

Cataloging Notes

Evergreen shortcuts

- To add a new subfield in a line in the MARC record, press Ctrl+d
- To delete a subfield in a line in the MARC record, press Shift+Delete

Titles

For titles (field 245), the second indicator is 0, unless the title begins with an article, in which case the second indicator is 2 for *A*, 3 for *An*, and 4 for *The*. This indicates how many letters (plus the space) to skip before the title proper begins.

RDA fields 336, 337, 338

- 336 codes (RDA content): <http://www.loc.gov/standards/valuelist/rdacontent.html>
 - Most common for kits: three-dimensional form = tdf; performed music = prm; text = txt
- 337 codes (RDA media): <http://www.loc.gov/standards/valuelist/rdamedia.html>
 - Most common for kits: audio = a; video = v; unmediated = n
- 338 codes (RDA carrier): <http://www.loc.gov/standards/valuelist/rdacarrier.html>
 - Most common for kits: object = nr; audio disc = sd; audiocassette = ss; videodisc = vd; videocassette = vf; computer disc = cd

Field 300

Use same terminology as in field 338 (object, audio disc, etc.)

Copyright

To make a copyright symbol, press Alt+0169 on the numeric keypad (you will need to type this into a separate document, then copy and paste it into Evergreen)