

**GOOD BIBLIOGRAPHIC RECORDS IN OCLC:
AN IDENTIFICATION GUIDE**

ALL MONOGRAPHIC (NON-SERIAL) RECORDS SHOULD HAVE:

Fixed fields:

BLvl: m

Desc: i (or a for older materials)

ELvl: blank or I (uppercase i) preferred. 1, 4, 8, K, or M are also OK, in that order

Do not accept ELvl 3, 5, or J

Variable fields:

040: needs both |b eng AND |e rda in records with a fixed field Desc of i

042: pcc is preferred, but not necessary

050 or 090: must be present, prefer records with 050

100: must contain |e when Desc=i

245: check for accuracy when item is in hand.. |h not allowed when Desc=i

264: must be present when Desc=i.

260 is only allowed for records with Desc: a

300: check for accuracy when item is in hand

336, 337, 338: at least one of each must be present when Desc=i

650 _0: at least one must be present

ADDITIONALLY, ALL BOOK RECORDS SHOULD HAVE:

Fixed field:

Type: a

ADDITIONALLY, ALL DVD/BLU-RAY RECORDS SHOULD HAVE:

Fixed fields:

Type: g

TMat: v

Time: there should be numbers here

Variable fields:

007: must be present

5xx fields: decent video records have a bunch. common ones are 538, 546, 511, 508, 521, 520

655 _7: must be present in feature films, preferably with a |2 lcgft

*****PLEASE SEE ATTACHED EXAMPLES FOR A HIGHLIGHTED MAP OF ELEMENTS LISTED HERE**

