

# Material/Holding Fields

# Appendix C

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# Material and holding fields

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This appendix describes the fields available in three windows in the Material Edit part of the program: Easy Entry, Quick Add, and Holdings windows. The tables in the following sections describe each field and state which tag and/or subfield the data is stored in.

- Fields of the material record (Easy Entry)
- Fields of the material record (Quick Add)
- Fields of the holding record

## Fields of the material record (Easy Entry)

You can add, change, and delete text in the Easy Entry window. Modifying data in the Easy Entry window affects the following tags and subfields in your material collection.

In the table below, the columns on the right represent the four tabs: Book, Video, Sound, and Computer File. The Tag/Subfield column in the chart is the MARC equivalent to the field displayed in the window. In the chart, each group is placed under a subheading as displayed in the Easy Entry window.

*Note:* These fields are part of a *material* record. Additional MARC 21 fields make up each *holding* record (see "Fields of the holding record" later in this appendix).

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
URL	856_u	The Uniform Resource Locator (URL) of a material.				X
<b>Main Entry group</b>						
[Tag Selector] menu	100 Personal Name 110 Corporate Name 111 Meeting Name	Lets you select the main entry tag.	X	X	X	X
[Main entry text] entry box	Subfield _a	Typically the author, or the name of the person, family, or entity responsible for bringing the materials together or for which a collection is named.	X	X	X	X

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
Dates	100_d	The dates associated with a personal name.	X	X	X	X
<b>Title Statement group</b>						
Title	245_a	The material's title.	X	X	X	X
Subtitle	245_b	The material's subtitle (or remainder of the title).	X	X	X	X
GMD	245_h	A description of the material's medium. Each template has a different default, including Video recording, Sound recording, and Computer file.		X	X	X
Statement of responsibility	245_c	The name of the person or persons responsible for the material.	X	X	X	X
Alternate title	246_a	The material's alternate title.	X	X	X	X
Add Alternate Title (button)		Lets you add up to five alternate material titles.	X	X	X	X
<b>Computer File Characteristics group</b>						
File characteristics	256_a	Records characteristics of a computer file, such as the type of file or number of records.				X
<b>Publication, Distribution, Etc. group</b>						
Publisher	260_b	The name of the company or institution that published the material (for example, Children's Press).	X	X	X	X

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
Place	260_a	The place where the material was published (for example, Chicago).	X	X	X	X
Date	260_c	The date that the material was published (for example, 1979).	X	X	X	X
Edition	250_a	The material's edition information (for example, 2 <sup>nd</sup> ed.).	X			

### Physical Description group

Extent	300_a	The number of physical pages, volumes, total playing time, and so on, of each material (for example, 149 p.).	X	X	X	X
Dimensions	300_c	The material's dimensions in centimeters or disk size (for example, 12 cm.).	X	X	X	X
Accompanying material	300_e	Any materials that accompany the material (for example, a reference or answer book).		X	X	X
Playing time	306_a	The playing time of the material in the format HHMMSS (for example, 014516 is 1 hour, 45 minutes, and 16 seconds).			X	
Other physical details	300_b	Physical characteristics of the material, such as color, illustrations, presence and kind of sound, or number of channels.	X	X	X	X

### Series Statement group

(Series) Title	440_a (traced) or 490_a (not traced)	The material's series title, if applicable.	X			
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<b>Field name</b>	<b>Tag/Subfield</b>	<b>Description</b>	<b>Bk</b>	<b>Vd</b>	<b>Sd</b>	<b>CF</b>
Volume	440_v (traced) or 490_v (not traced)	The material's volume number.	<b>X</b>			
Traced		When selected, the text in the title and volume boxes is stored in tag 440; if not, they are stored in tag 490.	<b>X</b>			
<b>Notes group</b>						
General	500_a	General notes about the material.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Content	505_a	Title analytics contain the items in collected biographies, short stories, or music titles on a CD.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Type of computer file	516_a	Notes that describe the computer file (for example, MS DOS or Mac OS).				<b>X</b>
Summary	520_a	Notes that may include a summary, abstract, annotation, review, or phrase describing the material.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Creation/ production credit	508_a	The credits for persons or organizations who participated in the creation and/or production of the material.		<b>X</b>	<b>X</b>	
Participant or performer	511_a	The participants, players, narrators, presenters, or performers involved in production of the material.		<b>X</b>	<b>X</b>	
Date, time, and place of event	518_a	The date, time and place of creation, capture, or broadcast of an event.		<b>X</b>	<b>X</b>	

<b>Field name</b>	<b>Tag/Subfield</b>	<b>Description</b>	<b>Bk</b>	<b>Vd</b>	<b>Sd</b>	<b>CF</b>
Additional physical form available	530_a	A description of the additional physical form(s) and any text not belonging in the other subfields.		X	X	
System details	538_a	Information about the trade name or recording system(s) (such as VHS), modulation frequency, resolutions, or computer operating systems.		X	X	X
Terms governing use/reproduction	540_a	The text of a legal or official statement of restrictions governing use and reproduction of the material.			X	
Awards	586_a	Information on awards associated with the material (for example, the Pulitzer Prize).	X	X	X	X
Target audience	521 Indicators: (blank) Audience 0 Reading Grade Level 1 Interest Age Level 2 Interest Grade Level 3 Special Audience Characteristics 4 Motivation Interest Level 8 No display constant generated	Lets you select the indicator for the target audience tag.	X	X	X	
Target audience	521_a	Lets you select from a list of target audience types or enter a different type in the box.	X	X	X	
Add Audience (button)		Lets you add up to five target audiences.	X	X	X	X

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
<b>Study Program group</b>						
Program name	526_a	Contains the name of a study program, such as Accelerated Reader.	X			
Interest level	526_b	Contains the interest level of the title as assigned by the study program.	X			
Reading level	526_c	Contains the reading level of the title as assigned by the study program.	X			
Title point value	526_d	Contains the title point value as assigned by the study program.	X			
<b>Subject Added Entry group</b>						
[Tag selector] menu	600 Personal Name 610 Corporate Name 611 Meeting Name 650 Topical Term 651 Geographic Name	Lets you select the subject access tag.	X	X	X	X
[Subject text] entry box	subfield _a	The description of the subject access entry.	X	X	X	X
Subdivision (1-3)	subfield v form subfield _x general subfield _y chronological subfield _z geographic	The material's subject subdivision.	X	X	X	X
Add Subject (button)		Lets you add up to five subjects. You can add additional—more than five—subjects in the Edit MARC window. A message is displayed in the window if there are more	X	X	X	X

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
		than five subjects.				
<b>Added Entry group</b>						
[Tag selector] menu	700 personal name 710 corporate name 711 meeting name	Lets you select the added entry tag.	X	X	X	X
[Added entry text] entry box	Subfield _a	The description of the material's added entry, which is made for people, corporate bodies, and meetings that are responsible for the creation of the material.	X	X	X	X
Dates	700_d	The dates associated with a personal name.	X	X	X	X
Relator	700_e	Describes the relationship between a personal name and a material, such as editor or illustrator.	X			
Title of a work	subfield _t	A uniform title, a title page title, or a series title.		X	X	X
Add Name(button)		Lets you add up to five added entries.	X	X	X	X

### System Details Access to Computer Files group

Make and model of machine	753_a	The make and model of a computer or computer system.				X
Programming language	753_b	The computer language in which a computer file was created.				X

Field name	Tag/Subfield	Description	Bk	Vd	Sd	CF
Operating system	753_c	The operating system used by a computer.				X
<b>Codes and Control Numbers group</b>						
ISBN	020_a	The material's International Standard Book Number.	X	X	X	X
Price of item	020_c	The publisher's suggested price for the material or a brief statement of availability.	X	X	X	X
LCCN	010_a	The material's Library of Congress Control Number.	X	X	X	X
Publisher number	028_a	The publisher's number.	X	X	X	
Source	028_b	The source the material was acquired from.	X	X	X	

## Fields of the material record (Quick Add)

The Quick Add feature provides a fast and simple way to enter new materials into your Spectrum CIRC/CAT database. It is designed for entering only basic catalog information and one holding. More detailed information must be added using the Material Edit feature.

The following table describes the fields in the Quick Add window. *Note:* Some of these fields are part of the *material* record; the rest are part of the *holding* record.

Field name	Tag/Subfield	Description
URL	856_u	The Uniform Resource Locator (URL) of a material.
Local call number	852_h	A set of letters/numbers assigned to an individual holding that indicate where a material should be shelved in your library. Examples of call numbers include BIO 290, ART 33, and so on.
Material number	852_p	A material identification number consisting of up to 30 digits. You assign a material number to each holding record. (A patron and a material can have the same number as long as you print your patron barcode numbers with a leading "P.")
Volume	961_v	The holding's volume number.
Material type		The holding's material type. Material types are set up in the Material Type Setup part of the program.

<b>Field name</b>	<b>Tag/Subfield</b>	<b>Description</b>
Author	100_a	Typically the author, or the name of the person, family, or entity responsible for bringing the materials together or for which a collection is named.
Title	245_a	The material's title.
Publisher	260_b	The name of the company or institution that published the material (for example, Children's Press).
Place of publication	260_a	The place where the material was published (for example, Chicago).
Publication date	260_c	The date that the material was published (for example, 1979).
ISBN	020_a	The material's International Standard Book Number.
Summary note	520_a	Notes that may include a summary, abstract, annotation, review, or phrase describing the material.
Topical term	650_a	The main subject of the materials
General subdivision	650_x	The material's general subject subdivision.
Form subdivision	650_v	The material's form subject subdivision.

## Fields of the holding record

Like a material record, a holding record contains a number of editable fields that are defined by the U.S. Library of Congress and so have accompanying MARC tag and subfield designators. However, some fields visible in the Holdings window contain uneditable information (these are marked with an asterisk in the following chart). Because these fields contain system-generated data, you can't edit the data directly.

Although the data in many of these fields may be the same for all holdings, all of the fields below are specific to an individual holding.

<b>Field name</b>	<b>Tag</b>	<b>Description</b>
<b>Local call number</b>	852_h	A set of letters/numbers assigned to an individual holding that indicate where a material should be shelved in your library. Examples of call numbers include BIO 290, ART 33, and so on.
<b>Shelving location</b>	852_c	A description of the physical location of the holding within the specified location.
<b>Material number</b>	852_p	A material identification number consisting of up to 30 digits. You assign a material number to each holding record. (A patron and a material can have the same number as long as you print your patron barcode numbers with a leading "P.")
<b>Material type</b>	961_t	The holding's material type. Material types are set up in the Material Type Setup part of the program.
<b>Fund</b>	852_x	The holding's fund. You can choose from a list of existing funds or enter a new fund.
<b>Price</b>	852_9	The price of the holding as paid by the library. This differs from the price of the material (tag 020_c) found in the Easy Entry and Edit MARC windows, which indicates the publisher's suggested price.

<b>Field name</b>	<b>Tag</b>	<b>Description</b>
<b>Volume</b>	961_v	The holding's volume number, if applicable. You can increment the number when adding holdings.
<b>User-defined 1 and 2</b>	961_u	Material data fields you assign headings to and enter data in. You assign headings for your material user-defined fields in Location Setup. Each location may have unique descriptions for these fields. Some examples of material user-defined fields are Curriculum Area, Vendor, Funding Category, and so on. When you export material records, you can choose to put the data that is in these fields into MARC tag 961 (only if it has wl indicators).
<b>Added</b>	*	The date the holding's data was added.
<b>Edited</b>	*	The date the holding's data was last edited, if applicable.
<b>Holdings</b>	*	The number of copies (holdings) of the material for the selected location.

*\* Uneditable system-maintained information*

