

**MARC 21 encoding to accommodate RDA elements: NLM practice**  
**Latest revision August 19, 2013**

**NOTE:** This document records the recommended practice when recording information in MARC records. See the **NLM RDA Metadata Application Profile** at [http://www.nlm.nih.gov/tsd/cataloging/NLM\\_RDA\\_Metadata\\_Application\\_Profile.pdf](http://www.nlm.nih.gov/tsd/cataloging/NLM_RDA_Metadata_Application_Profile.pdf) to determine which RDA elements are core elements; other elements are given according to cataloger's judgment.

**Bibliographic Format:** NLM will continue to supply ISBD punctuation; Records for works and expressions will be created in the Authority format, not the Bibliographic format.

| Tag       | Attribute(s)                        | NLM practice  |
|-----------|-------------------------------------|---|
| Leader/06 | Type of record                      | Code for primary content.   |
| Leader/07 | Bibliographic level                 | Use value "m" for both "single unit" and "multipart monograph" when recording RDA Mode of issuance.   |
| Leader/17 | Encoding level                      | Use "blank" for Full or BSR, use "7" for Limited, use "5" for "In-process"  |
| Leader/18 | Descriptive cataloging form         | Use value "i" (ISBD)  |
| 006       | Additional material characteristics | Code as applicable (no change from current practice)  |
| 007       | Physical description fixed field    | Use new values as appropriate.  |
| 008       | Fixed-length data elements          | Use new values as appropriate.<br>If a copyright date is recorded in 264 \$c of a single-part monograph or other resource published in a single year:<br>code 008/06 as "t";<br>give publication, etc., date in 008/07-10;<br>give copyright date in 008/11-14.<br>For specific formats, see the PCC RDA BIBCO Standard Record documentation or CONSER documentation. |
| 040 \$b   | Language of cataloging              | Use value "eng"   |
| 040 \$e   | Description conventions             | Use value "rda", place before \$c   |
| 041 #9    | Language code                       | Supply on every record  |
| 042       | Authentication code                 | Supply "pcc" on original Full/BSR records or when authenticating a CSR record..<br>For copy: If the imported record was originally coded "full" or "core", input \$a nlmcopyc. If the record already has an 042 with "pcc" delete the "pcc", but retain any other values already in the 042.  |
| 044 \$9   | Country of publishing               | Supply spelled out country on every record  |
| 046       | Special coded dates                 | For new date subfields related to work/expression, give in authority, not bibliographic, record.  |

| <b>Tag</b>         | <b>Attribute(s)</b>   | <b>NLM practice</b>   |
|--------------------|---|---|
| 100-130<br>\$0 (R) | Authority record control number   | Do not use (workload issue until subfield can be machine-generated and community agreement on identifiers).   |
| 100-110<br>\$e (R) | Relationship designator   | Relationship designators required for 1XX. \$e may be repeated for 100/110 with any type of additional relationship as long as the first relationship is a valid RDA creator relationship   |
| 111 \$j (R)        | Relationship designator   | Relationship designators required for 1XX. \$j may be repeated for 111 with any type of additional relationship as long as the first relationship is a valid RDA creator relationship   |
| 100-111<br>\$4 (R) | Relator code  | Do not give.  |
| 245 \$h            | AACR2: GMD  | Not valid in an RDA record; see 336-338 below.  |
| 264 \$c            | Copyright date  | Record in a separate 264 field with a second indicator of “4” only if different than publication date on the item.  |
| 300 (R)            | Carrier description   | Generally repeat only for kits and historical AVs. Record accompanying material in 300 \$e.   |
| 33X (R)            | Content/Media/Carrier   | Repeat the field, not \$a as needed.<br>Use multiple 33X fields only when the primary resource being described has multiple content/media/carrier types, such as kits or items with significant accompanying material.<br>When using multiple 33X fields, do not use \$3. Do not use multiple 33X fields when using the single record approach for material issued in multiple formats. |
| 336 (R)            | Content type<br>\$a Content type term (R)<br>\$b Content type code (R)<br>\$2 Source (NR)<br>\$3 Materials specified (NR) | Repeat field, not subfield \$a, as needed.<br><br>Give subfield \$a, using term from RDA 6.9; in subfield \$2 give “rdacontent.” Do not add subfield \$b if not present; accept subfield \$b if present.  |
| 337 (R)            | Media type<br>\$a Media type term (R)<br>\$b Media type code (R)<br>\$2 Source (NR)<br>\$3 Materials specified (NR)       | Repeat field, not subfield \$a, as needed.<br><br>Give subfield \$a, using term from RDA 3.2; in subfield \$2 give “rdamedia.” Do not add subfield \$b if not present; accept subfield \$b if present.  |
| 338 (R)            | Carrier type<br>\$a Carrier type term (R)<br>\$b Carrier type code (R)<br>\$2 Source (NR)<br>\$3 Materials specified (NR) | Repeat field, not subfield \$a, as needed.<br><br>Give subfield \$a, using term from RDA 3.3; in subfield \$2 give “rdacarrier.” Do not add subfield \$b if not present; accept subfield \$b if present.  |
| 380 (R)            | Form of work  | Give in authority, not bibliographic, record.   |
| 381 (R)            | Other distinguishing characteristic of the work/... of the expression   | Give in authority, not bibliographic, record.   |
| 490 \$x (R)        | ISSN  | If ISSN of both main series and subseries are present on the resource, give both.   |

| <b>Tag</b>         | <b>Attribute(s)</b>   | <b>NLM practice</b>   |
|--------------------|---|---|
| 502 (R)            | Dissertation<br>\$a Dissertation note (NR)<br>\$b Degree type (NR)<br>\$c Name of granting institution (NR)<br>\$d Year degree granted (NR)<br>\$g Miscellaneous information (R)<br>\$o Dissertation identifier (R) | Use subfields \$b, \$c, \$d, \$g, and \$o if specific information is available. If specific information is not available, give available information in a 500 field.  |
| 588 (R)            | Source of description<br>\$a Source of description note (NR)<br>\$5 Institution to which field applies (NR)   | Give information (1) about issue, part, or iteration used for description if not the one specified in RDA; (2) date online resource was viewed; Do not give subfield \$5. Always include in a CONSER Standard Record.   |
| 700-730<br>\$0 (R) | Authority record control number   | Do not use (workload issue until subfield can be machine-generated).  |
| 700-710<br>\$e (R) | Relationship designator (term)  | Use relationship designators where possible. Repeat \$e if multiple contributor relationships designators are appropriate. If you need to use \$5 DNLM with a 7XX, give a separate 7XX with the appropriate \$e relationship designator.  |
| 711 \$j (R)        | Relationship designator (term)  | Use relationship designators where possible. Repeat \$j if multiple contributor relationships designators are appropriate   |
| 700-711<br>\$4 (R) | Relator code  | Do not give. When working with RDA copy, codes should be replaced with designators.   |
| 700-730<br>\$i (R) | Relationship designator (phrase)  | Give RDA appendix J term according to NLM policy for these relationships. Give subfield \$i as the first subfield unless the content designation already indicates the relationship; in subfield \$i, capitalize the first word of the designator and follow the designator with a colon.<br>Prefer use of 700-730 over 76X-78X for monographs. |
| 76X-78X<br>\$i (R) | Relationship information  | Give RDA appendix J term according to LC policy for these relationships. Give subfield \$i as the first subfield unless the content designation already indicates the relationship; in subfield \$i, capitalize the first word of the designator and follow the designator with a colon.<br>Prefer use of 76X-78X over 700-730 for serials.     |
| 76X-78X<br>\$4 (R) | Relationship code   | Do not give.  |
| 775 (R)            | Other edition entry   | Use only for serials.   |
| 776 (R)            | Additional physical form entry  | Do not use. Use 530 or 534.note when reproduction is in a different type of carrier.  |

**Authority Format:** NLM will use the authority format when creating an NAR to record the form of the authorized access point for a work or expression. All MARC tags defined for authority records may be used, but do not add them to existing authority records unless you need to edit the record for another reason. Do not do special research just to add these data elements; only add if readily available on your piece or if you had to do research to break a conflict.

| Tag                | Attribute(s)   | NLM practice  |
|--------------------|--|---|
| 008/10             | Descriptive cataloging rules   | Use value “z” (Other). [A value is not defined for RDA.]  |
| 040 \$b            | Language of Cataloging   | Use value “eng”   |
| 040 \$e            | Description conventions  | Give; use value “rda.”  |
| 046<br>(R)         | Special coded dates<br>\$f Birth date (NR)<br>\$g Death date (NR)<br>\$k Beginning or single date created (NR)<br>\$l Ending date created (NR)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$2 Source of date scheme (NR) | <p>Give subfields, as applicable, whenever readily available.<br/>Do not use \$u, but may keep on copy.</p> <p>\$f and \$g are used with personal names, \$k and \$l are used for works (uniform titles) and \$s and \$t are used with corporate and conference headings, and for “active” dates associated with personal names. Dates should generally be recorded in the ISO 8601 format YYYY, YYYY-MM, or YYYYMMDD</p> <p>Use \$2 edtf for certain types of dates; see information at the end of this document (also in LCPS 9.3.1.3)</p> <p>When using \$2 you must use multiple 046 fields if the \$2 does not apply to each date. However, single 046 fields were created programmatically where the \$2 does not apply to all the subfields. You are not required to fix these records when encountered.</p> <p>LC/PCC practice: Do not use 046 in authority records that can cover more than one expression with different dates.</p> |
| 100-130            | Qualifiers   | Any qualifiers used in a 1XX field must be recorded in a corresponding 046 and/or 3XX field. This includes fuller forms of personal names, occupations used on personal names, place names used on corporate, series, and conference authority records, and such generic qualifiers as “Firm” or “Conference.”  |
| 100-110 \$e<br>(R) | Relator term   | Do not give relationship designators in 100-110 fields of authority records.  |
| 111 \$j<br>(R)     | Relator term   | Do not give relationship designators in 111 field of authority records.   |
| 336<br>(R)         | Content type<br>\$a Content type term (R)<br>\$b Content type code (R)<br>\$2 Source (NR)<br>\$3 Materials specified (NR)  | <p>LC/PCC practice: do not give 336 field in authority records for expressions</p> <p>Use multiple 336 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms.</p>   |

| Tag        | Attribute(s)  | NLM practice  |
|------------|---|---|
| 368<br>(R) | Other Attributes of Person or Corporate Body<br>\$a Type of corporate body (R)<br>\$b Type of jurisdiction (R)<br>\$c Other designation (R)<br>\$d Title of person (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source (NR)  | <p>Until further notice LC/PCC catalogers are asked NOT to supply the following subfields: \$d (Title of person), \$s (Start period), \$t (End period), \$u (Uniform Resource Identifier), and \$v (Source of Information).</p> <p>Do not give subfield \$0. Capitalize the first term in each subfield \$a, \$b, and \$c.</p> <p>NLM will generally supply only if needed as part of the authorized access point.</p> <p>Use multiple 368 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms.</p>   |
| 370<br>(R) | Associated place<br>\$a Place of birth (NR)<br>\$b Place of death (NR)<br>\$c Associated country (R)<br>\$e Place of residence/headquarters (R)<br>\$f Other associated place (R)<br>\$g Place of origin of work (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (R) | <p>Do not give subfield \$0 or \$u. Give other subfields, as applicable, if readily available on piece in hand and the place name is already established in the NAF. If a geographic qualifier is used as part of the authorized access point, it must be recorded here, although the form used in the authorized access point may differ. See DCM Z1.</p> <p>If the place is a jurisdiction, record it in the 370 field exactly as it appears in the authority file. Add \$2 naf. NLM will only use geographics established as names (i.e. prefix "n"). Do not use headings established as subjects (i.e. prefix "sh"). An NAR for the jurisdiction is required to be coded RDA only if the jurisdiction is also an addition to the established form in the 1XX field.</p> |

| <b>Tag</b> | <b>Attribute(s)</b>   | <b>NLM practice</b>  |
|------------|---|--|
| 371<br>(R) | Address<br>\$a Address (R)<br>\$b City (NR)<br>\$c Intermediate jurisdiction (NR)<br>\$d Country (NR)<br>\$e Postal code (NR)<br>\$m Electronic mail address (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$z Public note (R)<br>\$4 Relator code (R) | Do not use \$4 or \$u. Do not supply address data from CIP dataview<br><br>Use sparingly. If using this field, minimally you must supply \$b (City) or \$m (e-mail address).<br><br>If you only have Country data, use 370 \$c instead of 371 \$d Supply other subfields, as applicable, if readily available  |
| 372<br>(R) | Field of activity<br>\$a Field of activity (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (NR)  | Do not give subfield \$0 or \$u.<br>Use sparingly. Supply other subfields, as applicable, if readily available<br><br>Capitalize the first word in \$a<br><br>Prefer to use MeSH terms from the H tree where possible and then supply \$2 mesh<br>Use multiple 372 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms.<br><br>Terms and phrases for fields of activity entered in a 372 field cannot be used to qualify names.  |
| 373<br>(R) | Associated group<br>\$a Associated group (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (NR)  | Use sparingly. Do not give subfield \$0 or \$u. Give other subfields, as applicable, if readily available.<br><br>Use NAF form of as name in \$a if available. Record the name exactly as it appears in the NAF, no transformations are needed (except to remove any subfield indicators).<br>Exception: If you need to add an institution name as a conference location qualifier, use the form found on the piece in hand as \$a.<br><br>Use multiple 373 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms. |

| <b>Tag</b> | <b>Attribute(s)</b>  | <b>NLM practice</b>   |
|------------|--|---|
| 374<br>(R) | Occupation<br>\$a Occupation (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (NR)   | <p>Do not give subfield \$0 or \$u.</p> <p>Supply other subfields, as applicable, if readily available</p> <p>Capitalize the first word in subfield \$a.</p> <p>Prefer specific occupations and/or to use MeSH terms from M tree where possible and then supply \$2 mesh.</p> <p>Subfield \$a must be supplied if needed as part of the authorized access point.</p> <p>Use multiple 374 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms.</p> <p>Whatever term or phrase you use in the 100 field of an RDA record must be recorded in the first 374 of the authority record and it must be in the singular form.</p> |
| 375<br>(R) | Gender<br>\$a Gender (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$2 Source of term (NR)  | <p>Do not give \$u. Supply other subfields, as applicable, if readily available. Prefer the use of RDA gender terms in 9.7.1.3.</p> <p>Use multiple 375 fields, rather than repeating \$a or \$b if using \$2 and the \$2 does not apply to all terms.</p>  |
| 376<br>(R) | Family information<br>\$a Type of family (R)<br>\$b Name of prominent member (R)<br>\$c Hereditary title (R)<br>\$s Start period (NR)<br>\$t End period (NR)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (NR) | <p>Do not give subfield \$0 or \$u.</p> <p>Give other subfields, as applicable, if readily available. For names of prominent members, give the authorized access point form.</p>  |
| 377<br>(R) | Associated language<br>\$a Language code (R)<br>\$l Language term (R)<br>\$2 Source of code (NR)   | Use sparingly. Give subfield \$a if readily available. Use blank as 2nd indicator (using the MARC language code list; do not give subfield \$2). Use \$l for specific language when \$a code is a ‘bucket’ code   |

| <b>Tag</b>  | <b>Attribute(s)</b>   | <b>NLM practice</b>   |
|-------------|---|---|
| 378<br>(NR) | Fuller form of personal name<br>\$q Fuller form of personal name (R)<br>\$u Uniform Resource Identifier (R)*<br>\$v Source of information (R)*  | NLM will supply whenever readily available for initials or abbreviations in the preferred name.<br><br>NLM practice: For new headings provide a fuller form of name if a part of the forename or surname used in the preferred name is represented by an initial or an abbreviation, when readily available. Add unused forenames or surnames only if needed to distinguish one access point from another (see RDA 9.19.1.4). |
| 380<br>(R)  | Form of work<br>\$a Form of work (R)<br>\$0 Record control number (R)<br>\$2 Source of term (NR)  | Not generally used by NLM<br>Do not give subfield \$0. Give other subfields, as applicable, if readily available. Capitalize the first word in \$a<br>Prefer MeSH term if appropriate.  |
| 381<br>(R)  | Other distinguishing characteristics of work or expression<br>\$a Other distinguishing characteristic (R)<br>\$u Uniform Resource Locator (R)*<br>\$v Source of information (R)*<br>\$0 Record control number (R)<br>\$2 Source of term (NR)                                      | Do not give subfield \$0 or u. Give other subfields, as applicable, if readily available. Capitalize the first word in \$a.<br>NLM will generally supply only if needed as part of the authorized access point.   |
| 400-410 \$e | Relator code  | Do not give relationship designators in 400-410 fields.   |
| 411 \$j     | Relator code  | Do not give relationship designators in 411 fields.   |
| 400-430 \$i | Relationship information  | Do not give relationship information in 400-430 fields.   |
| 500-530     | Subfields for relationship designators<br>\$i Relationship information<br>\$4 Relationship code<br>\$w/0 Control subfield - special relationship<br>-- value "i" Reference instruction phrase in subfield \$i, or<br>-- value "r" Relationship designation in subfield \$i or \$4 | Use \$w r and \$i for all relationships, when NLM policy requires documenting the relationship. Give RDA appendix J term (name/title or title in 500-530) or appendix K term (name in 500-511) in the subfield \$i.<br><br>Records with subfield \$w a and b for earlier/later relationships must be changed to \$w r \$i relationships.<br><br>Do not give subfield \$4.   |

| Tag | Attribute(s)  | NLM practice   |
|-----|---|--|
| 670 | <b>Source data found</b>  | All the elements in the authorized access point must be included in the 670 field. Other information in the authority record may be recorded in \$v of the specific subfield. When using \$v with 046 or 37X fields, only need to supply the information that is normally recorded in 670 \$a.<br>Exception for CIP titles: If the information is not coming from the galley, but from the CIP dataview, or another source not actually on the piece, specify that in \$v. |
| 678 | <b>Biographical or Historical Data (R)</b><br>\$a Biographical or historical data (R)<br>\$b Expansion (NR)<br>\$u Uniform Resource Identifier (R)<br>\$6 Linkage (NR)<br>\$8 Field link and sequence number (R)<br>\$a Biographical Information<br>\$a Corporate History | When supplying biographical or historical data in a 678 note field or updating an existing 678, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.  |

#### \*Use of \$v and \$u in Authority Format fields

The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of a heading in 1XX and 4XX.
2. For 046, 37X, 381:
  - a. if the same source is already cited in the 670, no \$v is needed
  - b. use \$v if the source is not cited in a 670
  - c. optionally, use \$v even if the same source is cited in a 670
3. Use of \$u is optional, and should always be preceded by \$v.

#### Coding Dates in Field 046

Some dates can be coded easily using ISO 8601 in the appropriate subfield of optional field 046; others need a specialized standard such as the Extended Date/Time Format (EDTF)—here are typical examples of each:

#### RDA dates in ISO 8601 date scheme (no need to provide a source in \$2)

| Category        | RDA presentation         | ISO 8601 coding in 046  |
|-----------------|--------------------------|---|
| Single year     | 1964                     | 1964  |
| Year/Month/Day  | 1964 June 27             | 19640627  |
| Early A.D. date | 65 A.D.                  | 0065  |
| B.C. date       | 361 B.C.                 | -0360 ( <i>note there is a difference of one because the B.C. system has no year zero</i> ) |
| Century         | 20 <sup>th</sup> century | 19  |

**RDA dates in EDTF date scheme (provide ‘edtf’ in 046 \$2)**

| <b>Category</b>              | <b>RDA presentation</b> | <b>EDTF coding in 046</b> |
|------------------------------|-------------------------|---------------------------|
| Probable date                | 1816?                   | 1816?                     |
| Approximate date             | Approximately 931       | 0931~                     |
| Known to be one of two years | 1666 or 1667            | [1666,1667]               |