

MARC21 In Your Library: An Introduction to MARC and How It Can Work in Your Library Automation System



Nearly everyone who works in a library should know something about MARC. Directors, reference and acquisitions staff, copy catalogers, beginning catalogers and experienced but untrained catalogers will find this workshop useful. Join the *MARC of Quality* staff for a one-day program on how to read a MARC record, and how to tell if some of the most important elements of the record are present and correct. No previous cataloging experience is required.



<p>Date—Thursday, February 7, 2006</p> <p>Time—9:00 a.m. - 4:00 p.m.</p> <p>Registration begins at 8:30 a.m.</p> <p>There is no entry to the Library of Congress prior to 8:30 a.m.</p>	<p>Registration—\$135 (charge to FEDLINK Training Account/FT) \$145 (for all other transactions).</p> <p>Register online at http://www.loc.gov/flicc/feveform.html, or complete and fax this form to (202) 707-4825. Email ADA@loc.gov or call (202) 707-6362 TTY five business days in advance for ADA Accommodations.</p>
<p>Place—Mumford Room, 6th floor, Madison Building, The Library of Congress—Use the Main Entrance at 1st and Independence Avenue, S.E., Washington, D.C.</p>	<p>Information—Call FLICC (202) 707-4800; TTY (202) 707-4995</p>
<p>Metro—Capitol South (Orange and Blue Lines)</p>	<p>Cancellations—Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.</p>
<p>Sponsor—FLICC Education Working Group</p>	

MARC21 In Your Library

12/14/05

Register online at <http://www.loc.gov/flicc/feveform.html> or fax the form below to FPE Registration (202) 707-4825.

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone () _____ Fax () _____ Email _____

Payment Method:

Bill the \$135 registration fee to my agency's FEDLINK Education/Training (FT) account. To establish an FT account or add funds to an existing account, contact the FEDLINK Fiscal Hotline at 202-707-4900.

FEDLINK ID _____ OCLC Symbol _____

Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document for the registration fee of \$145. The Library of Congress will bill my agency based on this document. Originals of these forms must be submitted onsite at registration.

Charge the \$145 registration fee to my agency's government credit card. (Do not include the account number; FEDLINK will contact the credit card holder listed below.)

CARD HOLDER _____ PHONE _____

Registrations are not complete until your FT account balance has been verified or other appropriate documentation is received.

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What is MARC and how does it tie in with cataloging to work effectively in your library's catalog? Nearly everyone who works in a library should know something about MARC.

Have you ever wondered:

- Why a book can be found by its author and yet cannot be found by its title?
- Why only six books in Spanish appear to be in your database, when you know you have sixty?
- Why the video version of *Hamlet* cannot be found without wading through all the book versions of *Hamlet* in your collection?

You can solve these fascinating types of riddles if you know just a bit about some of the codes in a MARC record. Come and join your colleagues to learn how to read a MARC record, and how to tell if some of the most important elements of the record are present and correct. At the conclusion of this workshop, you should be able to read a MARC record, talk MARC and understand how errors in MARC could affect a library catalog.

Topics covered:

- Library patrons, bibliographic information and the library catalog
- The rules for bibliographic information and the standards for MARC
- MARC21 records: what are they, why do we need them and how do we get them?
- MARC21 and the computerized catalogs of today
- MARC21 terminology
- MARC21—who needs to know what?
- MARC21 codes you should know
- Indexed fields
- Display fields
- Coded fields
- Number fields
- Sample records to practice reading MARC21 Bibliographic records

For a beginning cataloger, this workshop is just the first step in your journey to excellence in cataloging. For an experienced cataloger, this workshop may reinforce your understanding of why correct MARC coding is important. For a non-cataloger, you will leave with a better understanding of how cataloging rules and MARC records work together to allow patrons to find the materials that we collect in our libraries.

(N.B. A longer and more complete version of the course handout has been published by ALA under the title MARC21 for Everyone: A Practical Guide.)

For more cataloging training, mark your calendars for these three workshops:

- Just for Copy Cats (Copy Cataloging)—February 8-9, 2006
- Book Blitz I—May 8-11, 2006
- Book Blitz II—June 5-6, 2006

For more information, call (202) 707-4800 or visit the FLICC Web site at <http://www.loc.gov/flicc>