new tag/s from a given date after properly recording in administrative documents.

Future updates

This is neither considered the first attempt to introduce a descriptive framework, nor the final version. All are invited to report issues and propose further modifications to the Bibliographic Control Division of the NLDSB (Bibliographic Control Division, National Library & Documentation Services Board of Sri Lanka, No. 14, Independence Ave, Colombo 00700; email - biblio@mail.natlib.lk).

Disclaimer

The information contained here is provided for achieving the objectives of uniformity and standardization. However, it is the responsibility of the user to adapt the framework to his/her own requirements. The National Library and Documentation Services Board (NLDSB) assumes no responsibility or liability for any damages caused whatsoever.

References

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MARC21 Descriptive Cataloging Framework
Recommended by The National Library of Sri Lanka
for Monographs and Book Series (DCF-M)
Version 1.0 (August 2020)

Scope and Coverage

In cataloging, ‘monographs’ are non-serial materials which are complete in one part or intended to be completed within a finite number of parts (Levine-Clark et al., 2013).

This framework has been prepared in a broader sense, focusing on books (monographs, reference materials, fiction and book series), reports, conference proceedings etc. which constitutes the major (or sometimes the only) portion of general library collections in Sri Lanka. This includes, print, electronic/online, and non-print formats too.

A separate framework has been prepared for serials considering the distinct nature of serial publications. Frameworks for articles, book chapters and manuscripts and other formats will be subsequently compiled.

The framework lists a handpicked set of MARC fields and sub fields. Their tags and designators in English and local languages (Shadow translated into Sinhala and Tamil) have been given in this framework. Indicators were ignored to make the framework less complex. Specific instructions on use of fields/sub fields have been given as footnotes where necessary. Whether the field is repeatable (R) or not repeatable (NR) is also given for information.

Selected list of MARC Tags for the Descriptive Cataloging Framework Recommended by The National Library of Sri Lanka for Monographs and Book Series (DCF-M) - Version 1.0 (August 2020)

Tag பெரிய குறி	Subfield பெரிய கீழ்க்குறி உப புலம்	Designation – MARC21 நாமம் - MARC21	Designation - Sinhala நாமம் - சிங்களம்	Designation - Tamil நாமம் - தமிழ்	Repeatability மீளும்படியான மாறுதலுடையது
000	-	Leader	நிழலி	முன்னீடு	NR
003	-	Control Number Identifier	பாடக அங்க படிவது	கட்டுப்பாட்டு எண் அறிமுகி	NR
005	-	Date and Time of Latest Transaction	அடிசன் அதுதேவீ தீதய சப விலை	இறுதி பரிமாற்றத்தின் திகதியும் நேரமும்	NR
008	-	Fixed Length Data Elements--- General Information	நிர தீத தீத---சாலாநாய கோரது	திரை நீட்சித் தரவு - பொதுத் தகவல்	NR
020		International Standard Book Number (ISBN)	அந்நீச்சாநிக பூதீத குந் அங்கய (ISBN)	சர்வதேச தராதர நூல் இலக்கம் (ISBN)	R
	a	International Standard Book Number (ISBN)	அந்நீச்சாநிக பூதீத குந் அங்கய (ISBN)	சர்வதேச தராதர நூல் இலக்கம் (ISBN)	NR
022		International Standard Serial Number (ISSN)	அந்நீச்சாநிக பூதீத லாடிக அங்கய (ISSN)	சர்வதேச தராதர தொடர் இலக்கம் (ISSN)	R
	a	International Standard Serial Number (ISSN)	அந்நீச்சாநிக பூதீத லாடிக அங்கய (ISSN)	சர்வதேச தராதர தொடர் இலக்கம் (ISSN)	NR
024		Other Standard Identifier	வெநை பூதீதி அங்க	ஏனைய தராதர இலக்கங்கள்	R
	a	Standard number or code	அந்நீச்சாநிக பூதீத சஙீத அங்கய (ISMN)	சர்வதேச தராதர சங்கீத இலக்கம் (ISMN)	NR
040		Cataloging Source	சூலீகரண லூலாடிக	பட்டியலாக்க மூலம்	NR
	a	Original cataloging agency	மூல சூலீகரண அடிநதய	ஆரம்ப பட்டியலாக்க நிறுவனம்	NR
	b	Language of cataloging	சூலீகரண லாடிக	பட்டியலாக்க மொழி	NR
	d	Modifying agency	சுனீதய கரண அடிநதய	திருத்தியமைக்கும் நிறுவனம்	R
	e ¹	Description conventions	லாடிக தியலாடிக	விவரண குறியீடு	R

¹ When Resource Description and Access (RDA) is followed, the term ‘rda’ (simple letters, without quotes) is used under this sub field. Otherwise ignore.

041		Language Code	பாஷா கெந்தய	மொழிக் குறியீடு	R
	a	Language code of text	பெலெதி பாஷா கெந்தய	மூலப் பாடத்தின் மொழிக் குறியீடு	R
	h	Language code of original	மூலக் கையெழுத்து பாஷா கெந்தய	பிரதான நூலின் மொழிக் குறியீடு	R
080		Universal Decimal Classification Number	உலகளாவிய பத்திரிகை வகைப்பாட்டு எண்	அனைத்துலக தசாம்ச பகுப்பாக்க இலக்கம்	R
	a	Classification number	வகைப்பாட்டு எண்	பகுப்பாக்க இலக்கம்	NR
	b	Item number	பொருள் எண்	பொருள் இலக்கம்	NR
	2	Edition	பதிப்பு	பதிப்பு	NR
082		Dewey Decimal Classification Number	டீவி பத்திரிகை வகைப்பாட்டு எண்	தூயி தசாம்ச பகுப்பாக்க இலக்கம்	R
	a	Classification number	வகைப்பாட்டு எண்	பகுப்பாக்க இலக்கம்	R
	b	Item number	பொருள் எண்	பொருள் இலக்கம்	NR
	2	Edition	பதிப்பு	பதிப்பு	NR
100		Main Entry-Personal name	புவன சமூகம் - கர்னா நாமம்	பிரதான பதிவு - ஆசிரியர் பெயர்	NR
	a	Personal name	கர்னா நாமம்	ஆசிரியர் பெயர்	NR
110		Main Entry-Corporate Name	புவன சமூகம் - நிறுவன நாமம்	பிரதான பதிவு - நிறுவனப் பெயர்	NR
	a	Corporate name or jurisdiction name as entry element	சமூகம் கீழ்க் கட்டிடம் நிறுவன நாமம் ஹெட் சமூகம்	பதிவுத் தலைநகரமாக நிறுவன பெயர் அல்லது அதிகார பெயர்	NR
	b	Subordinate unit	சமூகம் கீழ்க் கட்டிடம்	சார்ந்த நிறுவனம்	R
	e	Relator term	சமூகம் கீழ்க் கட்டிடம்	தொடர்பு பதம்	R
111		Main Entry-Meeting Name	புவன சமூகம்-உத்தரவு நாமம்	பிரதான பதிவு - கூட்ட பெயர்	NR
	a	Meeting name or jurisdiction name as entry element	சமூகம் கீழ்க் கட்டிடம் உத்தரவு நாமம் ஹெட் சமூகம்	பதிவுத் தலைநகரமாக கூட்ட பெயர் அல்லது அதிகாரபூர்வ பெயர்	NR
	c	Location of meeting	உத்தரவு கட்டிடம்	கூட்ட இடம்	R
	d	Date of meeting	உத்தரவு வகைப்பாட்டு	கூட்ட வருடம்	R

130		Main Entry - Uniform Title	முதலான ஈ-ஓலேயெ - ஓகீய ஓனல் ஓயெ	பிரதான பதிவு - ஓரான தலைப்பு	NR
	a	Uniform Title	ஓகீய ஓனல் ஓயெ	ஓரான தலைப்பு	NR
245		Title Statement	ஓனல் ஓயெ	நூட் தலைப்பு கூற்று	NR
	a	Title	ஓனல் ஓயெ	நூட் தலைப்பு	NR
	b	Remainder of title	ஓப ஓனல் ஓயெ	ஓப தலைப்பு	NR
	c	Statement of responsibility (Author)	ஓகீயெ ஓகாயெ (கர்னா)	ஓபறுப்புக் விபரம் (ஓசிரியர்)	NR
250		Edition statement	ஓஓகர்னெ	பதிப்பு விபரம்	R
	a	Edition statement	ஓஓகர்னெ	பதிப்பு	NR
260		Publication, Distribution, etc. (Imprint)	ஓகாயெ	ஓெளியீடு	R
	a	Place of publication, distribution, etc.	ஓகாயெ ஓலாயெ	ஓெளியீட்டிடம்	R
	b	Name of publisher, distributor, etc.	ஓகாயெ ஓயெ	ஓெளியீட்டாளர்	R
	c	Date of publication, distribution, etc.	ஓகாயெ ஓலெ	ஓெளியீட்டாண்டு	R
	g	Date of manufacture	ஓலெ கர்ன ஓலெ ஓலெ	ஓஓஓட்டாண்டு	R
300		Physical Description	ஓகீயெ விஓகர்னெ	ஓெளிக விபரம்	R
	a	Extent	ஓலெ ஓகாயெ	பக்க எண்ணிக்கை	R
	b	Other physical details (illustration, figures)	ஓலெ, ஓலெஓலெ	ஓித்திரம், ஓரைபடங்கள்	NR
	c	Dimensions	ஓலெ-ஓலெ (ஓஓஓஓஓஓ)	நீளம்-ஓகலம் (ஓதம மீட்டர்)	R
	e	Accompanying material	ஓலெ ஓலெ ஓலெ	ஓணைந்த ஓாதனங்கள்	NR
490 ²		Series Statement Fields	ஓனல் ஓலெ கெஓலெ	தொடர் கூற்று புலங்கள்	R
	a	Series Statement	ஓனல் ஓலெ ஓயெ ³	தொடரின் ஓயெ ³	R
	v	Volume/sequential designation	ஓலெ/ ஓலெஓலெ ஓயெ ⁴	தொகுதி / தொடர்ஓலெயின் ஓயெ ⁴	R

² Previously 440 tag was used. It is obsolete from 2008.

³ May also contain a statement of responsibility, and dates or volume numbers preceding the title.

⁴ subfield \$v is preceded by a space-semicolon- space.

	x	International Standard Serial Number	අන්තර්ජාතික ප්‍රමිත මාලික අංකය ⁵	சர்வதேச தராதர தொடர் இலக்கம் ⁵	R
500		General Note	සඟහන්	பொதுக் குறிப்பு	R
	a	General Note	සඟහන්	பொதுக் குறிப்பு	NR
650 ⁶		Subject added entry – Topical Term	විෂය අතිරේක සංලේඛය	விடய மேலதிக பதிவு	R
	a	Topical term or geographic name entry element	විෂය ශීර්ෂය	விடய தலையங்கம்	NR
653 ⁷		Index Term-Uncontrolled	සාධකාරී නොවන අනුක්‍රමණිකා පදය	அதிகாரக் கோவை தவிர்ந்த சுட்டியாக்கப் பதம்	R
	a	Uncontrolled term	මූල පදය	அடிப்படைப் பதம்	R
700		Added Entry-Personal Name	අතිරේක සංලේඛය-කර්තෘ නාමය	மேலதிக பதிவு – ஆசிரியர் பெயர்	R
	a	Personal Name	මිශ්‍ර කර්තෘ	கலப்பு ஆசிரியர்	NR
	e	Relator term (co-author, translator, adaptation, editor, compiler, photographer...)	සමබන්ධක පදය (සම කර්තෘ, පරිවර්තක, අනුවර්තක, සංස්කාරක, සම්පාදක, ඡායාරූප ශිල්පී...)	தொடர்பு பதம் (சக ஆசிரியர், மொழிபெயர்ப்பு, தழுவி எழுதுதல், பதிப்பாளர், தொகுப்பாளர், புகைப்படக் கலைஞர்...)	R
710		Added Entry-Corporate Name	අතිරේක සංලේඛය-ආයතන නාමය	மேலதிக பதிவு - நிறுவன பெயர்	R
	a	Corporate name or jurisdiction name as entry element	සංලේඛ ශීර්ෂය ලෙස ආයතන නාමය හෝ සංස්ථාපිත නාමය	பதிவுத் தலையங்கமாக நிறுவன பெயர் அல்லது அதிகார பெயர்	NR
	e	Relator term	සමබන්ධක පදය	தொடர்புப் பதம்	R
711		Added Entry-Meeting Name	අතිරේක සංලේඛය - රැස්වීම් නාමය	மேலதிக பதிவு – கூட்ட பெயர்	R
	a	Meeting name	රැස්වීම් නාමය	கூட்டபெயர்	NR
	c	Location of meeting	රැස්වීම් ස්ථානය	கூட்ட இடம்	R
	d	Date of meeting or treaty signing	රැස්වීම් වර්ෂය	கூட்ட வருடம்	R

⁵ Input in the series statement, preceded by a comma.

⁶ Subject added entry is a topic selected from LC Subject headings.

⁷ Uncontrolled terms are general terms either extracted from the content or generated by the cataloger.

852		Location	ராக்஑௑௑ கிரீமீ ஑௑ர஑ுரூ	இராக்஑௑௑ிடல் த஑வல்	R
	a	Location	ராக்஑௑௑ கிரீமீ ஑௑ர஑ுரூ	இராக்஑௑௑ிடல் த஑வல்	NR
856		Electronic Location and Access	ஓல௑௑௑௑௑௑௑ ஑௑௑௑௑ ஑௑	இலத்திர௑௑௑ல் அம௑விடமும், ஑ிரவேசமும்	R
	q	Electronic format type	ஓல௑௑௑௑௑௑௑ ஑௑௑௑௑ வரீ௑௑	இலத்திர௑௑௑ல் மாதிரி வ஑௑	NR
	u	Uniform Resource Identifier	஑ீரீர ஑௑௑௑ ஑௑௑௑௑	நிரந்தர வ௑௑ அறிமுகி	R
	y	Link text	஑௑௑௑ ஑௑௑	த௑௑௑௑௑௑௑ ஑௑௑௑	R
	z	Public note	஑௑௑௑ ஑௑௑௑	஑௑௑௑ ஑௑௑௑௑	R

Annex 1

A Brief Description of the Structure of MARC 21 Data Records and Examples for Data Entry

A human readable catalog entry from a traditional catalog card looks like the one given below.

001.42 BAY Bayman , Alan Social research methods / Alan Bayman .- 4 th ed .- Oxford : Oxford university press , 2012. 766p. ; 24 cm + CD Rom ISBN 978-0-19-958805-3 1. Bayman , Alan 2. Title

Fig. 1 A traditional catalog entry (card)

The MACHine Readable Catalog (MARC) standard was developed since computerized catalogs cannot read or search the above unstructured data elements (for example Author, Title etc.). Structured data is easily searchable in a database. Therefore, a MARC record usually looks like the one given below (See fig.2). It's organized into fields - one field for a specific data element.

020 \$a9780199588053
040 \$aNL \$beng
041 \$aeng \$beng
082 \$a001.42 \$223
100 \$aBayman, Alan
245 \$aSocial Research methods / \$cAlan Bayman
250 \$a4th ed.
260 \$aOxford : \$bOxford university press, \$c2012.
300 \$axli,766 pages ; \$c23 cm + DVD
650 \$aReserach methods
852 \$aBAY

Fig. 2 A MARC entry of the same catalog entry

As you may have noticed, a data field in a MARC record is identified by a three-digit tag. It is then divided into subfields to enable more details to be entered, and to make them even more structured.

Sometimes an indicator is given for further control. It is signified by two digits. If an indicator is undefined for the particular tag, in place of a 'blank space' a hash character (#) is displayed³.

The structure of a MARC 21 record with the above elements has been given below.

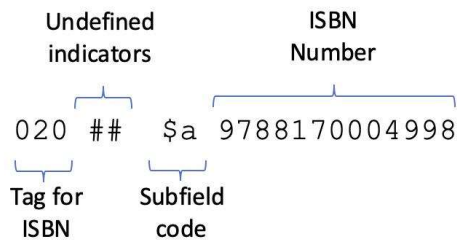


Fig.1. Structure of a MARC 21 data record

A subfield is denoted by a delimiter (eg: \$) and a data element identifier (eg: a). Several subfields can be present in a single field. See the example given below. Here, both the title (subfield 'a') and the sub-title (sub field 'b') are in one field (tag 245).

245 \$aEnglish knowhow \$bstudent book 1

Another important aspect of the MARC standard is whether a field or subfield is repeatable or not.

If a tag can appear more than once in a single bibliographic record, the tag is repeatable (R). If it can only be used once, it is labeled non-repeatable (NR). See the example given below.

A book can have several authors, but it has only one 'Main Entry' per catalog record. Therefore, tag 100 (Main Entry-Personal name) is not repeatable (NR). For a multiple author book, the cataloger first enters the Main Entry (100, 110, 111, or 130) and add multiple fields of added entries (tag 700). Therefore, field '700' is repeatable.

100 \$aJames, B. J. P.
 700 \$aAnton, S. M.
 700 \$aSony, Prasad \$edirection \$eproduction

You may notice that subfield '\$e' (Relator term) of tag 700 is also repeatable. If Prasad Sony is both the Director and Producer, both relationships can be displayed in the same field.

³ However, to make this framework less complex, indicators are omitted from descriptions and examples in this document.

MARC 12 is a detailed Standard. Therefore, the cataloger should have a good understanding on the whole system to get the maximum benefit. Additional information on the MARC standard can be found from the Library of Congress Web site (LOC, 2019)].

To further assist the user of this framework we have given several examples for different types of entries.

Example 1: A monograph with single author

020 \$a97899550762354
040 \$aNLS\$beng
041 \$aeng\$heng
082 \$a001.42 \$223
100 \$aUyangoda, Jayadewa
**245 \$aWriting research proposals in the social sciences and humanities :
 \$bA theoretical and practical guide /\$cJayadewa Uyangoda**
260 \$aColombo : \$bSocial Scientists' Association, \$c2015
300 \$a152p. ; \$c23cm
650 \$aResearch methods
852 \$aUYN

Example 2: A monograph with more than three authors

020 \$a9788131518342
040 \$aNL \$beng
041 \$aeng \$heng
082 \$a658.4\$223
**245 \$aAn introduction to management science: \$bqualitative approaches to decision
 making / \$cDavid R. Anderson... [et.al.]**
250 \$a13th ed.
260 \$aAndover: \$aCengage Learning, \$c2011
300 \$a250p.; \$b26cm
650 \$aExecutive management
700 \$aAnderson, David R.
700 \$aSweeney, Dennis J.
700 \$aWilliams, Thomas A.
700 \$aMartin, Kip
852 \$aINT

Example 3: A monograph with three authors

020 \$a8176490369
040 \$aNLS\$beng
041 \$aeng\$heng
082 \$a577\$223
100 \$aMackenzie, A.
245 \$aInstant notes in ecology /\$cA. Mackenzie , A.S. Ball and S.R. Verdee
250 \$a2nd ed.
260 \$aNew Delhi: \$aViva Books, \$c1999
300 \$a750p.; \$b21cm
650 \$aEcology
700 \$aBall, A.S.
700 \$aVerdee, S.R.
852 \$aMAC

Example 4: Mixed authorship

020 \$a9552400945
040 \$aNLS\$beng
041 \$aeng\$beng
082 \$a294.34 \$223
100 \$aPandita, Sayadaw U.
245 \$aIn this very life :\$bThe liberation teaching of the Buddha / \$cSayadaw U.
Pandita ; translated by Venerable U. Aggacitta ; edited by Kate Wheeler
260 \$aKandy, Sri Lanka :\$bBuddhist Publication Society,\$c1991
300 \$a234p. ;\$c21cm
650 \$aBuddhism
700 \$aVenrable Aggacitta, U.\$etrns.
700 \$aWheeler \$eed.
852 \$aPAN

Example 5: Cooperate author

020 \$a9559059025
040 \$aNLS\$beng
041 \$aeng\$beng
082 \$a912.5493\$222
110 \$aSurvey department \$bSri Lanka
245 \$aRoad atlas of Sri Lanka /\$cSurvey Department
260 \$aColombo :\$bSurvey Department , \$c1996
300 \$a250 p.; \$c49cm
650 \$aSri Lanka-Maps
852 \$aSUR

Sinhala Examples MARC

නිදසුන් 1 : තනි කර්තෘ කෘති

020 \$a9789553047434

040 \$aNLSbsin

041 \$asin\$hsin

082 \$a891.48\$222

100 \$aඅලවත්තගේ, ප්‍රේමදාස ශ්‍රී

245 \$aසිංහල සාහිත්‍ය ග්‍රන්ථ වංශය :\$bසාහිත්‍යමය ප්‍රවේශයක් /\$cප්‍රේමදාස ශ්‍රී අලවත්තගේ

250 \$aසංස්.2

260 \$aකොළඹ :\$bගොඩගේ, \$c2014

300 \$aපි.195 :\$b සවිත්‍ර;\$cසෙ.මි. 23

490 \$aසිංහල සාහිත්‍ය මාලා ;\$v3

500 \$aකර්තෘ ප්‍රසිද්ධ ළමා කෘති රචකයෙකි.

650 \$aසිංහල සාහිත්‍යය

852 \$aඅලව

නිදසුන් 2 : කර්තෘන් තුනකට වඩා වැඩි කෘති

020 \$a9556522344

040 \$aNLSbsin

041 \$asin\$hsin

082 \$a658.1 \$223

245 \$aසංවිධාන වර්ගාව = \$bOrganizational behavior /\$cයු.බී. රාමනායක, පී.එම්.ඒ. වන්දු
කුමාරසිංහ, පී.ඩී.එච්. ඩී ගුණතිලක සහ ජී. පී කරුණානායක

260 \$aමුල්ලේරියාව: \$aවිජේසූරිය ග්‍රන්ථ කේන්ද්‍රය, \$c2005

300 \$aපි.525.; \$bසෙ.මි. 23

650 \$a සංවිධානය හා මූල්‍ය

700 \$aරාමනායක, යු.බී.

700 \$aකුමාරසිංහ, පී.එම්.ඒ. වන්දු

700 \$aගුණතිලක, පී.ඩී.එච්. ඩී

700 \$aකරුණානායක, ජී. පී.

852 \$aසංවි

නිදසුන් 3: කර්තෘන් තිදෙනෙකු සහිත කෘති

020 \$a9552051932

040 \$aNLSbsin

041 \$asin\$hsin

082 \$a491.48\$223

100 \$aකරුණාතිලක, ඩබ්. එස්.

245 \$aවාග් විද්‍යා ප්‍රවේශය : \$bශබ්ධ විද්‍යාව, ශබ්දම විචාරය හා පද විචාරය /\$cඩබ්. එස්
කරුණාතිලක, රත්න විජේතුංග සහ ආර්. එම්. ඩබ්. රාජපක්‍ෂ

260 \$aකොළඹ : \$aගොඩගේ, \$c2004

300 \$aපි. 225 ; \$bසෙ.මි. 22

- 650 \$aවාග්විද්‍යාව
- 700 \$aවිජේතුංග, රත්න
- 700 \$aරාජපක්‍ෂ, ආර්. එම්. ඩබ්ලිව්.
- 852 \$aකරුණා

නිදසුන් 4 : මිශ්‍ර කර්තෘක කෘති

- 020 \$a9559044389
- 040 \$aNLSbsin
- 041 \$asin\$beng
- 082 \$a306\$222
- 100 \$aටොයින්බ්, ආර්නෝල්ඩ්
- 245 \$aසරු දිවියකට : \$bසමහාමණියක් / \$cආර්නෝල්ඩ් ටොයින්බ් සහ දයියකු ඉකෙදා ; සංස්කරණය රිචඩ් එල්. ගේජ්; සිංහල පරිවර්තනය වන්දුසිරි පල්ලියගුරු
- 260 \$aකැලණිය :\$bකැලණිය විශ්වවිද්‍යාලය , \$c1999
- 300 \$aපි. 135 ; \$cසෙ.මි. 21
- 500 Choose life: a dialog කෘතියෙහි සිංහල පරිවර්තනය
- 650 \$aසංස්කෘතිය සහ ආයතන
- 700 \$aඉකෙදා , දයියකු
- 700 \$aගේජ් , රිචඩ් එල්. \$cසංස්.
- 700 \$aවන්දුසිරි , පල්ලියගුරු \$cපරිව.
- 852 \$aටොයින්

නිදසුන් 5 : ආයතන කර්තෘ

- 020 \$a9559059025
- 040 \$aNLSbsin
- 041 \$asin \$bsin
- 082 \$a332.1106\$223
- 110 \$aශ්‍රී ලංකා මහ බැංකුව
- 245 \$aවාර්ෂික වාර්තාව : \$b2017 වර්ෂය සඳහා / \$cශ්‍රී ලංකා මහ බැංකුව
- 260 \$aකොළඹ : \$bශ්‍රී ලංකා මහ බැංකුව, \$c2017
- 300 \$aපි.lxxxiii ; \$cසෙ.මි.26
- 650 \$aබැංකු සහ බැංකුකරණය, මධ්‍යම
- 852 \$aශ්‍රීලං